

**Ms. Deborah Bauer, Principal**

**Mrs. Drew Adams, Assistant Principal**

**Greenville County Schools**

**Mr. Burke Royster, Superintendent**

# **Grove Elementary School of Academic and Character Excellence**

*"...every child every day."*

**1220 Old Grove Road**

**Piedmont, SC 29673**

**Phone: 355-5900**

**Fax: 355-5965**

**Bus Office: 355-5280**

**Web Site: [www.greenville.k12.sc.us/grove](http://www.greenville.k12.sc.us/grove)**

## **Mission Statement**

Given the appropriate supports, ALL children can and will reach high levels of achievement.

Our mission at Grove Elementary is to *locate, design, and provide* appropriate supports to cultivate the growth of all students as they become lifelong learners.

## ***Grove Elementary Goals***

1. Strengthen **Early Childhood** practices and supports.
2. Develop a sustained and schoolwide focus on **literacy** and **numeracy**.
3. Create and model a **high performance culture** throughout the school.
4. Provide relentless **diagnosis** and **interventions** based on student learning needs.
5. Build an optimal **learning environment** in every school setting.

## **SCHOOL VISITATION**

All visitors to the building, including parents and school volunteers, **MUST** stop in the office, provide a picture ID, sign in, and pick up a visitor's pass. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached and accounted-for in an emergency. All parents who wish to visit classrooms should schedule an appointment with the teacher. If you would like to make a surprise visit, arrangements should be made through the office and Administration. Our principal promotes an Open Door Policy, and welcomes you to contact secretary Teresa Holder for an appointment during Administrative Office Hours (7:30- 3:30) at your convenience.

This agenda was designed to help students keep their assignments organized and to provide information for parents regarding schedules, procedures, and contact information.

## EVERYDAY AT GROVE

- 7:15 Bus riders begin arriving and report to the cafeteria for universal free breakfast
  - 7:50 Breakfast service ends
  - 8:00 Classroom instruction begins
  - 8:00 Students must be in their classrooms and seated. Students who arrive after 8:00 are considered tardy and **must be accompanied by a parent to sign in at the front office**
  - 2:20 Bus riders are dismissed
  - 2:30 Car riders are dismissed
- Parents who arrive after 3:00 will be required to enter the building to sign out their child(ren).

## GROVE PTA

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

## VOLUNTEERS

The State of South Carolina and the School District of Greenville County require that any person who volunteers at a school be cleared through a background check prior to volunteering in any capacity. This requirement includes all volunteer activities that involve PTA, field trips, or on school campus commitments. Please allow 3 days for the clearance process to be completed prior to scheduling any volunteer activity. **Individuals who do not participate in the clearance process will not be permitted to volunteer.**

## GROVE STANDARD STUDENT DRESS CODE

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

- ✓ a solid color, collared shirt every day or school t-shirt on Fridays
- ✓ bottoms of choice - jeans, dress pants, skirts, knee length shorts
- ✓ shirts tucked in with a belt
- ✓ closed toed shoes (no flip flops or sandals)

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

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

## • ATTENDANCE

Good attendance is required at Grove Elementary. When students are absent for three days, the school will contact the parents by telephone or letter. A written excuse must be presented on your child's first day back to school. **According to S.C. Compulsory School Attendance Law:** *Accrued student absences, either excused or unexcused, or a combination thereof, may not exceed ten (10) days during the school year. Any absence in excess of ten (10) days may cause the student to lose credit for the year. In addition, all absences in excess of ten (10) days require a medical excuse.* Parents of students with excessive absences will be required to meet with the Principal or Principal representative to develop a plan for improvement. **A child must be in attendance for 3 hours to be counted present for the day.**

### ▪ TARDY STUDENTS

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

### ▪ LAWFUL ABSENCES

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

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

- **RELIGIOUS HOLIDAYS** Requests to honor specific religious holidays should be made in advance in writing to the principal.

