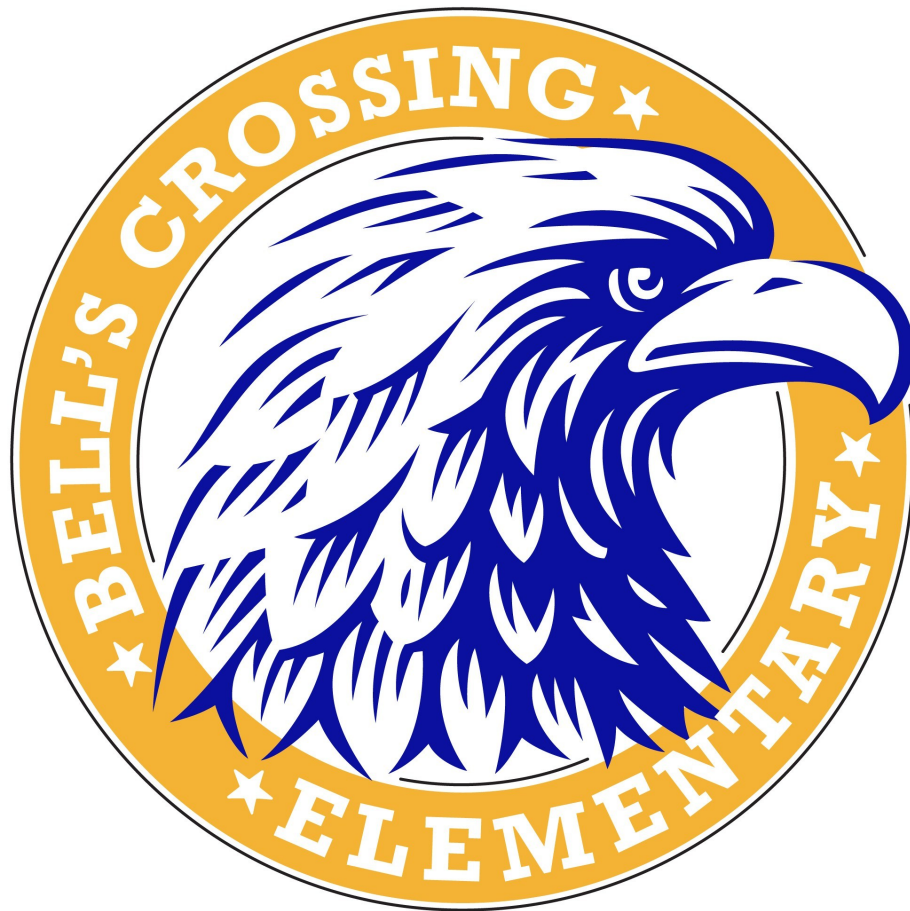


# Bell's Crossing Elementary School 2026-27



## Student Handbook & Calendar

*"Learn Today, Lead Tomorrow"*

**Bell's Crossing Elementary School** [www.greenville.k12.sc.us/bells/](http://www.greenville.k12.sc.us/bells/)

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## Mission

By Building a collaborative community, we strive to inspire positive growth and relationships that encourage all children to be productive learners.

## Vision

To empower a generation worth knowing



# August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11 1st Day of School	12	13	14	15
16	17	18	19	20	21	22
23	24 Beta Club Induction	25	26	27	28 Color Craze Spirit Day	29
30	31					

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# Bell's Crossing Elementary School

## School Office Hours 7:00 AM – 3:45 PM

Someone will be available to assist parents and/or children. If special assistance is needed, please call to schedule a conference.

## School Telephone 355-3800

Messages can be taken for the students and teachers. It is not always possible to deliver them immediately. Parents may talk to teachers before or after school with a scheduled conference. Teachers cannot take telephone calls between 7:15-2:45. Students may call home for emergencies only. Arrangements for after-school activities or transportation should be made before the child leaves home each morning. Any changes must be made in writing with the child's name and teacher's name, and signed by the parent. Changes during the day must only be made in case of emergency and before 1:30 PM to the Main Office.

