



Augusta Circle Elementary School

Student Handbook

2025 – 2026

“A Century of Excellence”

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Mission: Our mission is to provide a quality educational environment, in cooperation with the home and community, which fosters learning and prepares students for lifelong learning and for ethical, productive participation in our democratic, multicultural, and global society.

Vision: Our vision is to be an exemplary, continuously improving educational organization in which all students achieve their maximum potential through a rigorous, engaging curriculum and support systems that cultivate and promote their well-being. Our vision includes curriculum, instruction, assessment, and environmental factors that support effective student learning.

Beliefs: Our beliefs represent the needs of our school community and our stakeholders and the needs of the school district as well. We believe...

- Students are the center of the educational process.
- All students can learn, at different rates, when provided with a variety of instructional approaches that appeal to their learning styles.
- Students should have equal access to educational opportunities.
- Students have the responsibility to be active learners.
- Students should have teachers, support staff, and a principal who are competent and who value their many needs.
- Students learn best in a safe, orderly, and inviting environment.
- The curriculum and instruction should be designed to meet the needs of all students.
- The educational experience should enable students to learn to communicate effectively, solve problems competently, act responsibly, and think critically and creatively.
- Education is the shared responsibility of home, school, and community.
- Parental involvement and volunteer services support and enhance the teaching and learning process.

Please note that this is an electronic document that could be updated throughout the year to accommodate for changes.

INTRODUCTION

HISTORY

Augusta Circle Elementary School has been the heart of the community since it opened its doors in 1923 as a four classroom, three-story, red brick building, originally named the O.P. Mills School. Rooms were added in 1937 and 1948. A \$600,000 renovation in 1975 was the result of the community's rally of support when the school board proposed closing the school. Again in 1992 the board voted to close the school only to reverse its decision a week later after a strong outcry from city leaders and area residents. In 2001 the School Board voted to invest over \$6 million to upgrade the school facilities. This project involved renovating the existing 44,000 SF historical school building and adding a new 32,000 SF structure.

FORMULA FOR SUCCESS

Through the years, the strength of the Augusta Circle program has been its people: students, parents, faculty, and community members. The quality of everything that has been done by these people has ultimately determined the success of the school. Visitors who hear the busy hum in the classrooms, read the recognition plaques on the walls, and see the happy smiles, realize this school is a warm, special place filled with people actively engaged in the business of teaching and learning.

SCHOOL AWARDS

Over the years, Augusta Circle has had the honor of receiving many statewide awards. Some of these are: the Red Carpet Award; National PTA Award for Excellence – Parental Involvement; the Outstanding PTA Program of the Year; and the Outstanding PTA Unit in South Carolina, 2009; the Palmetto's Finest Award; Alliance Teacher Grants; Cultural Arts Grants; Governor's Award for Citizen Participation in Education; Palmetto Gold Award; Palmetto Silver Award; Safe Kids School; Safe Routes to School State Grant; Showcase School Award; Webmaster's Choice Silver Award, 2010; and the State Blue Ribbon Award. In addition, in May 1994, Augusta Circle was named a National School of Excellence by the U.S. Department of Education. The winning of these awards was possible because of the school's greatest strength and resource: its people – students, parents, faculty, and community leaders.

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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

In accordance with state law and Board Policy/Administrative [Rule JCDA](#), personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, and working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 7:45 a.m. and ends at 2:15 p.m. for elementary schools and 8:30 a.m. to 3:15 p.m. for middle schools. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code ([Policy JCDA](#)) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

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

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the

school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

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

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

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

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

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

Disruptive conduct - Level II

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

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

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

- fighting
- vandalism (minor)

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

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

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

Criminal conduct - Level III

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

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See [Policy JCDAC](#))
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

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

Dress Code

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

- 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.

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.

Augusta Circle, the dress code is further explained and detailed below:

Student shorts should be long enough to touch fingers. Shirts should not fully cover shorts.

