

SADDLE UP FOR SUCCESS



**BRUSHY CREEK**

2024

ELEMENTARY

2025

# 24-25 Student Handbook

Brushy Creek Elementary

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**BRUSHY CREEK ELEMENTARY SCHOOL**

**“Saddle Up For Success ”**

**Building a Community of Excellence One Student at a Time!**

**2024-2025**

**MISSION**

The mission of Brushy Creek Elementary School is to provide educational opportunities for children to acquire the skills necessary to empower them to become confident, life-long learners in an ever-changing global, technological society.

**PHILOSOPHY**

We believe...

- all students can learn when instruction is compatible with their needs.
- students have the responsibility to be active learners in a balanced curriculum that guides them toward effective communication, critical thinking, and decision making.
- students are the center of an ever-changing educational process that strives to link home, school and community.
- education instills attitudes of self-worth, success, and confidence through a nurturing environment that models respect and appreciation for life.
- students have the right to equal access to functional education.

**OBJECTIVES**

- To provide activities that are consistent with the needs of students.
- To offer active learners an integrated curriculum that includes hands-on experiences, whole language, cooperative learning, and technology.
- To promote student-centered opportunities that will utilize resources in the home and community.
- To guide a child in setting realistic goals which will foster a positive self-concept through a school counseling program.
- To build each child’s respect for the rights and opinions of others.
- To provide various citizenship experiences necessary to function in a free society.
- To utilize the media center as an extension of the classroom, lending support to the academic program and giving instruction in the use of library resources and multimedia.

**EQUAL OPPORTUNITY**

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

**SCHOOL OFFICE HOURS**

**7:00-3:45** Someone will be available to assist parents and/or children.

**\*\*\*Supervision at Brushy Creek does not begin until 7:00 - students should not be dropped off until this time.**

## A WORD FROM THE PRINCIPAL

Dear Brushy Creek Bulldogs and family,

On behalf of our teachers and staff, **WELCOME BACK**, to another new school year! We are so glad that you are a part of the Brushy Creek family. What a great year we have planned for you. Now that summer has ended and we have returned to school, we want to share some very important information with you through this **STUDENT-PARENT HANDBOOK**. It has been carefully prepared to help you and your student have a better understanding of school expectations. Please take the time to read through our handbook with your student. Knowing exactly what is expected to keep you safe and focused on learning will make this school year easier, more rewarding and lots more fun.

As we saddle up for the 2024-25 school year, I am filled with enthusiasm and optimism about the incredible journey ahead. Our theme this year, "Saddle Up for Success," embodies our collective commitment to excellence, growth, and the bright futures of our students.

I'm looking forward to working with each of you this year.

Have an awesome 2024-2025 school year!

Charles T. Davis, Jr.  
Principal  
355-5400

School begins promptly at 7:45. Help your child be on time. Punctuality is a quality of good citizenship. When tardy, a student must be walked in by the parent to the office to be admitted to class. The administration will hold a conference with the parent to help resolve the problem. Any student who has in excess of five tardies for the year will forfeit eligibility for a perfect attendance award at the end of the year.

## DAILY SCHEDULES

7:00 a.m.	Earliest time that students may enter the building
7:00-7:35	Breakfast served
7:15-7:40	School Store is open
7:00-7:45	Children arriving on the school bus will report to the designated areas of the building.
7:45	All classrooms will be opened and teachers will be in their rooms.
7:45	School begins. After 7:45 students are tardy. When tardy, a student must be walked in by the parent to the office to be admitted to class.
1:45	End of early dismissals. ALL EARLY DISMISSALS MUST BE PRIOR TO 1:45 p.m.
2:05	Afternoon announcements
2:15	All students are dismissed.

Supervision by the Brushy Creek staff is provided from 7:00 a.m. until 2:30 p.m. Students may not enter the building before or after these hours.