## Bell's Crossing PTA Executive Board

Tiffany Sanders: *President* Stephanie Reagan: *Vice President* Marleno Gano: *Treasurer*  
Carolyn Simmons: *Secretary* Kamella Winslett: *VP of Communications* Kendall Coggins: *VP of Ways and Means*  
TBD *VP of Volunteers* Cassie Freeman: *VP of Programs*

## School Improvement Council

Mani Browder (Chair) Autumn Cline Heather Middleton Amanda Madden  
Michelle Breaux Catherine Griffith Julia Perkovich Kristy Stanley

## Faculty and Staff

Paul Crook: *Principal* Dr. Lindi Metcalf: *Assistant Principal* Andrew Rigsby: *Assistant Principal*  
Denise Alexander: *Instructional Coach* Autumn Cline: *Guidance Counselor* Dr. Mary Tchouros: *Guidance Counselor*  
Lisa Serrano: *Secretary* Tracy Moore: *Attendance Clerk* Jessica Calvert: *Office Clerk*  
Katie Freeman: *Nurse* Barbara Harper, RN: *Nurse* Amanda Madden: *Instr. Technology*  
Lee Gamble: *Mental Health Counselor*

### Special Education

Robyn Clark Linda Kelly Dana Gentry Heather Serek: *Assistant*  
Kristen Rinaldi Jonda Moo: *Assistant* Rosalinda Serrata: *Assistant* Lauren Kozak: *Speech*  
Melissa Smith Katie Stern: *Assistant* Tammie Creasy: *Assistant* Kennon Crawford: *Speech*

### Related Services

Kristie Leonard: *Challenge* Jill Schmidt: *Literacy Specialist* Chris Purkerson: *Interventionist* Heidi Reeve: *ML*  
Lindsey Steele: *Interventionist* TBD: *School Psychologist*

### Related Arts

Janelle Shinpoch: *Music* Daniel Elston: *Music* Stephen Dyar: *Physical Educ.* Athena Hortis: *Physical Educ.*  
Leslie Pitts: *Art* Anna Kate Ballinger: *Media Specialist* Melissa Kendall: *Media Ctr. Clerk*  
TBD: *Art* Deirdre Smith: *Coding Lab* Richard Hohman: *STEAM Lab*

### Kindergarten

Elizabeth Howlett Jennifer Crawford: *Assistant* Trisha Roberts Melissa Morris: *Assistant*  
Christy Cheek Kathryn Pever: *Assistant* Rachel Pope Rosemary Slaton: *Assistant*  
Kristen Harris Jennifer Cross: *Assistant*

### First Grade

Tovah Baker Elizabeth Bliss Sarah Hodges Julia Kelly Deanna Padilla Cindy Power Ashley Ward  
Dana Rich Theresa Rusk

### Second Grade

Brooke Beam Bonnie Cumbo Danielle McNeace Kristen Gault Katherine James Kendall Jump April Trimby

### Third Grade

Kim Batson Andi Bosar Rebecca Dougherty Ronni Farrell Susan Ramsey Casey Vazquez

### Fourth Grade

Brittany Boyd Kristin Danko Beth Rhodes Skylar Carter Tina Vile Riley Dunlap

### Fifth Grade

Ashley Arvidson Tammy Erro Diane Gioia Erica Kozmic Cheryl Waddell Paige Walker

### Custodial Staff

Cindy Burton: *Plant Engineer* Haley Hedden: *Head Custodian* Ryan Bayne: *Groundskeeper*  
Kevin Roach Amanda Hurley

### Cafeteria Staff

Theresa Della Rocca: *Manager* Pam Dowsey Kari Fulton Amanda Hurley Loren Summer

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# September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Beta Club Meeting	3	4 Let There Be Mom Spirit Day	5
6	7 Labor Day No School	8 SIC Mtg Noon PTA Board Mtg 1pm	9	10 Fall Pictures	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Rock Your School Day	26
27	28	29	30			

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## Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 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. Attendance information is available on the Greenville County Schools website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=attendance>

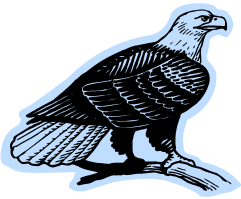
### Truancy

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.

