



BROOK GLENN ELEMENTARY

STUDENT - PARENT HANDBOOK 2020-2021



Bernice M. Jackson, Principal
Cindy Mattos-DeHart, Administrative Assistant

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ACHIEVING, BELIEVING, AND CARING

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MISSION, VISION, BELIEFS

The **Mission** of Brook Glenn Elementary School is to prepare all students for personal success in life through immersion in engaging, challenging, nurturing educational experiences that cultivate global knowledge and 21st century skills, while developing character, leadership, and citizenship.

The **Vision** of Brook Glenn Elementary School is to value, inspire, and support learners to become independent, productive, caring citizens who are prepared to evaluate and solve problems in life.

We **believe** . . .

- Students must have highly competent and caring teachers, principals, and support staff.
- Students must have equitable and high-quality educational opportunities that evolve and change to reflect the world around them.
- A successful educational culture empowers students to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.
- A successful educational culture develops students who are empathetic, respectful, resilient, and act with integrity.
- Embracing diversity and inclusion leads to mutual respect and breaks down barriers.
- Education is the shared responsibility of students, home, school, business, and community.
- Curriculum and instruction must meet the needs of all students and prepare each student for success.
- Early reading and mathematical thinking are the foundations for educational success.
- Our educational organization prepares students to value learning and contribute to society, which has a lasting positive impact on our communities.

Goal 1: To increase student achievement as measured by student performance on standardized tests.

Goal 2: To increase parent and community involvement.

Goal 3: To secure and retain highly qualified personnel.

School Colors: Hunter Green and White

School Mascot: Soaring Eagle

August 24, 2020

Dear Students and Parents,

Welcome to 2020 -2021! As we plan for a school year like no other we have seen in the past, our focus will continue to ensure that:

- Every child, every day will have a teacher who reflects on and refines his or her instructional approaches to ensure students **achieve**. Within the guidance of standards provided to us by the state and our district, we will help each child reach his or her academic potential and be a productive citizen in the community.
- Every child, every day will know that their teacher **believes** in their abilities. We believe in the capacity of all children to learn. As a professional community, we believe in our own abilities to not only teach but to inspire.
- Every child, every day will know that their teacher genuinely cares. At Brook Glenn, there is not only mutual respect but a deep level of caring, compassion, and empathy. We take care of one another. We make school a safe, nurturing atmosphere where we would want our own children /grandchildren to be. When we see needs, we meet them.

Spring of 2020 has challenged administration, staff, and students to find a new *normal* for learning, connected us in new ways and required us to champion from afar. What I most learned through this process is how much I appreciate the expertise of Brook Glenn teachers, the ways in which our students put forth great effort to complete assigned tasks; and overall, an appreciation for the little things in life- giving a high-five, a hug or being able to laugh out loud with many people around. What I MOST appreciate about Brook Glenn is how even under circumstances we have never experienced, we still are a learning, caring, and believing community committed and dedicated to providing an academic program that challenges each child as well as meet the social and emotional needs of each individual student.



Normal is such a simple word and it is our goal to not only find our new *normal*, but use this time as a learning experience that will forever impact Brook Glenn's learning environment. Our fall may not be "normal" but our teaching and learning will not only continue, but continue to thrive. We can't wait to move on to the next phase of learning under COVID-19. We know, returning and new students to Brook Glenn, will be welcomed with open arms (from 6 feet away) to our community- where we will continue to grow; and view education as a partnership between the school, family, and the community. We appreciate your support!

This handbook provides important information about our school's philosophy, procedures, policies, curriculum, and schedules. It is a guide to the way we operate as a school. Additional information will be sent to you throughout the year through classroom and school newsletters. If you have question that remain unanswered after reading the handbook, please feel free to contact me at 355-4710.

Respectfully,

Bernice M. Jackson.

Principal



***Introducing Brook Glenn's
Faculty and Staff
2020-2021***

ADMINISTRATION

Mrs. Bernice Jackson.....Principal.....355-4710
Mrs. Cindy Mattos-DeHart.....Administrative Assistant.....355-4724

OFFICE

Mrs. Leslie Ellzey.....Secretary / Bookkeeper.....355-4702
Mrs. Natalie DurranceOffice Clerk.....355-4701

CLASSROOM TEACHERS / ASSISTANTS

Ms. Lori Anderson..... **K4** 355-4718
Mrs. Maria Dawkins K4 Teacher Assistant
Mrs. Carla Price Davis355-4722
Ms. Patsy Foyle Teacher Assistant
Mrs. Carolyn Lucas.....355-4738
Mrs. Kristine McGarry K5 Teacher Assistant
Mrs. Faye MendezGrade 1..... 355-4713
Mrs. Suzanne Montgomery..... 355-4750
Mrs. Katie Benton355-4740

Mrs. Sharon Houck.....**Grade 2**.....355-4732
Ms. Hollie Kutz 355-4737

Mr. Alvin Ellis.....**Grade 3**.....355-4743
Ms. Julie Metzger.....355-4722

Mrs. Kara WestfallNeuro Teacher (Primary).....355- 4719
Mrs. Lydia Scharlau Special Ed. Teacher Assistants
Ms. Casey Hatcher Neuro Teacher (Intermediate)
Mrs. Linda Perez Special Ed. Teacher Assistants

Mr. Alexander Mulholland**4th Grade**.....355-4734

Mrs. Nancy Sommer 355-4730

Mrs. January Adams**Grade 5**.....355-4706

Mrs. Courtney Lozona355-4748

Mrs. Jennifer Thrasher

SUPPORT STAFF

Ms. Sheila Jordan.....Mental Health 355-4720

Ms. Maggie MoellmanCounselor.....355-4704

Mrs. Lauren Nifong.....Instructional Coach355-4741

Mrs. Jayne GravesReading Interventionist.....355-4745

Mrs. Alicia LangendorfReading Interventionist.....355-4716

Dr. Marie Havran...Literacy Coach355-4729

Mrs. Katheryn Tarr.Media Specialist..... 355-4705

Mr. Scott Beckett.....Challenge355-4733

Mrs. Amy Garcia.....Resource.....355-4712

Mrs. Jorie Browder.....Resource.....355-4711

Ms. Lyndsey Adams...Speech Therapist.....355-4746

Mrs. Carol Ward.....ESOL Instructor (1.0).....355-4752

Mr. Zachary White.....Physical Education.....355-4726

Mrs. Sarah Jones.....Art.....355-4735

Mr. Jimmy Bagwell.....Music.....355-4736

Mrs. Susan TeagueSTEM Lab

Mrs. Patricia HainesNurse.....355-4707

FOOD SERVICES

Mrs. Renaye Lindsey.....Cafeteria Manager.....355-4708

CUSTODIAL STAFF

Mr. Brad Tollison.....Plant Engineer..... 355-4709

Mary Anderson Marquez Fisher Russell Tripp

AFTERSCHOOL EXTENDED CARE

Mrs. Kaylee DeHartDirector..... (EDP c) 444-9736

PTA Executive Board Members

President

Mr. Henry Lee Wilson

Vice-President

Secretary

Vacant

School Improvement Council Members

Mrs. Maggie Moellman

Mrs. Cindy Mattos-DeHart Mrs. Lauren Nifong

Mrs. Natalie Durrance

Mrs. Bernice M. Jackson Mrs. Katie Tarr

Mr. Lee Wilson

EQUAL OPPORTUNITY

No student in the School District of Greenville County 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 on account of any handicapping condition.

Building an Achieving, Believing, and Caring Community of Learners

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.