Student shirts should cover the entire trunk area even if arms are lifted up.

Students may not wear racer back tank tops or "butterfly shorts".

Wording on shirts should not distract other students.

Hoods are not to be worn inside the school building.

Failure to meet dress code will result in a phone call to bring appropriate clothing or the student will be given appropriate clothing to change into.



Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board [Policy JCDA](#)) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the

privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

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

Level III Offenses

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

Level III Consequences

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

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Procedures for Transporting 5k and 1st Grade Students

For safety reasons, all K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:	
Student Name	Student address	unique number []
Student designee name (4th grade or above)	Route number	

Parent Responsibilities:

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

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

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

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

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative [Rule JCDAG](#). All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative [Rule JCDAG](#).

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints 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 Ombudsman. 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](#) pertaining to staff and adult interactions with students. 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.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting

Any student (or parent/guardian of a student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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. Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

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.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework 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.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[SC Uniform Grading Scale](#)

Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

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 <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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Successful Learner Characteristics:

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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Related Arts Indicators:

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards
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2nd-12th Grade

The following grade scale will be applied to students in grades 2-12. A=100-90 B=89-80 C=79-70
D=69-60 F=59-50

Grading Floors- Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing to the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the

hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school. [Student Directory Information: Objection to Release of Directory Information](#)

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faginsurance>

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative [Rule EFE](#). This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the [District's Behavior Code: JCDA](#) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.



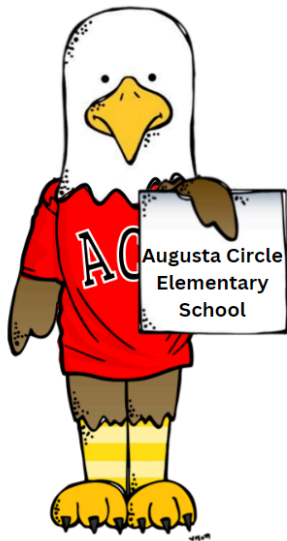
Augusta Circle, further details information as it relates to students use of technology below:

- Each student should have read the [Chromebook Handbook](#) and completed the [Chromebook Agreement Google Form](#).
- Fees will be applied if the device and/or charger require replacement.
- Loaner devices will be issued if a device is sent off for repairs.
- A fee of \$35 will be issued to replace a charger (this can be paid via MySchoolBucks).

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website:

<https://greenville-sc.community.highbond.com/Portal/Policy.aspx>



AUGUSTA CIRCLE *SPECIFIC* INFORMATION

Below you will find information specific to our school. Augusta Circle complies with all of Greenville County Schools mandates, and further defines certain school specific information on the coming pages. Below you will find more information about these items:

[Schedule](#)

[Arrival](#)

[Dismissal](#)

[Attendance](#)

[Challenge](#)

[Change of Address](#)

[Visitors, PTA &](#)

[Volunteers](#)

[Report Cards & Conferences](#)

[Birthday Parties, Snacks & Events](#)

[Field Trips](#)

[Health Room](#)

[Media Center](#)

[Personal Items](#)

[Cell Phones/Smart Watches](#)

[Chromebooks](#)

[WiFi Access](#)

SCHEDULE

The calendar includes 180 school days for students.

SCHOOL CLOSING (DUE TO WEATHER OR EMERGENCY)

The closing of school due to extremely bad weather or other severe emergencies will be announced on television, the radio, and on the district website www.greenville.k12.sc.us. In case of an emergency situation during the school day, **parents are asked not to call the school for information**. The school has detailed plans for the evacuation and safety of all students. In an emergency, it is vital that the phone be available for use by those who are directing emergency procedures.

DAILY SCHEDULE

7:00 AM

School opens

*All students that arrive before 7:15 will report to the cafeteria. At 7:15 they will be dismissed to their hallways.

4th and 5th grade students who arrive after 7:15 & before 7:35 go up to the 3rd floor.