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# October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 First Friday School Spirit Day  Kindergarten ABC Parade	3
4	5	6 2nd Grade Testing	7 2nd Grade Testing  Beta Club Meeting	8 2nd Grade Testing	9 2nd Grade Testing	10
11	12	13  SIC Mtg Noon  PTA Board Mtg 1 pm	14	15  1st Quarter Ends	16 Teacher Workday (No School)	17
18	19  Book Fair Begins	20	21  50th Day of School	22  Report Cards	23	24
25	26	27	28	29	30  Book Fair Ends	31

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## 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 District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

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# November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Beta Club Meeting	5	6 Eaglefest Carnival  First Friday School Spirit	7
8	9	10 Veteran's Day Program  SIC (noon) PTA Board 1 pm	11	12	13	14
15	16	17	18 Thanksgiving Lunches (5th, k, 2nd)	19 Thanksgiving Lunches (3rd, 1st, 4th)  Turkey Trot	20	21
22	23	24	25 Thanksgiving Break	26 Thanksgiving Break	27 Thanksgiving Break	28
29	30					

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## **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.

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# December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Beta Club Meeting	3	4 First Friday School Spirit Day	5
6	7 Winter Concert PTA Meeting Holiday Shop	8 Holiday Shop	9 Holiday Shop	10 Holiday Shop	11 Holiday Shop	12
13	14 Spirit Week	15 Spirit Week	16 Spirit Week	17 Holiday Show Spirit Week	18 2nd Quarter Ends 11:45 Dismissal Spirit Week	19
20	21	22	23	24	25	26
<b>Winter Break (No School)</b>						
27	28	29	30	31		
<b>Winter Break (No School)</b>						
<p><b>Bell's Crossing Elementary School</b> <a href="http://www.greenville.k12.sc.us/bells/">www.greenville.k12.sc.us/bells/</a></p> <p>Office: 355-3800 Nurse: 355-3807 Guidance: 355-3871 or 3804 FAX: 355-3885 Cafeteria: 355-3808 Extend Day</p> <p style="text-align: center;"><i>"Learn Today. Lead Tomorrow"</i></p>						

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

## **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.



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# January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
<b>Winter Break (No School)</b>						
3	4 Teacher Workday (No School)	5	6 Beta Club Meeting (Convention Students Only)	7 Report Cards 	8 First Friday School Spirit Day	9
10	11	12 SIC Mtg Noon  PTA Board Mtg 1 pm	13	14	15	16
17 	18 MLK Day No School	19	20	21	22	23
24	25	26	27	28	29	30

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## **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.

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

## **Bus 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.

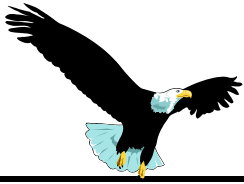
### **Level I Offenses - Disorderly Conduct**

- 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.

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# February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Beta Club Meeting	4	5 First Friday School Spirit Day	6
7	8 Share the Love Food Drive	9 <i>Amazing Shake 4th Gr. Round 1</i> SIC Mtg Noon PTA Board Mtg 1 pm Share the Love Food Drive	10 Share the Love Food Drive	11 Amazing Shake 4th Gr. Round 2 Share the Love Food Drive	12 Share the Love Food Drive	13
14	15 Presidents' Day <i>No School</i> 	16	17 Amazing Shake 4th Gr. Round 3	18	19 Amazing Shake 4th Gr. Round 4	20
21	22	23	24	25	26	27
28						

## **Bus Transportation**

### **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.



# March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Read Across America	2 Read Across America	3 Beta Club Meeting Read Across America	4 Read Across America	5 First Friday School Spirit Day Read Across America	6
7	8	9 SIC Mtg Noon PTA Board Mtg 1 pm	10	11 3rd Quarter Ends Boosterthon Begins	12 Teacher Workday (No School)	13
14	15	16	17	18 Report Cards	19 Boosterthon Fun Run	20
21	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26 Spring Break	27
28	29 Student/Teacher Holiday No School	30	31 Spring Pictures			
<p align="center"> <b>Bell's Crossing Elementary School</b> <a href="http://www.greenville.k12.sc.us/bells/">www.greenville.k12.sc.us/bells/</a>            0 Nurse: 355-3807 Guidance: 355-3871 or 3804 FAX: 355-3885 Cafeteria: 355-3808 Extend Day:  <i>"Learn Today. Lead Tomorrow"</i> </p>						