## • BAN OF TOBACCO PRODUCTS

The School District of Greenville County has banned the use of tobacco products at all locations within the district. Please assist us by complying with this mandate when you are on school premises.

## • BEHAVIOR GUIDELINES

- The Discipline Code states, "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort." The types of disciplinary action are outlined in the Discipline Code which is found on the district's website: [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)
- Grove Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. **Students are expected to follow classroom rules and the school discipline plan.** Most behavior problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents will be contacted immediately by the teacher or school administration.

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

- At Grove, students will receive a daily behavior grade of 3, 2, or 1. A "3" is considered an EXCELLENT behavior day, a "2" is considered a Good day with minor infractions, and a "1" is considered Needs Improvement. Parents are asked to check and sign Agendas (grades 2-5) and Behavior Books (grades K5-1) daily to maintain communication with the classroom teacher.
- Students who earn a preset, advertised number of behavior points and SOAR Bucks will be invited to participate in fun activities on a monthly basis. Activities change each month. Students who were not able to earn the required points based on behavior or who have not saved enough SOAR bucks will have an alternate activity. Additional school celebrations to acknowledge citizenship and SOAR behavior will be held throughout the year.
- Students will earn SOAR BUCKS for exhibiting SOAR behavior. Students may use these bucks for items in our SOAR Store and for special school and classroom programs. We always welcome donated items for our store! Please see a member of our **SOAR** team for information.

**DISTRICT POLICY**  
**Reporting Bullying, Discrimination, Harassment and Intimidation**

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

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

**Investigations and Consequences**

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

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

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

**Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title

VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

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

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

## • BREAKFAST AND LUNCH PROGRAM

€ *The cafeteria provides a nourishing, well-balanced meal each day for students and staff. Food and Nutrition Services expects payment in advance or at the point of service. Students at elementary schools are allowed to charge meals on an emergency basis **only**. (NO adult may charge meals.) If student charges exist, the cafeteria manager may serve the student a peanut butter and jelly sandwich with white milk until payment is made. All parents are strongly encouraged to apply for free or reduced meals by completing an application available from our Cafeteria Manager.*

€ *Grove provides an enhanced lunch program, Culinary Creations, offering fresh vegetables, such as salad and a variety of fresh food offerings each day. Limited snacks will be offered for purchase. Currently, students will be able to purchase bottled water and sugar free cookies as an "extra". The snack selection will increase as the program grows. **One snack** item per day may be purchased in addition to regular lunch. Teachers determine if students may purchase snacks based on whether lunch was eaten, rewards or consequences earned. Any student who borrows money or charges a lunch or has an existing balance will not be allowed the opportunity to purchase snacks or ice cream.*

€ **No soft drinks or "fast foods"** are allowed in the lunchroom or for classroom celebrations provided by parents. Students may bring fruit drinks or juices in non-glass containers. Students may use a thermos to keep foods warm, but do not have access to a microwave. Parents are welcome to join their child for lunch. A special lunch area on the stage or in the Grove Café will be provided for parents and students eating lunch together.

€ Breakfast		- available from 7:15 - 7:50	Lunch	
Students		free	Students	\$2.00
Extra milk		\$ .65	Reduced	\$ .40
Adults		\$2.00	Adults	\$3.25

## • CHANGE OF ADDRESS

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

## • COMMUNICATION

### NOTES REQUIRED FROM PARENT OR GUARDIAN

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

- Absence/Tardiness/Early Dismissal - *parent note; no dismissal changes after 2:00 PM*
- Written permission from parents must be received before transportation changes can be made (students may ride only their assigned bus)
- Request to be excused from recess - *parent note*
- Reply to communication from the teacher or principal - *written parent response or meeting*
- Field trips - *official field trip permission slip*

- School Withdrawal - *written notice at least 48 hours prior to withdrawal*
- Changes in the usual method of transportation home - WRITTEN NOTES ONLY; phone calls to change transportation will not be accepted

## • DRESS REQUIREMENTS

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

- Hair should not be so extreme or inappropriate that it will disrupt the educational process. Clothing or other articles deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements, messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Hats and sunglasses may not be worn in the building, except for school determined events.
- Proper shoes must be worn at all times - close toed shoes, no flip flops.