\*\*\*\*Rolling book bags are not allowed in the building.\*\*\*\*

## CHANGE OF TRANSPORTATION

In order to ensure the safety of your child, changes in transportation should be submitted as a **hand-written** note to your student's teacher. **We will not accept e-mail notifications or phone calls for change of transportation.**

## EARLY DISMISSAL

When it is necessary for your child to be dismissed early, **a note indicating the reason** must be sent to the teacher. Students will be called by the office staff when parents come to pick them up. **A parent must sign his/her child out for an early dismissal.** This procedure is for the protection of your child. If anyone other than the parent or legal guardian is picking up the child, it must be stated in writing to the teacher and their name must appear on the sign out form. **EARLY DISMISSALS MUST BE PRIOR TO 1:45 P.M.**

## EXCUSES FROM RECESS OR PHYSICAL EDUCATION

Sometimes, after a serious illness, a parent may wish to have his/her child excused from physical education and/or recess. Please send a note to the teacher stating the reason for this request. If this request is for more than three days, a doctor's statement is needed.

## FIELD TRIPS

Field trips are an extension of the instructional program. The Brushy Creek teachers spend many hours planning and preparing for an exciting and enriching experience for our students. **Students are expected to fulfill their responsibilities (i.e. homework, behavior, classwork, monetary obligations) in order to participate. All students are required to have a bag lunch for the day of the field trip.** This allows the teachers to be certain that food is packed appropriately and expedite the departure time. Students are also required to have a signed permission slip from their parents or legal guardian. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child.

## NUT ALLERGIES

Brushy Creek Elementary is a nut-awareness school. We are aware of the fact that some of our students are allergic to peanut butter and/or nut products. Several students have serious life-threatening allergies to peanut/nut foods. We request that you refrain from sending snacks or lunches to school containing nuts.

It is our goal to make sure Brushy Creek provides the safest environment possible for all of our students. We appreciate your help to make this goal a reality.

## HEALTH ROOM

The Health Room is open daily and under the supervision of an RN. **Our Health Room number is 355-5407.** Minor first aid will be administered for injuries and for illnesses occurring at school. The purpose of the Health Room is to provide **short term** care in the event a student becomes sick/injured at school. It is not intended to take the place of a physician's office. If our nurse or your child indicates he or she is too ill to remain at school, every effort will be made to contact you. If parents cannot be reached, the school will follow directions on the student's Emergency Information Form. In the event of a serious situation when no one can be reached who can assume responsibility for the child, EMS will be called. The parent will be responsible for any cost incurred.

## MEDICATIONS

- All medications must be administered by the school nurse or school staff as authorized by the principal. Students are not allowed to give themselves medication at school.

- Students are NOT to transport any medication to or from school. If necessary for a student to have medicine at school it must be handed to the school nurse or front office staff by the parent or legal guardian. This is for the safety of our students. Only the amount of medicine needed at school should be brought or arrangements must be made for an adult to pick it up at the end of the day. Students found with medication at school are subject to disciplinary measures.
- Medications must be in original containers with student's name on it.
- DUE TO CHANGES IN SOUTH CAROLINA POLICIES GOVERNING THE ADMINISTRATION OF PRESCRIPTION MEDICATION WE WILL NO LONGER HAVE A 10 DAY GRACE PERIOD BEFORE WRITTEN PHYSICIAN AUTHORIZATION IS REQUIRED FOR ALL PRESCRIPTION MEDICATIONS.

Parents are required to bring prescription medication to school and provide form Med-1 before any prescription medication may be left at the school.

If your child must self-administer medication at school form Med-2 is required before medication is brought to the school.

A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using form Med-3.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

- Medications containing aspirin (salicylates) will require a doctor's order before school staff may administer this product. For many years, aspirin has been contraindicated for children with chicken pox due to the risk of developing Reye's Syndrome, a serious potentially fatal condition. Recently, many doctors have recommended excluding any product containing salicylates for any viral illness. As you know, viral illnesses are often very difficult to identify, and for this reason we must implement this requirement.

Some of the products frequently administered to students that contain aspirin (salicylates) are aspirin tablets, Bismuth Liquid (Pepto Bismol) and combination products often given for colds, allergies and pain.

All medications must be age appropriate. For example, Tylenol and/or Motrin should be Children's or Jr. strength. Even if your child takes 1 tablet of the adult form at home, please send in only Children's or Jr. Strength for school. This is to comply with school district policy.