## **Bus Transportation**

### **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:	Back:	
Student Name	Student address	Unique number
[ ] Student designee name (4th grade or above)		
Route number		

### **Parent Responsibilities:**

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

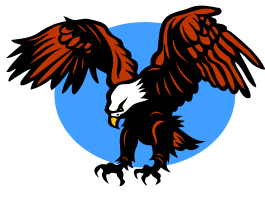
The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another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

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

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

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

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



# April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 First Friday School Spirit Day	3
4	5  <b>Book Fair</b>	6 SIC Mtg Noon  PTA Board Mtg 1 pm  <b>Book Fair</b>	7 Schwa Day 1st gr. Parade  <b>Book Fair</b>	8  <b>Book Fair</b>	9  <b>Book Fair</b>	10
11	12 PTA Spring Concert  <b>Book Fair</b>	13 2nd Gr. Field Day  <b>Book Fair</b>	14 1st Gr. Field Day  <b>Book Fair</b>	15 K5 Field Day  <b>Book Fair</b>	16 Student/ Teacher Holiday No School	17
18	19	20	21	22	23	24
<b>Teacher Appreciation Week</b>						
25	26 Earth Week	27 Earth Week	28 Earth Week	29 Earth Week	30 Earth Week	

## **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 dissatisfied with the action or decision of the Coordinator 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.

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# May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3 State Testing 3rd-5th	4 State Testing 3rd-5th	5 State Testing 3rd-5th	6 State Testing 3rd-5th	7 First Friday School Spirit	8
9	10 State Testing 3rd-5th	11 State Testing 3rd-5th	12 State Testing 3rd-5th	13 State Testing 3rd-5th	14	15
16	17	18 5th Gr. Field Day	19 4th Gr. Field Day	20 3rd Gr. Field Day	21 Talent Show	22
23	24	25	26 Half day 11:45 Dismissal	27 Last Day Half day 11:45 Dismissal	28 Summer Break Begins	29
30	31 Memorial Day	26	27 	28	29	30

## **Title IX Reporting and Investigating**

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.

## **Gifted and Talented (Challenge Program)**

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex classwork and research. For more information about the Gifted and Talented Program and how your child can qualify. Please see the Greenville County Schools Website under and Students and Parents, Services for the Gifted & Talented link for additional criteria and curriculum.

## **Personal Electronic Devices**

### **Personal Device School District Rule JCDA (this includes smart watches, cell phones, tablets)**

For elementary and middle schools, personal electronic devices cannot be used by students during the instructional day without 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.

- Elementary school instructional day: 7:45 a.m. to 2:15 p.m.
- Middle school instructional day: 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 that facility.

## **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

**Kindergarten and First Grade**

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

**Academic Skills Indicators:**

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of-year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard  <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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**Successful Learner Characteristics:**

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

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards
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**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.

**Health and Wellness Education**

Please see the school district website for material used to teach health and wellness. It is located under Students & Parents, Social and Emotional Learning

## **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, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

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### **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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=fqinsurance>

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

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

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

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

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

### **Student Use of Technology**

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

### **Chromebooks**

The Chromebook is a school issued device. Every student will receive a Chromebook and charging cord at the beginning of each school year. Both these items must be returned at the end of the school year. A fee to replace either item will be assessed if not returned.

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

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## **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

## **Visitors/Volunteers**

**VISITORS/VOLUNTEERS MUST WEAR A PRINTED VISITOR'S BADGE AT ALL TIMES WHILE IN THE BUILDING.**

Every person must sign in with a Photo ID in the front office upon arrival and sign out upon leaving. Everyone will be cross checked against the sexual offenders data base since these are adults who are around children. There are 2 levels of volunteers/visitors. Level 1 requires an escort at all times in the building. Level 1 may not chaperone a field trip or work with students with students in an area without a staff member present. Level 2 does not require an escort and may work with students. It can take up to 2 weeks to be cleared level 2. Parents are considered level 1 until they go through the process to be cleared level 2. See our website under the Parent tab for the steps to be cleared level 2. Arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom. Parents may not visit on our playground during recess time. This is a time that requires the teacher's undivided attention on the students. If there is a special need to observe a child's social activity, it must be prearranged with the teacher and/or the principal.