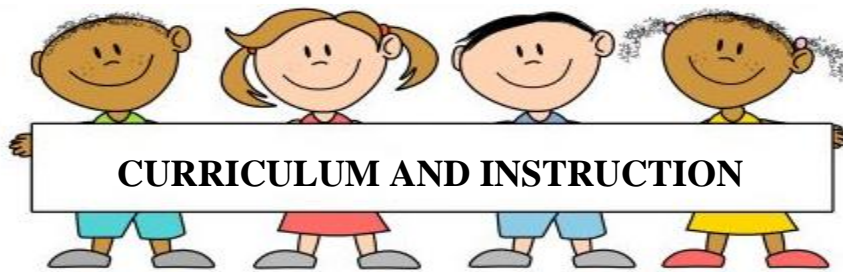
If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination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



The curriculum at Brook Glenn Elementary School is based on the curricular standards established by the South Carolina State Department and designed to meet the needs of all students. South Carolina State College and Career Ready Standards, Character Education, and the Advanc-ED Standards for Accreditation along with technology integration are taken into consideration as teachers plan units and lessons with research based strategies, promote rigor and student engagement, and provide a connection between education and careers while promoting creativity, collaboration, communication, and critical thinking skills in student-centered classrooms.

ART

Creating and appreciating art introduces children to a realm of delights that can last a lifetime. Students learn various forms and Medias such as painting, sculpture, and architecture. Students learn about the use of lines in artwork, mass in sculpture, depth in painting, and how light affects all.

ASSEMBLY PROGRAMS

Special assemblies are held periodically for students on a variety of interesting and educational topics.

Brook Glenn's School Expectations:



CHALLENGE PROGRAM

The school district provides programs for gifted and talented students in grades 3rd – 5th to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, they will be screened by this process:

In Dimension A - Reasoning Abilities:

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



In Dimension B - Academic Achievement:

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

In Dimension C - Intellectual/Academic Performance:

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

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

COUNSELING PROGRAM

Our guidance counselor, in partnership with the school staff, is expected to teach the knowledge and skills necessary for success in a rigorous instructional program which is developmentally appropriate and focuses on academics and career; and to promote healthy social and emotional development related to academic achievement, and to collaborate with staff, parents, and community members to support a full and successful school experience for students.

In addition to the classroom guidance program, the counselor works with individuals and small groups, and provide a variety of support programs for parents. The counselor is available for conferences with parents. **To schedule an appointment please call 355-4704.**

DAILY SCHEDULES

7:00	Earliest time that students may enter the building
7:00-7:30	Universal Breakfast line is open
7:45	School begins. After 7:45 students are tardy and must check in at the office before entering class. <i>If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.</i>
2:00	Early dismissals requests must be prior to 2:00
2:15	Students dismissed
2:15 – 6:15	Extended Daycare Program starts
3:15	School office closes

Supervision by the Brook Glenn staff is provided from 7:00 a.m. until 2:45 p.m. Students may not enter the building before or after these hours.

ESOL

ESOL teacher plans for and provides English language instruction for students who have been identified through the ELDA as being limited English proficient (LEP). The purpose of the ESOL program is to help students attain rapid proficiency in English so that they will be successful in the regular classrooms.

FIELD TRIPS

Field trips are an extension of the instructional program. Brook Glenn teachers spend many hours planning and preparing for an exciting and enriching experience for our students. **Students are expected to fulfill their responsibilities, i.e. homework, behavior, classwork, monetary obligations, in order to participate.**

WRITTEN permission from parent or legal guardian must be returned to the school prior to each field trip. **No phone calls will be allowed as verbal permission.** Appropriate behavior is expected of all students.

Any student who has been suspended from riding a Greenville County School bus for a period of time that includes a field trip will not be allowed to participate.

If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/ or the principal to discuss alternatives that would make the field trip possible. Field trip fees cannot be returned if a student has been counted in the original number. The number attending determines the charges for the trip. **Students are expected to ride the bus with their class on school-sponsored field trips.**



FIELD TRIP CHAPERONES

Parent participation in chaperoning field trips is greatly encouraged. The type and nature of the trip determine the number of chaperones needed. Only those selected as field trip chaperones may attend field trips. **Preschoolers and other siblings may not accompany parents on field trips**, since the role of the chaperone is to be completely focused on the safety and well-being of the children assigned to him or her. **All chaperoned must be at least 21 years of age and a registered Volunteer Level 2.**

Parents NOT serving as chaperones are not allowed to join their child on the field trip.

GRADING GUIDELINES

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

Pre-K student progress is reported for South Carolina Early Standards as follows:

A cartoon illustration of a young girl with blonde curly hair, wearing a pink dress with a yellow bow and pink shoes. She is holding a report card that says "REPORT CARD" and has a red 'A' on it.	<ul style="list-style-type: none">• Personal and social growth• Approaches to learning• Physical development and health• Language arts and literacy• Mathematics	<p>Scale:</p> <ul style="list-style-type: none">+ Exceeds Standard= Meets Standard# Making Sufficient Progress- Not Making Sufficient ProgressBlank – Not Taught or Assessed
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Kindergarten and First Grade

Reading Writing and Language Communication Science Mathematics Social Studies	M =	The student consistently meets or exceeds end-of-year expectations for this standard.
	P =	The student shows expected growth/progress in meeting this end –of –year standard.
	B =	The student is beginning to progress toward meeting this end-of-year standard.
	N =	The student needs intensive support at school and home to develop this end- of - year standard.

The Greenville County School Board has approved revising the district’s grading scale for grades 2 through 8 to a 10-point system so all GCS students operate under a consistent grading scale. The recommendation comes after the State Board of Education, at the recommendation of the South Carolina Department of Education, voted to move to a 10-point grading scale for all Carnegie-unit bearing classes. The recommended change in grading policy will go into effect this school year.

Second – Fifth Grades

A	90 - 100
B	80 - 89
C	70 - 79
D	60 -69
F	50 -59



All Students will receive a grade of **Q, M, P, or L** in penmanship, music, art, or physical education to denote student progress.

GRADING FLOOR

Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2nd -5th).

The floor will not be applied to Interim Progress Reports.

RELATED ARTS

Art, Music, and Physical Education are compulsory and students must attend these classes. Teachers work with each class for a 45- minute period each week. Performance is recorded on your child’s report card as:

Art Music Physical Education	M = Meets related arts standards P = Making progress towards related arts standards
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HOMEBOUND INSTRUCTION

If your child has an accident or illness which requires an absence of 10 or more days, he/she may be eligible for instruction at home. Contact the school for additional information.

HOMEWORK

School District Homework Policy

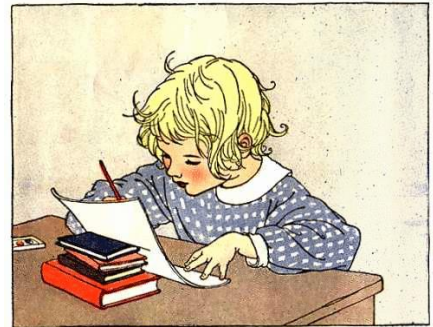
When homework is given, assignments shall reflect the following guidelines:



- Homework shall include one or more of the three generally recognized types of homework:
 - **Practice:** reinforces newly acquired skills taught in class
 - **Preparation:** helps students prepare for upcoming lessons, activities, or tests
 - **Extension:** provides challenging, often long-term opportunities for enrichment that parallel class work
- Homework shall be carefully planned and explained

to the students.

- Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students.
- Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary.
- Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Daily homework assignments for middle school students shall not exceed 90 minutes.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- If homework is graded, the homework average shall not count in the student's overall quarterly grade at the elementary level, and shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.
- Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.



- Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.
- Students are encouraged to spend some time each day reading a variety of materials independently.

*If your child consistently requires much longer than the time indicated above to complete his/her homework, please contact your child's teacher. It is possible that some modification to the homework load is needed for your child and/or a homework "contract" should be designed to support your child's best efforts.

To ensure that homework is an effective part of the educational process, we believe that open communication among teachers, parents, and students is critical.

Brook Glenn Homework is NOT assigned for the weekends or holidays

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians may inspect all instructional materials that will be used as part of their child's educational curriculum or in connection with any survey, analysis, or evaluation of their child.



LIBRARY / MEDIA CENTER

The school library functions as the nucleus of the whole school program. The library exists to support the school curriculum and to provide the needs of a wide range of students within the school. Whole classes, small groups and individuals use the library for enrichment, story hours, listening and viewing, reference and research work, and books for personal reading. Library skills are taught at all grade levels. The Media Specialist works with each class for a 45-minute period each week. Students are to check-out books for which they are responsible. Damaged or lost books must be paid by the student to whom the books are charged. Final report cards are withheld until payment is made. The library's catalog collection is available online through the school's website:

www.greenville.k12.sc.us/bglenm.