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

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

## • EARLY DISMISSAL

In order to avoid interruptions in the educational program, **we ask for your cooperation in not picking up your child or children during school hours.** Whenever possible, medical and dental appointments should be made **after** school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning that states the reason and time for the early dismissal.

Please report to the office to sign out your child before 2:00 pm. **No early dismissals are allowed after 2:00 pm.** Your child will be called to the office to meet you. Identification is required of any adult picking up a child. If the adult is not listed as an approved contact, the child will not be released. **NO CHANGES IN TRANSPORTATION WILL BE TAKEN OVER THE PHONE.**

## • EMERGENCY SCHOOL CLOSINGS

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

## • FIELD TRIPS

Field trips are considered an extension of the classroom. The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Charges for trips vary and are determined by the cost of transportation and entrance fees. Prior arrangements must be made with the classroom teacher if a

parent plans to chaperone during field trips. Participating parents must follow visitor guidelines (see page 1). Siblings (school age or pre-school) are not permitted to attend field trips.

## • GRADING GUIDELINES

The following guidelines have been adopted and will be followed in every elementary school in Greenville County. The guidelines reflect the philosophy that grades should reflect accomplishment of the student in the classroom to the extent possible.

In grades 2-5, the following scale is used:

A = 93 - 100	B = 85 - 92
C = 77 - 84	D = 70 - 76
F = 69 and below	

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

+: Consistently Demonstrates	V: Sometimes Demonstrates
-: Rarely Demonstrates	*: Not Yet Demonstrated

Homework may be assigned in each classroom as determined by grade level. Grades will not be taken from homework assignments, but participation points for homework completion may be counted in final grades at no more than 10% of final grade.

## • HEALTH AND SAFETY

The health room will be staffed daily with a trained nurse. Any child who is not feeling well or has been hurt will be sent to the health room by the teacher in charge. The health room nurse keeps a record of each child's visit, will take temperatures, and perform any minor first aid. **The nurse does not have aspirin or any other types of medication and cannot administer any medication without written permission from the doctor and parents.**

If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more. In the case of minor scrapes, the nurse may not always contact the parent. Parent contact is at the discretion of the nurse.

**Children must have been fever free for 24 hours before returning to school.**

A health room card is kept on file in the health room for every child. This card supplies vital information to the nurse about special health problems a child may have and who to contact in case of emergency. **It is requested that parents keep this information updated!** If and when a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible. The nurse will administer prescription medication if a doctor's form and written parent permission are on file in the health room. The doctor's form must include directions for administering. Under certain conditions over-the-counter medication may be administered if the parent brings the medication to school, provides instructions for administering, and completes required permission forms. **Parents (not students) must bring medication for children to the nurse.** A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded on the nurse's last scheduled day.

- **ACCIDENTS AND EMERGENCIES** - In case of an accident, first aid is given by authorized school personnel. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid.
- **HEAD LICE** - Elementary schools frequently have outbreaks of head lice. If a student is identified with head lice, the parent will be contacted for pick up. The parent needs to provide proof of treatment and bring the child to school to meet with the nurse for clearance to return to class.
- **IMMUNIZATION** - All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Students may not enter school without having their immunizations current.