Your child's health is very important to us and it is felt that this safeguard will help to ensure their well-being.

### **SPECIAL HEALTH PROBLEMS**

Please make your child's teacher and the school nurse aware of any SPECIAL HEALTH PROBLEMS. A statement of the nature of the special health problem is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention.

### **HOMEWORK/CLASSWORK**

Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework should be designed to be completed independently. The three generally recognized types of homework are practice, preparation, and extension. Practice homework reinforces newly acquired skills taught in class. Preparation homework helps students prepare for upcoming lessons, activities, or tests. Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments. Within five days of a student's return from an excused absence, the student must work

out provisions for making up missed work with the teacher(s). The principal must approve the make-up of work missed during an unexcused absence after consultation with the teacher(s). Recommended time for homework by grade levels are:

Grades K – 2	30 minutes/day
Grade 3	45 minutes/day
Grades 4-5	60 minutes/day

Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading. Research indicates that providing feedback on homework enhances student achievement. Homework should have clear meaning and importance relating to the curriculum.

If your child is ill and unable to attend school, you may arrange to pick up his daily assignments by calling the school office 24 hours prior to picking up missed work. This will enable the teacher to make arrangements throughout the day to gather the assignments. You may pick up these assignments in the front office after 2:30 p.m.

### **LEGAL GUARDIANSHIP**

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

### **MEDIA CENTER**

The school library functions as an integral part of the whole school program. The library exists to support the curriculum of the school and to help provide the needs of the wide range of students within the school through the variety of its material and the flexibility of its program.

### **A MOMENT OF SILENCE**

South Carolina state law mandates that all schools shall provide for a minute of mandatory silence at the beginning of each day. Brushy Creek will have a minute of silence after our Pledge of Allegiance.

### **PTA NEWSLETTER/BULLDOG BLAST**

One way of communicating with parents is through our PTA newsletter and Bulldog Blast. Included in the newsletter and weekly blast will be information about upcoming events at the school. You can become a better informed parent by reading the BULLDOG BULLETIN and BULLDOG BLAST.

### **NOTES REQUIRED FROM PARENT OR GUARDIAN**

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

1. Absence
2. Change of transportation
3. Request for early dismissal
4. Request for excuse from recess or physical education
5. In reply to notes from the teacher or principal
6. For all field trips (If a financial situation arises that would impact your child being able to participate, please

inform the teacher or principal.)

7. Authorization to administer medication

### **PARENT-TEACHER CONFERENCES**

There will be a scheduled conference between the child's teacher and parent at the end of the first 45 day reporting period for all students. Teachers will also schedule conferences throughout the year as needed to share information about a child's progress.

Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher.

When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences.

Teachers at each grade level will explain the homework policy. We encourage parents to provide assistance if needed but to expect their child to be responsible for the assigned work. If your child is spending more than an hour per night on homework on a consistent basis, it is advisable to contact the teacher to discuss this matter with your child's teacher and/or the principal.

### **PARKING DURING SCHOOL HOURS**

Visitor parking spaces are provided near the front entrance of the school. If these are all full, additional parking is available in the large parking area. Please do not park in the driveway at the front of the school. This is the fire lane and must be kept clear at all times!

### **PERMANENT RECORDS**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents or guardian. Please schedule an appointment with the counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

### **PLACEMENT OF STUDENTS**

2021-2022 Teacher Characteristic Letters are due Thursday, April 17, 2025. The principal works closely with the classroom teachers, guidance counselor, related arts teachers and assistant principal to assign students to a heterogeneous homeroom class. Changes in enrollment at the beginning of school may necessitate assigning students to different classes, but every effort will be made to limit the changes which are made.

### **PROMOTION/RETENTION POLICY**

The Promotion Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted.

Students must meet the criteria set by the district in order to be promoted. Parent conferences will be requested to inform parents of the academic concerns about their child. Parents will also be notified in writing if there is a possibility that their child may not meet the standards. Parent conferences will be scheduled to discuss the academic progress the child has made and to share ways parents can help their child at home.



## **PTA SUPPORT**

Without the help of the Brushy Creek PTA many special things would not be possible at our school. Last year PTA volunteers gave over 15,000 hours of time in addition to monetary support.