MUSIC

The rudiments of music theory and appreciation are taught. School Chorus is offered as an extracurricular activity.

PHYSICAL EDUCATION

In the last few years, fitness has become even more of a concern as researchers collect data establishing the unfit physical condition of our nation's children and the critical need to promote health and wellness standards among the children in our schools. 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 period of time. Tennis shoes are to be worn during physical education classes. Mileage Club is offered as an extracurricular activity.

PARENT TEACHER CONFERENCES

If a parent wishes to have a conference, the teacher will schedule one during his/her planning period or before or after instructional hours. In this way, valuable instructional time will not be lost for the class, and the teacher can focus his/her attention on the students and their learning. Scheduled conferences will be held between the teacher and parent at the end of the first 45 day reporting period for all parents. Teachers will also schedule conference throughout the year as needed to share information about a child's progress. Parents are encouraged to initiate conferences at any time by writing a note or



calling the teacher to schedule an appointment. When teachers notice the need for additional parent-teacher conferences, they will request for parents to come. Kindergarten teachers will schedule a second conference with all parents to update student's math and reading progress since kindergarteners do not receive report cards.

PERMANENT RECORDS

Parents have access to their child's records upon request. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. The law allows divorced parents full access to his/her child's record, even though the court has awarded custody of the child to the other parent, or to a foster parent. All records must be examined in the presence of a school official. When a student transfers to another school, the records will be forwarded to the new school upon receiving a written request from the new school.

PLACEMENT OF STUDENTS

Brook Glenn is an inclusive school, to reduce the number of pull-outs, the general education teacher and a special education teacher work together to meet the needs of students. The administration works closely with the classroom teachers to assign students to a heterogeneous classroom with regard to each individual student's needs; a balanced distribution of boys and girls, race, economic backgrounds, and reading and math achievement levels.

PARENT PORTAL /BACKPACK FOR PARENTS

Parents have access to check grades, see missing assignments and contact teachers through *Backpack for Parents*. If you have never logged on to Parent Portal and need to create a new account, please contact your child's school.



PROMOTION AND RETENTION

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies. The district's promotion and retention policy assures that students reach minimal academic

standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. **The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels.** The following guidelines will be used:

- Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.
- A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.
- In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.
- In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.
- A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

PROMOTION CRITERIA

Kindergarten:

5K students are expected to learn the skills outlined in the language arts, mathematics, personal and social development, science, and social studies state standards. Since 5K attendance is not required (a non-attendance waiver is allowed), a local school may not require a student to repeat 5K. A 5K student may only be retained as a result of a teacher/parent consultation with the parent in agreement. Retention in 5K should be considered on a case-by-case basis and should only be recommended in rare cases.

First Grade: To be promoted to second grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 12 (primer level);

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.

Second Grade: To be promoted to third grade:

Criterion 1: Achieve at least one year's growth in reading as documented through formal and informal assessments or achieve reading proficiency at a minimum text level of 20 (beginning of second semester second grade);

Criterion 2: Achieve at least one year's growth in math as documented through formal and informal assessments.



Third Grade: To be promoted to fourth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies;

Criterion 2: Achieve reading proficiency at a minimum text level of

22/33 (beginning of second semester grade 3);

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

Fourth Grade: To be promoted to fifth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies;

Criterion 2: Achieve reading proficiency at a minimum text level of 24/25 (beginning of second semester grade 4);

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

Fifth Grade: To be promoted to sixth grade:

Criterion 1: Achieve a minimum average grade of 70% in math, reading, language arts, science, and social studies;

Criterion 2: Achieve reading proficiency at a minimum text level of 27/28 (beginning of second semester grade 5);

Criterion 3: Achieve satisfactory mastery of the grade-level standards in math and reading based on teacher determination and documentation through formal and informal assessments.

REPORT CARDS AND PROGRESS REPORTS

A report card is sent home every nine weeks. This report will grade children in reading, languages, spelling, handwriting, mathematics, social studies, science and health, art, music, physical education and habits and attitudes. If a report is not received at the end of each nine-week period, please notify the child's teacher or school office.



SPECIAL EDUCATION

Special Education services are available to students who qualify according to SC and federal criteria. Due process procedures are followed in the placement; written permission for a psychological evaluation, and placement must be obtained from the parents. Psychological evaluation, speech, hearing, and vision testing are provided at no cost to the parent. If you feel that your child could benefit from these services, which are

available at no cost, contact your child's teacher or the principal. **It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.**



SPEECH PROGRAM

Brook Glenn's Speech Language Pathologist serves students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills,

grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.

STANDARDIZED TESTING PROGRAM

Brook Glenn follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strength or weakness and to help the school improve the instructional program. Parents will receive a copy of their child's test results. Our counselors are always available to answer any questions or provide explanation about your child's test scores.

TARDINESS

School begins at 7:45. Help your child to be on time. Punctuality is a quality of good citizenship. **When tardy, a child must go to the office to be admitted to class. When a child has been tardy five times, parents will be contacted by the school, either by mail or phone. Students who continue to be tardy after parent notification; student must be accompanied by parent before being admitted to class. A conference with administration will be held to resolve the problem.**



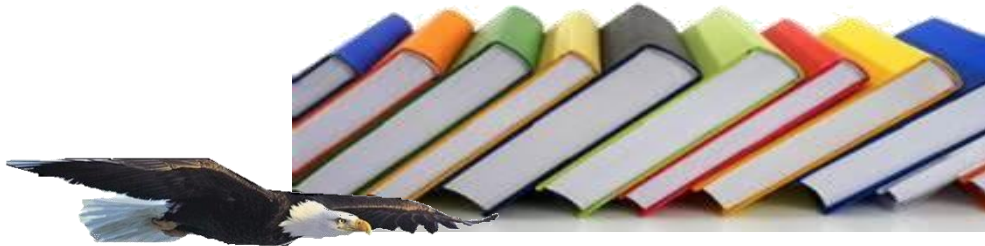
TECHNOLOGY

Brook Glenn's classrooms (4K -5th) are Personalized Learning Environments. We will capitalize on students' almost instinctual ability to use technology. Traditional classrooms will become blended-learning environments that provide a more personalized learning experience for each students. Its purposeful design of blended instruction will combine face-to-face teaching, technology-assisted instruction

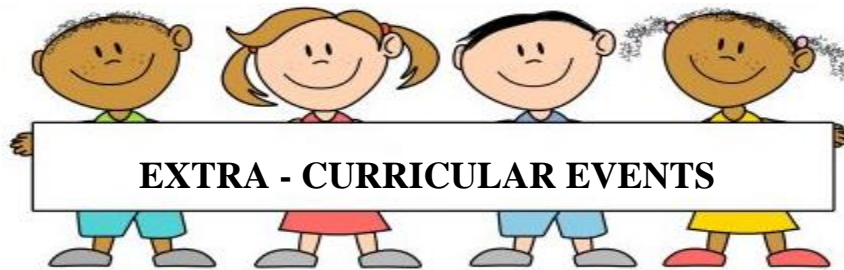
and student-to-student collaboration to leverage each student's interests for deeper learning.

TEXTBOOKS

Textbooks are assigned to students on a loan basis. The books are to be treated and cared for the same as personal property. We expect normal wear on books on a year-to-year basis. If a book is lost or damaged, the family is responsible for paying the cost for replacement. Cost will be determined on the following:



Condition of Book	New	Good	Fair	Poor
Age of book	1 year	2 years	3 years	4 years
% of the original value to be charged	100%	75%	50%	25%



Student participation in extracurricular activities is a privilege (not a right) that students earn through proper conduct, talent, skill, interest, academic achievement, and leadership skills.

CHORUS

Chorus, open to 3rd, 4th and 5th graders, provides students with the opportunity to improve their vocal skills and to present several concerts throughout the school year. Students must audition to participate.