## • **HOMEWORK**

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

## • **INSTRUCTIONAL RESOURCES**

- ❖ **COMPUTER LAB** Grove Elementary is very fortunate to have a computer lab. Each student is required to have an Internet permission form on file in order to use the computer lab. Most classes are scheduled each week for computer lab time. In addition, desktop or laptop computers are provided in every classroom. Students have access to school email accounts and to the web-based software, CompassLearning Odyssey, for individualized instruction and practice on reading, language, and math standards. We encourage the use of CompassLearning at home as well as school.
- ❖ **CHALLENGE PROGRAM** The school district provides a program for gifted and talented students in grades 3-5. Students will be selected to participate in this program based on State criteria. At Grove, our intent is to provide custom-designed instruction to meet the needs of all learners through Team Differentiation and a wide variety of research based strategies.
- ❖ **MEDIA CENTER** The school Media Center is an important part of Grove Elementary for both students and teachers. It is the hub for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, and other audiovisual aids. It is also the core of our reading program and serves as a link between formal reading books and all of the reading materials we use in daily lives. Books are checked out for a week and can be renewed. Please remember that if you move, all library books and textbooks must be returned. Parents are responsible for payment of all lost or damaged books.
- ❖ **RELATED ARTS PROGRAM** Art, music, and physical education programs are compulsory, and students must attend these classes. Art, music, and physical education teachers will work with each class for a 30-45 minute period each week depending on the grade level of the student. The related arts program integrates academics in their program. Homeroom teachers support related arts activities through arts integration in the classroom.
- ❖ **RESOURCE PROGRAMS** A wide variety of special education resource classes are provided for students who need additional assistance in order to be academically successful. Due process procedures are followed in the placement: written permission for a psychological evaluation and placement must be obtained from the parents. Report card grades alone do not qualify a student for these services. Parents and teachers must work together to refer a struggling student to the school's assistance team.
- ❖ **TEXTBOOKS** Each student is assigned a textbook for each subject as determined by the School Board. Textbooks are a valuable instructional resources and provide support for student achievement. Students are responsible to care for each textbook assigned to them.  
**By authority of Section 59-31-290 of the Code of Laws of South Carolina: State Board of Education Regulations require payment for the loss of or damage to any book, ordinary wear and tear excepted. Schools may require pupils, parents, or guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.**

## • **LEGAL CUSTODY**

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



- **LOST AND FOUND**

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

- **MAKE-UP WORK**

Provisions for make up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school. Students who miss school will be expected to complete work missed.

Teachers are required provide missed assignments. Please make requests for student assignments for each day the students misses by 9:00 am.

- **SCHOOL PARTIES AND BIRTHDAY TREATS**

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

- **STUDENT PLACEMENT**

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

- **STUDENT RECORDS**

**ACCESS TO RECORDS** - Student records are available to custodial and non-custodial parents. Copies of any records are available with a 24 hour notice. Relatives (including step parents) who are not custodial parents or who have no legal documents granting access to student records will not have access to classroom information or to permanent record information. Written permission from the custodial and/or non custodial parent must be provided.

**WITHDRAWAL AND RECORDS** - If a family changes residence outside of the Grove attendance area, it will be necessary to submit in writing two (2) days to the last attendance day informing the school in this change in status. All textbooks and library books are to be returned to the school. All borrowed lunch money and other fees must be paid before the trans form can be issued. Parents of students leaving Greenville County School District should sign a Release of Permanent Records form so there will be no delay in the forwarding of student records. School records will be sent to the next school upon request from the school.

**PROCESSING END OF YEAR RECORDS**

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

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

- **TELEPHONE USE**

The school telephone number is 355-5900. Messages can be taken or voice mail messages left for teachers, but it is not always possible to deliver them immediately. Teachers cannot leave their classrooms for telephone calls between 7:30 and 2:35. Students may call home for emergencies only. Arrangements for after-school activities or transportation should be made before the child leaves home each morning.

- **TRANSPORTATION**

### **CAR RIDERS**

**Drop Off:** School opens to students at 7:15 AM. No student should be dropped off in front of the building to wait unattended. Adult supervision by school personnel is not available until 7:15 AM. Car riders may **NOT** be dropped off prior to 7:15 AM. Students arriving before 7:45 AM will report to the cafeteria for breakfast and then to their hallway to sit and read with their grade level under staff supervision. Patrols will assist in opening and closing car doors on arrival and departure. Please do not move the car until the patrol has closed the door.