Thanks, PTA, for your continued support to make Brushy Creek an exciting place to learn. The PTA renders a number of valuable services to the school and sponsors several fund raising projects during the year. You are encouraged to become actively involved in supporting PTA activities. Announcements about meetings will be sent home with the children prior to each meeting.

PTA Membership dues are \$6.00 per person. Parents, grandparents and other family members of Brushy Creek are invited to join PTA.

Please let our PTA Volunteer Coordinator know the areas in which you would be interested in volunteering. Please remember that if you have younger children, you will need to make other arrangements for them while you are working in the school. For safety purposes children are not permitted to enter the Teacher's Workroom due to the equipment that is contained in this room.

\*\*\*ALL Volunteers must be cleared as a Level 1 or Level 2 volunteer\*\*\*

## **RETURNED CHECK POLICY**

Our school and/or cafeteria is charged a fee when we receive a check that cannot be processed due to insufficient funds. The School Secretary and/or Mrs. Barton (food service Manager) will notify anyone whose check is returned for this reason and request that the matter be resolved as soon as possible. A service charge of \$10.00 will be added to the original amount of the returned check. We do reserve the right to accept cash only in the event that this becomes a frequent problem.

## **SCHOOL IMPROVEMENT COUNCIL**

SIC meets monthly. All meetings are open to anyone who would like to attend. SIC meetings are listed on the calendar included in this handbook.

### **OBJECTIVES:**

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information concerning school programs.
- To offer suggestions concerning program improvements with respect to student needs and program operations within the individual schools.

## **SCHOOL STORE**

A school store is available for the convenience of the students. The School Store is open from 7:15-7:40 a.m.

## **SCHOOL PARTIES/BIRTHDAY CELEBRATIONS**

There will be two scheduled class parties each year. Teachers will communicate the scheduled party dates with parents through their weekly newsletter.

A child's birthday will be recognized by the classroom teacher but will not be celebrated with a party, cupcakes, balloons, etc., during the school day. Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations. Also, it is the responsibility of the student to pass out the invitations. Parents may bring a snack (individually wrapped) to be eaten at lunch time to celebrate a child's birthday. However, the teacher needs to be notified in writing prior to the snack being brought to school. In the event that two children have the same birthday and snacks are brought for both, the teacher will use his or her discretion in when the snacks will be eaten. Items such as flowers, balloons, etc. that are delivered to the front office for a child will be given to the child at the end of the school day. It is strongly encouraged that these kind of deliveries be made to the home rather than the school.

### **SCHOOL TRAFFIC**

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

1. Please utilize the main entrance to our school, which is located off Brushy Creek Road, adjacent to Eastside High School. Kindergarten and Grade 1 pick-up should follow the left lane. All others should follow the right lane.
2. Right Turn Only – When exiting the campus between 7:00-8:00 a.m. and 2:00-3:00 ALL cars are expected to turn right, only.
3. Each child/family has been assigned a number for his/her enrollment at Brushy Creek. This number will be used during after school DISMISSAL ONLY.
4. Parents must display the original number tag for the current school year on the front inside rearview mirror. Numbers must be visible at all times during dismissal.
5. All families will receive three carline tags at the beginning of the year. If tags are lost or parents need additional car tags, a fee of \$1.00 will be charged.
6. To protect our children, parents will not be permitted to pick up a child without the original number tag and will be required to report to the front office with proper identification.
7. To insure the safety of our children, we load students into cars in groups of ten per car line. As we load our students we ask for all cars to wait until the ten cars have been loaded before driving off.
8. RECALLS. If your child is not loaded when the group of ten cars is ready to move, he/she will be considered as a recall and you will be asked to pull into the designated recall area and your child will be escorted out by a staff member.
9. Parents are not permitted to walk to the building to pick-up a child – everyone MUST utilize the car line.
10. Students who are walkers will be escorted by a staff member to the appropriate crosswalk. All car riders must be picked up in the car line.
11. Students and parents are to cross only in a crosswalk or where there is a school crossing guard or teacher.
12. To insure the safety of our children, please be mindful that the carpool lines are a “NO PHONE ZONE” during the hours of 7:00 – 7:45 a.m. and 2:00 – 2:45 p.m.