HOOPS FOR HEALTH

The PE teacher provides an opportunity for students in grades 3rd – 5th to participate in friendly basketball competitions –grade level classrooms compete against each other- each Friday morning from 7:15 – 7:45am.

MORNING NEWS SHOW

Fifth grade students serve as Brook Glenn's morning news anchors. The morning show provides opportunities for student involvement, school continuity, school spirit, improved communication, celebration of student achievement, audience engagement, reinforcement of academic instruction, and positive role models.

MILEAGE CLUB

Mileage Club is open to all students and parents. Club members meet on Monday mornings from 7:15 AM – 7:45 AM and walk the track.

SAFETY PATROLS

Fifth grade students are selected with input from teachers, administrators, and safety patrol sponsors. The patrol's job, as a role model, is to encourage and remind students to follow safety rules in crossing, loading, and unloading cars. Patrols are on duty from 7:20 – 7:55 AM; and 2:30 – 2:45 PM.



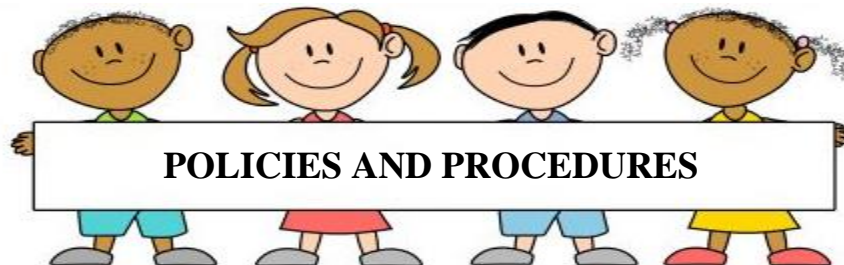
STUDENT COUNCIL

The Student Council plays a very important role in every school, as students assume leadership roles. Students share ideas, interests, and concerns with the teachers and principal. Being on Student Council is something that will help our students become responsible and active members of the community.

STUDENT LIBRARY HELPER

Managing the media center is a big job; therefore, the school librarian depends on responsible students to help keep things running efficiently. Students must complete a short application that includes why they want this job.

LIBRARY STUDENT BOOK CLUB - The media specialist offers an opportunity for upper grade level readers to form partnerships in reading and discuss books.



ADDRESS AND/OR PHONE NUMBER CHANGE

It is vital that the school office have on file your **current address and home/work phone numbers** at all times. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. The school will not release unlisted phone numbers and other contact information.

REQUIREMENTS TO ENTER KINDERGARTEN & FIRST GRADE

- ◆ Five/ Six years old on or before September 1 of the year of enrollment.
- ◆ A legal birth certificate

- ◆ Certificate of Immunization
- ◆ Proof of address (2)
- ◆ Photo id



A MOMENT OF SILENCE

South Carolina state law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Brook Glenn will have a moment during its morning news broadcast.

ARTICLES PROHIBITED IN SCHOOL

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 toys, electronic games, guns, and caps for guns, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician'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. In addition and in order to protect school equipment and property, chewing gum is not permitted during the school day.

ATTENDANCE

To be counted present, students must be in attendance for **THREE HOURS** during the instructional day.

- **Students who have in excess of 5 tardies for the year are not eligible for recognition of perfect attendance award during 9 week Awards.**
- All absences should be explained with a doctor or parent note within **2 days upon return to school. Note received on the 3rd day** will be considered as **Unexcused**. Students arriving to school after 12 noon are marked absent.
- Attendance intervention conferences are required after 3 consecutive or 5 cumulative unlawful absences.
- Excused absences include: doctor notes; parent notes for illness up to 10 days. Absences for illness or death in immediate family are excused up to 3 days; maximum of 5 days if out of town travel is required.
- Absences due to religious holidays must be requested in advance. Appearances in court require documentation.
- Family vacations are not considered excused absences.
- All absences are counted as days missed.



BUS RIDERS

Bus transportation is available to students who live 1.5 miles or farther from their school. The school district transportation department is in charge of routes and schedules. The bus driver is in full charge of the students and the bus. It is a privilege to ride the bus. Safety demands complete cooperation.

In order to ensure the safety of your 4K, 5K, or first grade child, Greenville County Schools has implemented the following procedures:

- ◆ 4K, 5K, and first grade students boarding or departing the bus, whether alone or in a group, must have a parent/guardian/designee present at the bus stop both morning pick-up or afternoon drop-off or student(s) could be brought back to their elementary school. The designee may be another adult or student who is in **fourth** grade or above. One person can serve as designee for multiple children. A **Bus Stop Designee Form** is to be requested from the school, completed and returned to the school before the student rides the bus.

- ◆ *If the parent/ guardian or designee is not present is not present at the PM drop off, the student will be returned to school. The parent/guardian will be contacted and required to pick up his/her child. If the parent/guardian cannot be*



reached, the matter *could be* referred to the Greenville County Schools Law Enforcement Division and/or the Greenville County Department of Social Services (DSS). Repeated instances will result in the loss of bus privileges. . Usual school disciplinary sanctions include warning, suspension, and expulsion. Students are expected to-

- Be seated, in assigned seats, while the bus is moving.
- Follow the driver's directions.
- Keep hands, arms, legs, feet, and objects to self and inside the bus.
- Refrain from cursing, name calling, gestures, or loud talking; pushing, shoving, annoying other students; and eating, drinking, chewing gum, or littering.

Severe offenses, such as: fighting, possession of weapons, drugs or alcohol, smoking, and any action which endangers the safety of the driver and other students, or damage to the bus could involve a lengthier bus suspension or permanent suspension from the bus. If a student damages a school bus, the student responsible for the damage will be suspended from riding the bus until restitution has been made. Prices for damage are subject to change.

Bus delays: Parent/ Guardian will be called by School Messenger if his/her child's bus (AM and /or PM) is delayed more than 15 minutes. Delays are also posted on the GCS website at www.greenville.k12.sc.us. If you have a question or complaints about school bus services, please call the **Taylors Bus Center at 355-7340**. If there is a problem concerning students on a bus, please contact school administrators at **355-4710 or 355-4724**.

Bullying, Harassment, and Intimidation

In compliance with the SC Safe School Climate Act, Brook Glenn is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. All reports should be filed with the principal or his or her designee.

Examples of bullying include:

- Physical aggression – physical harm or destroying property
- Social aggression – rumors, racial slurs, or exclusion from the group.

- Verbal aggression – name –calling, teasing, or threatening.
- Intimidation – phone calls, dirty tricks, or taking possessions.
- Written aggression – threatening notes or graffiti; electronic communications;
- Sexual aggression – comments or actions of a sexual nature, which make the recipient uncomfortable. Racial and cultural (ethnic) harassment – comments or actions containing racial or ethnic overtones, which make the recipient uncomfortable



CARE OF SCHOOL PROPERTY

All students are taught and encouraged to take care of their school and its materials, furnishings, equipment, and grounds. Any damage done to school property must be repaired or replaced at the expense of the offender.

CHEATING / PLAGIRISM

Using the work of other people (including parents) rather than doing their own work deprives students of the chance to actually learn the material they are expected to learn. In addition, it becomes impossible for the teacher to assess what further instruction the child must receive if they are not receiving raw student work. A student is considered to be in violation of school policy when (s) he participates in any of the following activities:

- copying homework or any class assignment from any source (plagiarizing), or allowing another student to copy one's own work copying homework or assignments from other students
- willfully falsifying data and presenting it as one's own research or work
- passing notes during a test, looking at notes during a test, looking at another student's test; unauthorized use of or communication with notes, calculators, computers, textbooks, cell phones, etc. during a test; telling other students what is on a test or quiz or providing specific questions or answers
- talking to others during a test. Students who engage in any form of cheating will receive no credit (0) for the assignment, project, or test.



CHILD FIND

Child Find is developed to identify and offer early intervention for children with special needs, three years of age or older. Contact the school office for additional information.