**Pick Up:** Parents are asked to display their child's assigned pick up number on the dashboard using the card provided. In the afternoon, all car riders will be taken to the covered area, ask to be seated and supervised by staff. A staff member will call the names of students whose rides are ready. Safety patrols will assist students getting into cars. All students who have not been picked up by 3:00 will be escorted to the Health Room where they will be held until the responsible adult signs them out. Repeated late pick ups constitute a dangerous situation for children. After three late pick-ups, a conference with administration will be held. The Greenville County Sheriff's Department may be contacted for extremely late pick ups, or for parents who are consistently late picking up their child from school.

### **SCHOOL BUS TRANSPORTATION**

The driver of the school bus is in full charge of the students and the bus. His/her relationship with the students will be on the same level as that expected of a teacher. Students must obey the driver at all times. The right of all pupils to ride on a bus is conditional on their behavior and observance of the rules and regulations. Safety demands complete cooperation. Regulations for school bus riders will be distributed to each child at the beginning of the school year. Parents, please review school bus regulations with your child. ***Students will not be allowed bus transportation unless it is pre-arranged with the principal and the transportation office.*** Requests for changes in transportation will not be taken over the telephone. Parents requesting changes in transportations MUST have Administrative approval from both the school and from the Transportation Department. Please note that changes in transportation or initial transportation arrangements may take up to 96 hours (4 days) to arrange.

#### **Student Conduct on the School Bus**

- By District regulation, all K4, K5 and 1st graders must have an assigned bus rider number. Parents must use school provided bus rider numbers to identify the adult or child at or above 5th grade who is authorized to pick up at the bus stop. In the event a K4, K5, or 1st grader does not have a person waiting at the stop, the child will return to school. If this situation occurs more than 3 times, bus privileges will be revoked for 3 days, 1 week and then 2 weeks. If the problem persists, the student may be removed from the bus.
- Students must stand back from the roadway while awaiting the arrival of the bus, and refrain from throwing things or playing at the bus stop.
- Younger students should be permitted to enter first
- Students must enter the bus in an orderly fashion and go directly to a seat and remain until the destination is reached.
- Students must keep their hands, arms, and heads inside the bus.
- NO shouting, roughhousing, or throwing things on the bus.



- All articles such as book bags and clothing must be kept out of the aisles.
- The emergency door is used for emergencies ONLY. Students will not touch bus safety equipment.
- Students crossing the street at the bus stoop will not do so until they receive a signal from the bus driver.
- **All** directions given by the bus driver must be followed.
- **Students in grades K5 and 1 are assigned pick up numbers. An adult (with the assigned bus card) must be at the bus stop each afternoon to receive the students. The driver will not dismiss any K5 or grade 1 student who does not have an adult present with the assigned bus card. Parents may opt to designate a grade 5 student be responsible for the dismissal of their K5 or grade 1 child. The designated student must have the bus card each day. Students without an adult present will be returned to Grove. Repeated returns to the school will result in loss of bus privileges.**

#### **District Policy Consequences for Bus Referral**

First Offense	Warning
Second Offense	Short term suspension up to 5 days
Third Offense	Long term suspension up to 10 days
Fourth Offense	45 day suspension
Fifth Offense	Permanent removal from bus

\*\*\*Consequences will be determined based upon severity of each infraction. Parents will be notified of infractions and consequences in writing through the bus referral process. No bus driver has the authority to suspend students off the bus; bus suspension can be invoked only by an administrator. Every effort is made to encourage and promote appropriate, safe bus behavior prior to bus suspension of any length.

**BUS CONTACT:**    **School Level - Janet Calvage, Assistant Principal    355-5911**  
                               **Bus Office    - Judy Cox, Transportation Supervisor    355-5280**



**GROVE ELEMENTARY**  
**WHERE WE BELIEVE, ACHIEVE, AND**  
**SOAR TO EXCELLENCE**  
 with  
 ...every child, every day.