### **SMOKING POLICY**

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

## **SOUTH CAROLINA IMMUNIZATION REQUIREMENTS**

All students entering seventh grade must receive or have already received a dose of Tdap vaccine to protect them from pertussis (whooping cough). Parents do not have to wait until their child enters the seventh grade as children as young as seven years old can be vaccinated. Parents will need to provide their child's school with a SC Certificate of Immunization showing that their child received this newly required Tdap vaccine. Parents, please don't wait – avoid the rush by making an appointment with your child's healthcare provider to get the required T-dap vaccine and other vaccines recommended for your child's protection.

A child cannot be admitted to any school or child development program without a valid State Certificate of Immunization or a valid medical, religious, or special exemption.

Minimum Requirements:

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one dose received on or after the fourth birthday.

Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one dose received on or after the fourth birthday.

One dose of Rubeola (Measles) vaccine, received on or after the first birthday.

One dose of Rubella (German Measles) vaccine received on or after the first birthday.

One dose of Mumps vaccine received on or after the first birthday.

Three (3) doses of Hepatitis B vaccine for all students in grades Kindergarten through grade twelve.

One (1) dose of Varicella (Chickenpox) vaccine or positive history of disease for all students in Kindergarten – grade 6. For students who have had the chickenpox, a form indicating approximate date or child's age at onset of chickenpox must be completed with parent signature. These forms are available in the front office.

If your child does not have valid certificate, take all his/her shot records to your physician or the County Health Department (282-4100). A student under 16, requiring shots, must be accompanied by a parent.

New residents may temporarily enroll their children in school for 30 days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of the 30 days, the student will no longer be allowed to attend school.

## **SPECIAL ACTIVITIES/PROGRAMS**

Special activities, plays, programs, field trips, etc. help to make Brushy Creek an exciting place to learn. Students must earn the privilege of participating in these special extra-curricular events by completing their school work, meeting the expectations and responsibilities established by the classroom teacher and/or principal, and exhibiting good behavior.

Children are made aware of the expectations for themselves and their responsibilities and are encouraged continuously to do their best to fulfill their responsibilities. Parents are made aware if and when a child has not fulfilled his or her responsibilities.

The Brushy Creek staff continuously reminds and encourages students to do their best to fulfill their responsibilities. Some of the things students are responsible for are returning library books, completing homework/classwork, and returning parent correspondence. It is the parents' responsibility to provide the funds for the student to repay borrowed lunch money, return or pay for school pictures, and pay for any lost/damaged books. Parents will be made aware of responsibilities or expectations that have not been fulfilled before a child loses the privilege of participating in special curricular activities.

## **SPECIAL SERVICES**

Special Education services are available to students who qualify according to South Carolina and federal criteria. Psychological evaluation, speech, hearing and vision testing is provided at no cost to the parent. If you feel that

your child could benefit from these services, which are available without charge, contact his/her teacher or the principal. It is important to understand that the school is required to follow a specific process in referring students for special services. This is a lengthy process which may extend throughout the school year.

**Speech, Hearing and Vision Testing:** Screening programs for vision, speech and hearing are provided in the school. Speech and hearing testing and therapy are available to children with special needs. Any child may be tested, if requested by the parent or teacher.

All students in the following grades will be screened for vision and hearing:

Vision – 5K, grades 1, 3 and 5

Hearing – 5K, grades 1, 2 and 3

These screenings will take place as early in the school year as possible.

**Resource Teacher:** The Resource Specialist of Special Education assists the regular teacher in the selection of approaches, methods and materials that will help pupils with special needs.

## **STANDARDIZED TESTING PROGRAM**

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

### **Standardized Testing Schedule**

\*Please check school and/or district website for standardized testing dates.\*

## **STUDENT RECEIPTS**

All receipting of school funds is done electronically. When a student pays for any activity—field trips, insurance, activity fees, pictures—the student will receive a printed receipt. If you have any questions about a receipt or if you have already paid for an activity, call the school secretary at 355-5400.