CAR TRANSPORTATION

For the safety and welfare of our children, parents are to follow these procedures:

- ◆ **Car Number posted and visible in car window or dashboard.**
- ◆ **Driveway directly in front of the school is solely for buses, daycare vans, and special needs students.**

- ◆ **Drive slowly** and carefully, using extreme caution and follow all directional signs.
- ◆ Drive around the traffic circle to drop-off and pick up students in the designated areas. For safety reasons, the child must exit car from the passenger side of car.
- ◆ The parking lot is reserved for parents who want to park and walk their children into the building or to the front door. **No student may be dropped off in the parking lot.**
- ◆ Stay in a single line. Please do not pass cars during arrival or dismissal.

Children riding in cars will be dismissed at 2:30 PM and will wait in their designated areas until their name is announced. For the protection and safety of each child, ***no child***



will be allowed to walk through the parking lot to get into a car unless accompanied by a parent. Additionally, ***the classroom teacher should be notified in writing of any changes in transportation on a given day.*** We request that parents respect teachers' time set aside to plan instruction at the end of the day by being on time to pick up their children.

CLASSROOM INTERRUPTIONS

In order to provide a good learning environment for our children, classroom interruptions should be limited. Students and/or teachers will not be called to the phone or asked to leave their classrooms unless there is an emergency situation. Students and/or teachers will be notified of telephone messages and will return calls as soon as possible.

Conferences with teachers can be arranged by contacting the classroom teacher. **All visitors to the school must sign in and wear a visitor's badge.**

COMPUTER USAGE

The School District of Greenville County Student Acceptable Use Policy Agreement

Greenville County Schools believes that technology is an important resource for enhancing the education of students with the most effective web-based tools and applications for learning. To provide students with access to web-based resources, school systems must abide by federal regulations that require parent/guardian consent. Without receipt of the signed form, students cannot be provided educational resources offered by web-based educational programs and services. ***Form will be distributed to all students.**



I. Introduction

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

A. Legal Requirements

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

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

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



B. Acceptable Use

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

II. Student Acceptable Use

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

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

A. Compliance with Copyright Laws

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

B. Filtering and Monitoring Computer Resources

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

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.



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.

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

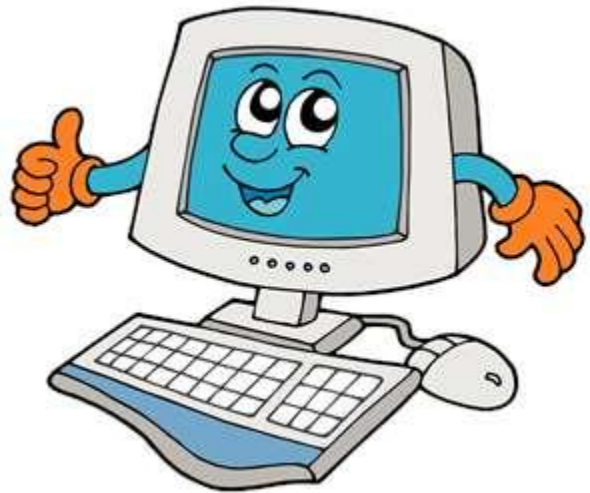
Consequences: Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

III. GCS Internet Safety and Other Terms of Use

A. General Access

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

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



B. Personal Safety

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

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

D. Expectation of Privacy

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

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

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

DISCIPLINE

Discipline in our school is a cooperative undertaking between the student, the teacher, the parent, and the administration. A high standard of conduct is expected of all students.

To maintain an effective learning environment, each teacher will develop a classroom



management plan that clearly states classroom rules and procedures. Teachers will use a variety of disciplinary actions to enforce classroom rules and procedures.

In compliance with School Board Policy, Brook Glenn's school rules regarding student behavior are in effect-

- on the school grounds during; and immediately before or 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
- enroute to and from school or a school activity on a school bus or 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."

BROOK GLENN SCHOOL-WIDE CODE OF CONDUCT is to be RESPECTFUL, RESPONSIBLE, and READY TO LEARN.

Clip Chart Positive Behavior Discipline

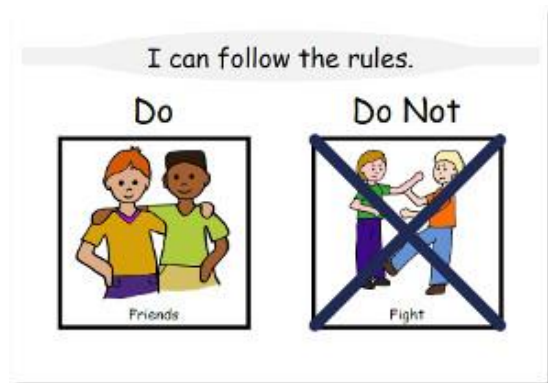
All classrooms use a clip-chart discipline system which focuses on positive behavior. The goal of this system is to be consistent and to supply students with a visual representation of his good or poor choices as he moves up or down on the chart. Any student who is asked to move down a level or two on the chart has the opportunity to improve his behavior and rise to a better level. All students begin the day on the **Ready to Learn** level and move up to the **Good Day**, **Great Job**, or **Outstanding** levels or move down to the **Think About It**, **Teacher's Choice**, or **Parent Contact** levels.

Teacher's Choice level provides the teacher some latitude in regard to the actual intervention employed for any student whose ends up in this level. Most disciplinary actions are minor in nature and can be resolved by the classroom teacher's management plan. **When students choose to violate the discipline code, they may be assigned time-out in other classrooms.** If a disciplinary offense occurs which requires the student to



be sent to the principal/administrative assistant, a specific course of action will be followed.

1. **First Referral** – Principal or AA will conference with the student to discuss the problem and help the student see how his/her behavior can be improved. The referral will be sent home with the student. It must be signed by the parent and returned to the principal the next day. Depending on the infraction, a consequence such as lunch detention may be assigned.
2. **Second Referral**- A parent conference will be held by phone or in person to discuss the child's behavior and how it can improve. The student may be placed in the office detention/in-school suspension for the remainder of the school day. In office detention / in-school suspension, the student will complete assigned work in a quiet environment and will be supervised by Administration.
3. **Third Referral** – The student will be placed on in-school suspension for one-two days. A Parent conference is required before the student may go back to class. In the in-school suspension, student spends the day in the office under the supervision of Administration. The student completes assigned work, even tests if necessary.
4. Students may lose the opportunity to participate in the next special event such as field trips, programs, and/or other student privileges as a result of his/her behavior.
5. Additional referrals will require consequences for which options include suspension out of school.
6. Infractions which will result in more severe punishment on a first or second time offense include **fighting, cursing, stealing, cheating, sexual action, refusal to cooperate, disrespectfulness toward a staff member, and/or physical aggressiveness.**
7. A copy of the discipline referral will be sent home with the student. Refusal to comply with consequences for misbehavior will result in possible out of school suspension for up to 20 days until the matter can be solved.



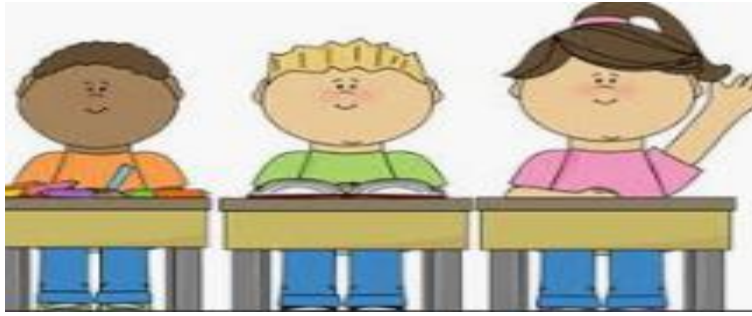
Discipline referrals do not become a part of a student's permanent record. Teachers may use *Class Dojo* or *Remind* to communicate with parents.

DISCIPLINE of STUDENTS with a Disability

Students identified with a disability pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

DRESS CODE

Students are expected to dress and be groomed in such a way as to not distract or cause disruptions in the educational program or orderly operation of the school. Personal appearance should promote health; safety; contribute to a climate of conducive teaching and learning; and project a positive image of the school and community.



- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- 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.



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 foreseeable 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.

EARLY DISMISSALS

We value every minute of instructional time. Please do not call the office and request that we have your child waiting on you in the office when you arrive to pick them up. We ask that you plan ahead to get to scheduled appointments with as little loss of instructional time. **EARLY DISMISSALS MUST BE PRIOR TO 2:00 P.M.**

EXCUSES FROM RECESS OR PE



Sometimes, after a serious illness, a parent may request to have the child excused from recess or physical education. Please send a note with the request to the classroom teacher. **If this request is for more than three days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.**

For safety and peace-of-mind, visitors, including parents, are prohibited from going on or near the playground to talk to their child or pick up him/her for an appointment. Teachers will politely tell the visitors to leave the playground and check into the main office.

EXTENDED DAYCARE PROGRAM

The hours are from 2:30 to 6:00 PM, Monday through Friday, on school days only. Our program offers daily snacks, homework time, supervised recreation, computer time and more. There is a non-refundable fee of \$40 for each child which is due at the time of registration. The weekly fees, established by the district, are as follows:

# of Children	Per Week (3 or more days)	.5 Week (2 days)	1 Day a Week
1	\$46	\$29	\$18
2	\$74	\$52	\$29
3	\$97	\$75	\$40
4	\$122	\$97	\$52
5	\$142	\$120	\$64



** Inclement weather or holidays may cause a Half Week. In this case, the following week parents would be charged the reduced rate.*

GOING HOME WITH A FRIEND

To avoid communication problems between home and school, we require a written, dated note (signed by a parent) if a child is to go home with someone else. **Failure to give adequate and timely notice will result in the child being sent to their customary drop-off place.**

HOME/SCHOOL CONNECTION

Conferences, open house, report cards, and newsletters are some of the ways you learn

about your child's school experience. Equally important are the informal ways. Set aside time each day to hear about what your child has learned in school. Talk about the day's happenings, friendships, and feelings. Talk about school projects. If you have concerns, please let us know. By the same token, if you are happy with the progress your child makes, let us know that also!

DISPLACEMENT ASSISTANCE ACT

The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. A student may qualify for certain rights and protections under this Act if he/she is living in any of the following situations:

- a shelter
- a motel or campground due to the lack of an alternative adequate accommodation
- a car, park, or abandoned building
- doubled up with other people due to loss of housing or economic hardship



Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in the local school or continue attending the school of origin.
- Receive transportation to and from the school of origin.
- Receive educational services comparable to those provided to other students.

Please contact guidance counselor, Mrs. Belcher- Shell at 355—4704 with questions or to find out what services and supports may be available.

LEGAL CUSTODY / GUARDIANSHIP

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

LOST AND FOUND

Parents should label ALL their children's clothing, supplies, backpacks, lunchboxes, etc., so that it is possible to return these to the rightful owner. If something comes up missing, please check the Lost & Found. Clothing or other unclaimed articles will be donated to a charitable organization.

MAKE-UP WORK PROCEDURES

Because our instructional program is based on the premise that children learn best from interactive activities within the classroom, it is imperative that absences be minimized. Please make every effort to schedule appointments and travel so that they do not interfere with your child's school program.



Missed homework is given for 2 or more days. If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office (355-4701) no later than 7:30 AM. You may pick up these assignments in the front office after 2:15 PM.

- Provisions for makeup of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.
- Tests must be made up by the 5th school day after the absence occurs.
- Make up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
- Parents may not get assignments for ill children during instructional time.

MONEY SENT TO SCHOOL

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. Please remind students they are not to exchange money or items with each other. Money should be sent in an envelope or zip-lock bag with the student's name and purpose for the money clearly written on the outside.



NOTES REQUIRED FROM PARENT OR GUARDIAN

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

- Absence (must be received within two days)
- Tardiness
- Request for early dismissal
- Request for being excused from recess or physical education
- Response to notes from teacher or principal
- Request to go home from school in a different manner from the one stated on the information enrollment form.

PARENT RIGHTS / RESPONSIBILITIES

Parents have the right to expect that attention will be given to the individual academic, social, physical, and emotional needs of the student in an atmosphere which treats children with dignity, fairness, and consistency. Parents share responsibilities to support the school in its efforts to provide an exemplary program for students. Parents have the responsibility to:

1. Send students to school in a positive frame of mind.
2. See that students have the proper diet and rest.
3. Assist students to insure that all books, assignments, and lunch/lunch money are brought to school each day.
4. Provide a quiet time and place for study.
5. Show an interest in the student's day.
6. Communicate with the teacher for progress reports and about any concerns or questions.
7. Keep all conference appointments or notify the teacher/administration to the contrary.
8. Work with the school. Your student's education is a shared responsibility



PARTIES AND BIRTHDAY TREATS

Classroom celebrations are an exciting time for all children. To ensure that we are following district policy below are some simple guidelines:

- Teachers may have three celebrations in their classrooms during the year: **December Holiday**, **Valentine's Day**, and an **End of the Year** to be held during the last week of school.
- **Healthy** birthday treats may be provided at lunchtime in the cafeteria.
- **No balloons/flowers** will be delivered to classrooms. Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the bus.
- Parents and students are not allowed to bring party invitations to school and/or distribute them. Also, the office cannot provide students' addresses or phone numbers to parents or students. This rule not only protects the feelings of students not invited to parties and confidentiality, but also insures that our office and communication systems are used exclusively for educational purposes.



PETS/ANIMALS

As a rule, **dogs and other pets are not allowed to be in school or on school grounds.** There may be exceptions when there is a sound curricular basis for bringing pets in the classroom. Compliance will ensure our children's safety. Many students have fear of and allergies to animals that can cause medical problems.

PHOTOGRAPHING AND VIDEOTAPING

Many students at this school have opportunity of being videotaped and/or photographed at school. Some of these tapings may air on television or appear in newspapers. An Internet/Photo/Video release form will be sent home with each child. **If you do not wish for your child to be videotaped or photographed, please sign and return this form to your student's teacher.** Every student must have an Internet/Photo/Video form on file to be photographed or videotaped.



STUDENTS SPEAKERS AT SCHOOL-SPONSORED ACTIVITIES

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

PROFANITY FREE ZONE

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

PRIVACY

Please do not ask teachers for their class rolls, addresses, or phone numbers. We are not permitted to release these.

PTA

The PTA adds strength to our school by donating many hours to provide needed programs during the year. We encourage membership in the PTA by all parents. There are many ways you can be involved, big jobs, and little jobs. We can find something that you feel comfortable with. Studies have shown that children who see their parents involved at school take school more seriously and perform better. Our school is a reflection of the community.

STUDENT EMERGENCY FORM

A Student Emergency Information Form must be completed for each child. The



information on this card helps the school contact parents in the event an emergency. It is most important that you make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEMS. Please inform the school office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality will be maintained. If you have any questions, please contact the school nurse.

STUDENT RECOGNITION @ AWARDS

Kiwanis Club Terrific Kids – Students are recognized for exceptional citizenship traits.

Principal's Honor Roll – Students who earn all A's on report card are recognized.

Honor Roll – Students achieve A's and B's on report cards.

Perfect Attendance – Students who were not absent during the quarter (see entry about tardies and early dismissals)

BUG Award – Students who have improved their grade in one or more subject with no grades decreasing.

Top AR readers – Students who earn highest points for reading AR books each nine weeks / year.



*... and the
AWARD
goes to ...*

RELIGIOUS BELIEFS

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school.

RETURNED CHECK POLICY

Our school and/or the cafeteria are charged a fee when we receive a check that cannot be processed due to insufficient funds. When a check is returned for "Insufficient Funds",

- a. The school secretary or cafeteria manager will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible.

- b. **No Service Charge** if taken care of within first 5 days of notice. Cash is required and your returned check will be given back to you.
- c. **Service Charge** – After the first 5 days, a \$5 Service Charge will be added every five days up to 30 days. After 30 days, your check will be taken to the Magistrate's Office for collection.