3rd grade students who arrive after 7:15 & before 7:35 go to 3rd grade hall.

2nd grade students who arrive after 7:15 & before 7:35 go down 2nd grade hall.

5K and 1st grade students who arrive after 7:15 & before 7:35 go to the auditorium.

***Teachers are on duty to supervise students in all locations.**

7:00 – 7:30 AM

Breakfast served

7:35 AM

Students and teachers go to classrooms

7:45 AM

School begins.

*Students should be in classrooms ready to start the school day when the 7:45 bell rings.

Students who are tardy must check in at the office with an adult to get a pass before going to their classrooms.

2:15 PM	Dismissal
2:15 PM	Extended Day Care begins
3:45 PM	Office closes
6:00 PM	Extended Day Care closes

ARRIVAL

For safety, students must not be dropped off at school earlier than 7:00 AM under any circumstances. There is no supervision for our students until 7:00 AM each day, when our teachers and staff report for morning duty. Students arriving at school each morning should report to the cafeteria for breakfast if they arrive prior to 7:15, students will be dismissed to their grade level holding area after 7:15 from the cafeteria. Please note that breakfast is not served after 7:30 each day. Students not eating breakfast should report directly to their grade level holding area after 7:15. Students arriving after 7:45 must report to the office for a tardy slip to enter class. For the safety of our children, students arriving after 7:45 AM cannot be dropped off at the front door without a parent escort to the office.

DISMISSAL

Any/all changes in student dismissal must be written by the guardian/parent, documented in writing and will be verified by the office staff. There are no exceptions to this rule. Changes in dismissal routines may not be relayed to students in time if last minute changes are made.

**As a reminder, alcoholic beverages and tobacco products are not permitted on the school grounds. This includes our car lines and on field trips. Additionally, to maintain safety during arrival and dismissal, adults should refrain from using cell phones in the car line or around the school dismissal of students. This is for the safety of our students.*

CAR RIDERS

All students will remain in the building until their car tag has been scanned by a staff member. Each car should have a tag posted in their car window that is easily accessible for our faculty to scan.

Please make sure that your tag can easily be accessed by the staff member to allow the scanner to readily and quickly access your tag. If you do not have a car tag, you will be asked to park and come inside to pick up your child with a valid photo ID. No student will be allowed to leave with an adult who is not listed on the student's information form on file with the main office. Students must be picked up by 2:30 PM each afternoon. If for some unexpected reason you arrive after 2:30 PM, please come in and sign your child out in the office. Due to district policy, no early dismissals will be granted after 1:45 PM.

BUS RIDERS

All bus riders must follow the safety rules on the bus and listen to their driver. Failure to follow these guidelines may result in the loss of bus privileges, as outlined by district policies, included in the first portion of this handbook.

If you need to make a change in afternoon transportation for your child, please be sure to send a note to your child's teacher. If you have siblings at Augusta Circle who will also be affected by this change, please send a note to **each** child's teacher.

ATTENDANCE

If a student is absent from school, he or she is required to bring a written or electronic note from his/her parents when he/she returns to school. The excuse should have the date, student's name, teacher's name, the reason for the absence, and a parent's signature if written. If a written or electronic excuse is not turned in, the absence is considered unexcused. Teachers are not required to help students make up work when an absence is unexcused. Family vacations are considered unexcused absences.

CHALLENGE PROGRAM

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

Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, they will be screened by this process:

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

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

CHANGE OF ADDRESS

It is necessary that the school office have the CURRENT address, phone number and emergency numbers of students at all times. The school clerk should be notified immediately when a student has changed an address, phone number, or emergency plan.