## **Medications**

All medication must be delivered to the School Nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor (SC Law S144). All medication will be maintained in the health room. Medication required for field trips must be given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips. Please see the Greenville County Schools Website under and Students and Parents, Services for the Health Services link for additional procedures and policies.

## **School Closings Due to Weather– eLearning Days**

The closing of school due to bad weather or other emergencies will be announced on all of the local television and radio stations as well as the district website ([www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)). Please do not call the front office as these lines need to remain open for communication with the school district. When the district determines the weather is too severe to attend in person, the school day will be deemed an eLearning day. The student MUST complete work in their google classroom or attend live google meets by the homeroom teacher to be counted present.

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## Tardy/Early Dismissal Procedures

No elementary school shall release any student prior to the end of the day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time and **reason for the early dismissal** and the person who will pick up the child for the early dismissal. If school personnel do not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student. Parents are urged to leave children in class. Class concludes at 2:15 PM. We allow no early dismissals after 1:30 PM. If the student is not in school for a minimum of 3 hours, the student will not be counted present that day. Lawful early dismissals include: medical, legal appointments, illness, bereavement.. As with unexcused tardies, more than 5 unexcused early dismissals will result in ineligibility for perfect attendance. Unexcused tardies and unexcused early dismissals may be combined in regards to perfect attendance eligibility.

## Parent Backpack Information/Student Progress

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores. Report cards and progress reports are viewed here and will not be sent home for grades 2nd-5th unless requested.
- Apply or register their student to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

Parents should sign up for an account following the steps found at the bottom of the Bell's Crossing Website under Documents & Forms

## School Counselors

Guidance counselors help students better understand their own individuality and aid them in relating to others both in the classroom and socially. Counselors also work with faculty members to plan appropriate guidance lessons and small group opportunities. Parents may request their child see one of our counselors.

*Autumn Cline: 355-3804*

*Caelin Stambaugh 355-3871*

## Daily Schedule

- 7:00** Door Open for Students Arriving  
(Please do not let students out of the car until the doors open as the school does not have adult supervision in place prior to 7 am).  
Students eating breakfast go to the cafeteria.  
All other students report to grade level hallway.
- 7:30** Children dismissed to classroom
- 7:45** **School Begins**  
Children should be in classrooms, ready to begin work. Students who arrive after 7:45 AM must report to the main office to be signed in as tardy.
- 1:30** Last Call for Early Dismissals
- 2:15** **School Ends**  
Bus riders and Daycare Van riders exit in the back by the cafeteria.  
Car rider students will wait in their classroom until their number/name is posted.

## Breakfast and Lunch Information

Please see weekly e-mails from your child's teacher about the weekly Lunch Menu. You can also access information about meals at <https://myschoolmenus.com/organizations/2229/> Free and Reduced Meal Applications **MUST BE FILLED OUT EVERY YEAR**. Please visit this website and scroll to the bottom to fill out an application <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=fans>

**Bell's Crossing Elementary School** [www.greenville.k12.sc.us/bells/](http://www.greenville.k12.sc.us/bells/)

Office: 355-3800 Nurse: 355-3807 Guidance: 355-3871 or 3804 FAX: 355-3885 Cafeteria: 355-3808 Extend Day: 355-3867

*"Learn Today. Lead Tomorrow"*

## School District Device Policy

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.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others.. The restrictions pertaining to the use of personal electronic devices starts at 7:45 a.m. and ends at 2:15 p.m. Students in an Extend Day Program will follow the same guidelines as the school day until the student is picked up by a parent/guardian. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code (Policy JCDA) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

## Recess

**Hot Weather**– Bell's Crossing will not send students outside for recess when the heat index is above 93 degrees Fahrenheit. Recess will be limited to 50% when the heat index is between 90 and 93 degrees Fahrenheit. Normal outdoor activities when the heat index is 89 degrees Fahrenheit or below.

**Cold Weather**– Bell's Crossing will not send students outside if the real feel is 32 degrees or below. Schools will have outdoor recess if the temperatures are above 32 degrees. Students will need to have a jacket on if the temperatures are between 33 and 40 degrees. Hats and gloves are strongly recommended too.