We do reserve the right to accept *cash only* in the event that this becomes a frequent problem.

SCHOOL SECURITY

The outside doors of the school will be locked when school begins each day. All visitors are required to come in the front door, sign in on the computer, and receive a visitor's tag. Camera are installed hallways and outside of school building.



Please do not ask teachers or students to open side/back doors to gain entry into the building.

HALL PASS

Hall Pass computer system is for visitors and volunteers to sign in. This system is used for safety measures and to log in volunteer hours. All volunteers and visitors will sign in to get a printed badge. **Remember to sign out when you leave.**

SMOKING POLICY

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of tobacco products in the school, on the school grounds, and on field trips.

SPECIAL PERMISSION

Students are expected to be present, arrive at school on time and no more than 3 discipline referrals. Failure to comply will result in an *Attendance Improvement Plan and denial of Special Permission the next school year*. Schools must report attendance problems to the Truant Officer.

STUDENT RECEIPTS

All receipting of school funds will be done by the classroom teacher. When a student pays for an activity – field trips, yearbooks, etc. – the student will receive a receipt for materials totaling \$2.00 or more.

STUDENT WITHDRAWAL FROM SCHOOL

If a child's family changes residence, outside the Brook Glenn attendance area, it will be necessary to submit in writing two (2) days prior to the last attendance day, informing the school of this change in status. All textbooks and library books are to be returned to the

school. All borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

SURVEYS

No students shall be required to submit to a survey, analysis, or evaluation that reveals certain categories of personal, political, family, financial, or religious information without the prior consent of the parent/guardian.

TELEPHONE CALLS



Except in cases of emergencies, students cannot be called from classes to accept phone calls. Please leave any messages with the Front Office who will see that they are delivered to the child. Children are not allowed to call home to ask permission to stay for prior scheduled after-school activities or to visit friends. Your child needs to assume responsibility for making these arrangements with you **before** coming to school.

TRANSPORTATION CHANGE

Please call the school office at 355-4701 before 1:30 should you need to make a change in student transportation. Be sure to notify daycare of any changes. Remember to send your child's teacher a written note about such changes.

VISITORS

All visitors, including parents and volunteers are required to sign in at the office on a computer workstation, and obtain a visitor's or volunteer's badge to be worn at all times while in the school. **Please only go to the areas in the building that you have indicated on the sign-in form.** Parents are welcome at school any time. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom, so as to not interfere with instruction.

WEAPONS

Greenville County School District prohibits possession of any type of weapons on campus. Any student who is found to be in possession of a weapon, including but not limited to, any knife or any type of gun including pellet, BB, or any explosive device including a firecracker or fireworks, will result in suspension and possible expulsion. This includes any replica or look-alike of the aforementioned. Students and parents are strictly prohibited from engaging in terrorist threats against school officials, school property, or both.



SCHOOL NURSE

The school nurse is responsible for the health and safety of our students. ***When necessary all attempts will be made to contact the parents of any ill or injured child.***

ACCIDENTS AND EMERGENCIES

In case of an accident, authorized school personnel give first aid. 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.

BIKES AND SKATEBOARDS

Students who ride bicycles or skateboards to school are required to wear a safety helmet. Bikes are to be placed on the bike rack. Motorized scooters, mini-bikes, terrain vehicles, and other power-driven (gas or electric) devices are legally considered motor vehicles and children are not permitted to operate them on public rights-of-way, that would include roads, ditches, school property, sidewalks, or easements. Scooters, roller blades, and skateboards are not to be ridden on the sidewalks around the school at any time.



CELL PHONES

Student cell phones are turned off and put away when not in use as required by the teacher. Phones will be taken from student and returned at the end of the school day. We ask parents to -

Refrain from talking on cell phone while driving through loading / unloading areas.

DISMISSAL

For the safety of all students, each student will be assigned a tag and number. Parents will receive a tag number to be placed in their car. As students exit the building, student name will be checked off. All students will be dismissed from their classroom with upper grade car riders in the class room of a younger sibling. Parents without a tag will be required to come to the main office with photo id.

EMERGENCY DRILLS

Students and staff routinely practice **fire drills, severe weather drills, lock-downs, and Shelter in Place** drills. Students should observe these drills in a serious manner. Students are expected to follow the instructions of the teachers and move at a safe and quiet pace to their assigned area.

- ◆ **Bus evacuation drills** are practiced each year according to state requirements.



♦ **Fire and Severe Weather Drill** procedures are posted in each classroom. At irregular intervals throughout the school year, safety drills are held. The purpose of the fire drill is to practice evacuating the building as quickly, orderly and safely as possible. Emergency exit signs are posted in all areas of the building. Fire Drills are conducted every month. **One fire drill is required during the first ten days of school.** All students and adults are required to leave the building in a quiet, orderly fashion during these

drill periods. Tornado and other emergency drills are held during the year. **Two full and two partial lockdown drills** are conducted each year.

HEALTH ROOM

The health room is staffed with a registered nurse. The teacher will send any child who is not feeling well or has been hurt to the health room; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the health room. Students will be sent back to class if they do not have a fever. Parents are always contacted if the child has a fever of 100 degrees or more. Every effort should be made to keep sick children at home. Students should be fever-free for 24 hours without medication before returning to school after an illness. Temperatures over 100, vomiting, diarrhea, chicken pox, strep throat, pink eye or bronchitis may be contagious. The nurse does not have any stock medications. School district policy states that students are not to bring ANY medications to school.



HEALTHY SNACKS

We are requesting parents NOT to send in unhealthy birthday treats for their children, such as cakes, cookies and cupcakes. What we'd like for parents to do (if you choose) to celebrate their child's birthday is to refer to the Healthy Snacks list and send in items that are healthier to eat. In the past we've seen some pretty creative healthy treats come in that were just as yummy and fun for the children to eat. Join us in becoming healthier and making sure we are raising healthy children who are empowered to make healthy decisions in the future about their health.

Healthy Snack List

Fresh fruit	Unsweetened Applesauce	Pretzels
Dried fruit	Canned fruit packed in its own juice	Graham crackers
Bottled water	100% fruit juice boxes	Rice cakes
String cheese	Trail mix	Goldfish crackers
Unbuttered popcorn	Whole grain dry cereal	Whole wheat crackers
Yogurt	Cottage cheese	Baked Chips
Granola bars	Raw vegetables	

Snacks to leave at home: regular chips; beef jerky; candy; cookies; snack cakes; doughnuts; fruit roll-ups; Pop-Tarts; fruit-flavored gummies; Rice Crispy Treats; and even 100-calorie packs of cookies, cakes, or chips

INTERROGATIONS

Administrators and teachers 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 avoid, to the extent practical, unnecessary embarrassment to the person being questioned. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

IMMUNIZATION

All children must have a South Carolina Certificate of Immunization from the doctor or the health department or a valid medical, religious, or special exemption before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students without current immunizations may temporarily enroll for 30 days. If you have any questions, please call the school nurse at 355-4707.

INCLEMENT WEATHER / EMERGENCY CLOSING PROCEDURES



Please listen to local radio and television stations for information concerning early school closings. The closing of school due to extremely bad weather or other severe emergencies will be announced on all local radio and television stations. Please discuss with your child in advance the procedures you will follow in getting your child home early. If the child's teacher doesn't have a note from the parent, the child will follow the same procedure he or she does on a daily basis. Parents with students in daycare must notify their child's day care to pick up early or be prepared themselves to pick up their child. The school cannot notify all caregivers.