VISITORS, SIC, PTA AND VOLUNTEERS

VOLUNTEER

Augusta Circle is thrilled to have a number of parent visitors and volunteers each day! All visitors/volunteers to our school are asked to report to the office upon entering the building to receive a visitor's/volunteer's sticker. Unauthorized visitors will not be allowed into the building. Visitors are welcome in our building, but are not authorized to visit classrooms or chaperone students without prior approval. All visitors must present a valid

ID. Visitors without Volunteer 2 status, must be chaperoned by a GCS staff member for the duration of their visit.

LUNCH VISITORS

Augusta Circle welcomes our parents and special visitors for lunch after Labor Day (September 2). This will allow teachers and students to establish first of the year routines. Your child's teacher will notify you if this is different. Your child's teacher will share your child's daily schedule at the beginning of the school year, however please feel free to call our main office at 355-1200 if you would like to verify your child's lunch time. After lunch, we ask that all visitors return to the main office and to be logged out of our system.

BREAKFAST VISITORS

NEW THIS YEAR: Due to limited space and time in the mornings, we can not accommodate visitors for breakfast.

PTA

We encourage all of our families and community members to become active members of our PTA! Our PTA is second to none and we are so grateful for their amazing support each year! Please see your child's *Back to School* packet, for information on how to join PTA. There is also a PTA link under the Parent tab on the ACE website. Each parent is encouraged to become actively involved in supporting PTA activities. Everyone's input and assistance is appreciated! Our PTA welcomes ideas and suggestions throughout the school year, and will also publicize information on Facebook, Instagram and our school website. This school year our Co-Presidents of our PTA are Dawn Baber and Megan Theisen.

SIC

Our SIC, (School Improvement Council) consists of parents, community members and staff. This committee shares ideas for school improvement, and brainstorms opportunities to share Augusta Circle's achievements with our community. This committee meets monthly. Please contact Mrs. Melehes at mmelehes@greenville.k12.sc.us if you are interested in joining the SIC.

REPORT CARDS & CONFERENCES

Report cards are issued every nine weeks for all grades. **Augusta Circle does not issue progress reports unless the child is failing a subject.** Parents have access to student grades at all times through Greenville County Schools parent Backpack system. You can create your own account with the link on our school website. Teachers log grades into the system to be viewed by parents within 7 school days. The Backpack system will be available to you throughout your child's school career, and will also track attendance and tardies to school. Please feel free to drop by the main office if we can assist you in navigating the Backpack system. Conferences are held at the end of the first reporting period, and throughout the school year as needed. Conferences may also be held virtually. These conferences are very important, and all parents are urged to participate. Parents are welcome to request a conference at any time by sending a note, emailing the teacher or calling the school office for an appointment with the child's teacher. Please remember that teachers are supervising students in the morning and afternoon; therefore, it is important that you schedule a conference time and date with your child's teacher.

BIRTHDAY PARTIES/SNACKS FOR CELEBRATIONS &SPECIAL EVENTS

At Augusta Circle Elementary School, we love to celebrate birthdays and special classroom events with our students! If you would like to send a snack for the class, please coordinate this with your child's teacher prior to the day of the celebration, as many of our children have food allergies.

FIELD TRIPS

Field trips are planned by the teacher to correlate with state standards and the curriculum taught in the classroom. Written permission from a parent or legal guardian is required. A child may be asked to pay a fee to cover expenses. If you need assistance in paying for any field trip during the school year, please contact the school to discuss options. Parents are needed to serve as chaperones on most field trips. **District guidelines require that all chaperones be Level II volunteers. This process can take up to three weeks, so please plan accordingly.** Additional information regarding becoming a Level I or Level II volunteer is included in more detail in the first section of this handbook, as well on the district and school website. We often receive more parent requests to attend a field trip than space allows. Our teachers make every effort to allow all interested parents to attend at least one scheduled trip during the school year. ***We ask that younger children not accompany parents who are serving as chaperones.*** Safety of students is always a concern when students are away from campus. Transportation for trips is arranged by Greenville County or chartered buses. Students must ride to and from field trips on the bus.