## **TECHNOLOGY PROGRAM**

Our school is a model school for the use of technology in the School District of Greenville County. It is our goal that all children will have the opportunity to be involved in the use of many new technologies that will enhance their educational experience. Brushy Creek teachers have been and will continue to be involved in many training experiences to enrich students' technology experiences in the classroom.

## **TELEPHONE MESSAGES**

The school telephone number is 355-5400. Messages will be taken for the teachers, but it may not be possible to deliver them immediately. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities should be made before a student leaves home. Forgotten homework, arrangements for after school, etc., are not considered emergencies.

## TRANSFERS

When a child is to be transferred from Brushy Creek to another school, please notify our school office at least two days in advance. A transfer form will be prepared, which the child will bring home on the last day of attendance. You will need this form to register your child in another school. School records will be forwarded to the new school upon request from that school provided all books have been returned and all fees have been paid.

## VISITATION IN THE SCHOOL

All visitors in the building, including parents and school volunteers, must stop by the office first and sign in so that we may know that you are in the building. Visitors and/or volunteers must wear a Visitor/Volunteer Badge. This regulation is for your child's protection. Parents are welcome at school any time. Arrangements must be made in advance with the principal and the teacher before visiting or observing in a classroom. Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a special need to observe a child's social activity, it must be arranged with the teacher and principal.

## SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME

1. Provide a quiet place and designate a time for students to study without distractions of radio, television or telephone.
2. Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects such as novels, graph paper, magic markers, poster paper and special notebooks.
3. Have available to students a dictionary and an abundance of reading materials including magazines, newspapers and books.
4. Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games and manipulative toys.
5. Check with students daily about homework assignments to help them plan for study.
6. Review with students any work returned by teachers to help students learn from their errors.
7. Have students explain lessons being studied, thereby increasing their understanding of the material.
8. Help build your child's self-esteem and confidence by providing positive reinforcement.
9. Encourage students to revise work that is not neat and orderly.
10. Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.
11. Keep in touch with teachers and counselors about student progress.
12. Be supportive by showing interest in students' work and a willingness to provide help when needed.
13. Assist students in planning appropriate extracurricular activities to develop socially and physically as well as academically.

### **PTA BOARD MEMBERS**

**2024 - 2025**

#### **Executive Board**

President  
Vice President  
Secretary  
Co- Treasurer  
Co- Treasurer

Adam Fischer  
Alison Search  
Jill Haggard  
Sarah Thomas  
Danielle Rogers

## **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 17<sup>th</sup> 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 health care professional, for all absences within three (3) 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. School 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 three (3) 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 three (3) 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. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

### **Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

## **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 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

## **Student Arrival and Dismissal**

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

## **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. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. 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.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

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

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

## **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's food service program)
- 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-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

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

### **Criminal conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school 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 parameters 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.
- Hoods, 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. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length

- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1<sup>st</sup> Offense: Warning/Parent Contact
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Referral for Additional Discipline

## **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 II 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 4k, 5k and 1st Grade Students**

For safety reasons, all K4, 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 4K, 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:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique 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](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto: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 & Investigation**

Any student (or parent/guardian of 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.

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 under [Title IX](#) on the District's website.

## **Homework**

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](#)

**Prekindergarten**

<ul style="list-style-type: none"> <li>● Personal and social growth</li> <li>● Approaches to learning</li> <li>● Physical development and health</li> <li>● Language arts and literacy</li> <li>● Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>+ Exceeds standard</li> <li>= Meets standard</li> <li># Making Sufficient Progress</li> <li>- Not Yet making Progress</li> <li>Blank-Not taught or assessed</li> </ul>
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**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 standards
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**2<sup>nd</sup>-12<sup>th</sup> 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

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

**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.

**Middle School Students (Grades 6-8)**

A floor of 50 will be applied to all grades for middle school students (6-8)

**High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). 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 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, 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, student email address, 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 law 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 Speakers at School-Sponsored Activities**

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

interfere with the educational environment.

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

## **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.

### [Insurance](#)

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

## **Parent's Right to Know**

As the parent or guardian 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, and the District in accordance with applicable law may monitor all school technology.

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.

## **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.