Radio Stations

**WANS-FM 107.3 WESC-FM 92.5 WSSL-FM 100.5
WFBC-FM 93.7 WESC-AM 660 WHYZ-AM 1070**

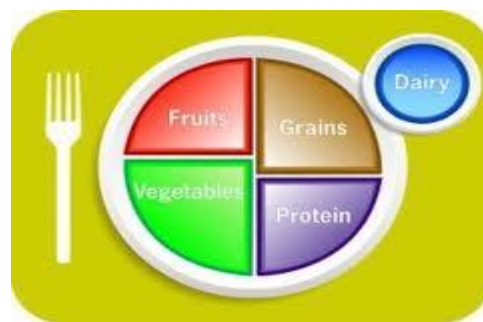
TV Stations

WSPA TV7 WYFF TV4

Charter Cable Channel 14 or 99 (The Schools Channel, 5:30 – 8:30 AM)

LUNCH AND BREAKFAST PROGRAM *Provide nutritious meals and services to all students in a manner that promotes good health and enhancement of the educational process.*

Brook Glenn is a **Universal Breakfast** school where **all** students eat breakfast free of charge. Our food service manager and staff will serve healthier meals, foods, and beverages which meet state and federal requirements based on the USDA Dietary Guidelines as part of the C.A.T.C.H. program which promotes physical activity and healthy food choices. Students are given a choice of different menus. Menus are posted on the GCS website, listed on The Schools Channel (Charter Channel 99), and printed in area newspapers and school newsletters.



While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. **They may not, however, bring carbonated sodas.** The Brook Glenn cafeteria, just like any other restaurant, **requests that food items from Hardees, Pizza Hut, etc., not be brought to our restaurant.**

Parents are invited to have lunch with their children at any time. Parents are encouraged to be aware of the exact time their child eats lunch. The small dining room is available when you are having lunch with your child. Due to limited seating at this table, **only your child will be allowed to join you for lunch.**

Microwave is for staff use.

Students may pay daily or prepay for meals. Online payments by credit card or debit are available (<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>). If there is a question about your account balance, please contact the food service manager, Mrs. Lindsey, 377-4708

STUDENTS ARE TO EAT QUIETLY FOR 10 MINUTES.

Standard Meal Prices

Breakfast		
<i>All Brook Glenn Students eat Breakfast free of charge.</i>		
Lunch, Elementary School		
Paid Student	\$2.50	\$12.50 weekly
Reduced Student	\$ 0.40	\$2.00 weekly
Adult Lunch	\$3.80	\$19.00 weekly

Extra milk is available for \$.65 (students and adults).

The **Free and Reduced Lunch Program** is available under the National School Lunch Program. Parents or guardians, who find it impossible to pay for student meals, please apply for free and reduced meals by completing an application.

MEDICATIONS

Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to school and provide Form **Med-1** before any prescription medication may be left at the school.
- If your child must self-administer medication at school Form **Med-2** is required before medication is brought to school.
- A parent may provide written authorization for over the- counter medication to be kept and administered in the health room using Form **Med-3**.



All health services procedures and guidelines and these forms are available at:
<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=forms>.

- 1) Cough drops are considered medications and as such are required to be kept in health room with appropriate medication form.
- 2) Medications must be in original containers with student's name on it.
- 3) Students found with medication in his/her possession or belongings at school are subject to disciplinary measures. 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.

SAFETY PATROLS

Fifth graders will be stationed on the sidewalk of the school to assist students as they get in or out of cars (on the passenger side). These patrols are there for each child's protection and should be obeyed at all times. Patrols are on post from 7:20 – 7:45 in the mornings and until 2:45 in the afternoon.



SEARCHES

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

SCHOOL SAFETY

- Visitors and volunteers must always sign in at front office.

Photo ID required.

- Do NOT ask teachers or students to open any exterior doors for you.

- Follow traffic procedures carefully. These are designated to keep your children safe.
- Regular drills
- Registered nurse in health room to provide excellent medical care
- Twice daily patrols by uniformed police officers
- Conferences with teachers and visits to classrooms must be pre-arranged.

VISITATION

Parents may not visit on the playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and principal.

WALKING TO AND FROM

For maximum safety, please teach your child to follow the safest route to school. Teach and review the use of crosswalks, stopping at the curb and looking both ways before crossing a street. If it is necessary to walk on the side of the street, please teach your child to walk facing the traffic. Please instruct your child to come directly home from school, not stop and play. Caution him/her to never talk to strangers, accept candy from strangers, or get into a stranger's car.



GUIDANCE ADVISORY COMMITTEE (GAC)

The Guidance Advisory Committee is composed of school staff, parents, business partners, and community representatives; and is formed for the purpose of providing support, offers advice, reviews guidance activities and encourages new activities to meet the goals of the School District and the Guidance Program.



PARENT TEACHER ASSOCIATION (PTA)

Brook Glenn's PTA provides vital financial and personal support to the total school program. All persons interested in the welfare of Brook Glenn and its students are invited to join the PTA and become actively involved in supporting our PTA activities. Parents, other family members, teachers, administration, support personnel, and friends are urged to join. Programs are presented on topics of interest and concern to parents and showcase our students' talents.

PTA VOLUNTEER PROGRAM

A valuable resource for the school is the volunteer, who supplements and complements the work of the classroom teacher. A volunteer is an extra pair of hands and a bridge between the school and community. Please let our PTA Volunteer Coordinator know of the area(s) you would be interested in volunteering (room mother/dad; tutor; library aide; run copies, etc.).

SCHOOL IMPROVEMENT COUNCIL (SIC)

The council is composed of parents, business partners, teachers, and school administrators. All parents are welcome to volunteer to serve on the council or just attend each monthly meeting held at 12 noon. The purpose of the SIC is to:

- Assist in the preparation, implementation, and evaluation of the school improvement plan;
- Develop an annual school report to the parents;
- Provide advice on the use of school incentive grant awards;
- Serve as liaison between the school, school organization, the community, and the local school board; and
- Provide other assistance that the principal may request.
- **The entire staff at Brook Glenn appreciates the time and effort you provide for all students. Thank you for your positive contributions to the great learning community at Brook Glenn.**

School Visitor and Volunteer Guidelines

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

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

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

LEVEL I

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

LEVEL I application process:

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

LEVEL II

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

LEVEL II application process:

- To access the volunteer application system, the applicant enters: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM=> (Española: <https://apps.raptortech.com/Apply/MzE6ZXMtVVM=>) and completes the **Volunteer Application Form**, a Level II volunteer can select all functions available including those with (Vol. II) in the name. By selecting Vol. II functions the system will conduct a criminal background check.
- Once approved the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Greenville County Schools Student Calendar 2020-21

July 2020

August 2020							September 2020							October 2020							November 2020							December 2020							January 2021							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												

5K-12 Important Dates

5K-12 School Start/End Dates		August 24	June 4
First Day			
Last Day			
Student Holidays		September 7	October 23
Labor Day			
Teacher Professional Dev.			
Election Day			
Thanksgiving Break		November 25-27	
Winter Break		December 21 - January 1	
MLK Day		January 18	
Presidents Day		February 15	
Teacher Professional Dev.		March 19	
Spring Break		April 5-9	
Memorial Day		May 31	

Student Half Days		December 15	June 3-4
Half Day			
Half Day			
Grading Periods		October 22	January 15
End 1st Quarter			
End 2nd Quarter			
End 3rd Quarter		March 25	
End 4th Quarter		June 4	
Report Cards		October 29	January 21
1st Report Card			
2nd Report Card			
3rd Report Card		April 11	
4th Report Card		Mailed	

Other Important Dates		December 1-2	June 1-4
5K & First Grade Registration			
4K Pre-Registration		Jan. 11 - March 10	
High School Graduations		June 1-4	

Learning Days
 All approved learning days, 60 will automatically open to enrollment that following school days are closed on a regular school day.

Religious Observances
 Schools will cooperate with students and parents with the need to be absent to participate in religious observances. Do not include school year given an opportunity to make a personal religious observance. Religious observance for personal days is recorded as applicable to a home religious holiday.

4K Calendar

[Link to 4K Calendar](#)
[or Visit \[https://doe.louisiana.gov/4k\]\(#\)](#)

Testing Calendar

[Link to Important Testing Dates](#)
[or Visit \[https://www.testcal2021.com\]\(#\)](#)
 Dates subject to change, check back regularly



GREENVILLE COUNTY SCHOOLS
 Inspire | Support | Prepare

February 2021							March 2021							April 2021							May 2021							June 2021							July 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											