HEALTH ROOM

The health room is located near the front entrance of the school and is staffed with a registered nurse. We believe that a student who is not well enough to be in class should be at home under parental supervision. Please do not send sick children to school. Please remember that students must be fever-free without fever reducing medications for 24 hours before returning to school. The school cannot care for accidents or illnesses that occur/begin at home. Teachers send any child who is not feeling well or who has been hurt to the health room. The health room nurse keeps a record of each child's visits, takes temperatures, and performs any minor first aid. The health room nurse cannot administer any medication without written permission from the parent. (See below – Guidelines for medication.) An emergency form is kept on file for every child. This form supplies vital information about whom to call in case of emergency or special health problems a child may have. Every parent needs to give the information requested on the emergency form for every child at the beginning of each school year. If a child is too ill or uncomfortable to remain in school, the parent will be notified by telephone to come for him or her.

Accidents and Emergencies:

In case of an accident, first aid is given by school personnel. In all cases of serious accident or illness, every effort is made to contact the parents, and then any other emergency contacts. Please make sure phone number changes are updated in Student Backpack.

Immunizations:

All students must have a valid South Carolina immunization card from their doctor or health department before entering school.

Guidelines for Medication Administration:

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

- Written permission from the parent or legal guardian for each medication will be required and will be maintained in the office or health room.
- The medications will be stored in a locked container and administered by the school nurse or staff

designated by the principal who will record this information on the student's medication record. A list of staff designated by the principal to assist with medications in the absence of the nurse will be posted in the health room. Schedules should be arranged so that the school nurse administers all medications if possible.

- When a student leaves the school for a field trip, his/her medication will be secured in a container labeled with the student's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying students on the trips with any information that may be needed regarding the medication and its action and side effects.

Prescription Medication:

- The parent or guardian must provide all medication in the original container and deliver it to a school staff member. Written authorization of the attending physician is required for long-term use. (More than 3 weeks.)
- The dosage of prescribed medication may be changed with parental permission or a verbal order from a physician that is confirmed in writing within 2 weeks. Additionally, the dosage may be altered only with parental instructions if the physician has provided a dosage range in writing. For example: "Parent/Guardian may adjust dosage from 5-15 mg per dose." The nurse must then administer a dosage within this range as authorized both by the parent and the physician.

Emergency Medication:

Students who are known reactors and require emergency treatment for allergic response should have the following on file in the health room: medication, written Parental Permission Form (Med-1a), and Physician's Instructions for Management of Allergic Reaction Form (Med-5).

MEDIA CENTER

The school media center is a state-of-the-art facility with technology, research materials, books, magazines, videos and software. It is also the center of the reading program in that it stimulates and enriches classroom instruction in reading and bridges the gap between the textbooks and the many types of reading materials used in everyday life.

Parents are welcome to check out books! The library's catalog collection is available online through the school's website: www.greenville.k12.sc.us/acircle. There are no overdue fines. No books may be checked out, however, until overdue materials are returned. Books are checked out for one week and can be renewed. Final report cards are not given to students who have lost or damaged books unless payment is made for their replacement. If a book is found after payment has been made, a refund can be obtained provided the receipt for payment is returned.

PERSONAL ITEMS

Personal items, including toys, earbuds and other home items should not be brought to school. Students will not be allowed to have these items with them during the school day as they become a distraction to instruction. We provide Chromebooks for all students to access instructional technology as appropriate. Augusta Circle cannot be responsible for lost or stolen personal items. Expensive jewelry should never be worn to school. Pocket knives or any type of weapon are not allowed at school and may result in criminal charges and/or suspension or expulsion. The school cannot be held responsible for lost articles. Students are not allowed to buy or sell items from or to other students.

CHROMEBOOKS

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative [Rule EFE](#). This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the [District's Behavior Code: JCDA](#) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology. All students and parents should read the [Chromebook Handbook](#) and complete the [Chromebook Agreement Google Form](#).