

Greenville County Schools Child Development Centers Student/Parent Handbook 2018-19



“Laying the Foundation for Future Success”

DUNBAR* GOLDEN STRIP*GREENVIEW

***NORTHWEST CRESCENT* OVERBROOK* RILEY**

Amanda Lecaroz, Principal

Joan Britton, Assistant Principal, Dunbar

Kimberly Brown, Assistant Principal, Overbrook

Tina Haley, Assistant Principal, Greenview

Kara Harrelson, Assistant Principal, Northwest Crescent

Gloria Hayes, Assistant Principal, Riley

Abby Wilson, Assistant Principal, Golden Strip

A Message from the Principal

Dear Families,

Welcome to the Greenville Child Development Centers and the start of your child's journey with the Greenville County Schools. Our mission, "Laying the Foundation for Future Success", emphasizes our commitment to partnering with you to provide the best educational experience for your child that will set them up for success as they move through the Greenville County Schools! The goal of our early childhood curriculum is to encourage children to be active and creative explorers who are eager to become independent, develop friendships, and to learn through play. In our safe and nurturing environment, we strive to develop the academic, physical, and social-emotional needs of all children.

This handbook provides important information about our program, policies, and procedures. Please review it carefully and also check our school and district websites for school events and classroom activities. If you have any questions or concerns, please contact me or your child's center Assistant Principal.

Once again, welcome, and we look forward to wonderful year together!

Sincerely,

Amanda Lecaroz

Principal, Child Development Centers

864-452-0400

Dunbar CDC

200 Morgan Street
Greer, SC 29651
Telephone: (864) 355-2270
Fax: (864) 355-2295
Asst. Principal: Joan Britton

Greenview CDC

625 Old Piedmont
Highway
Greenville, SC 29605
(864) 452-0400
Fax: (864) 452-0448
Asst. Principal: Tina Haley

Golden Strip CDC

1200 Howard Drive
Simpsonville, SC 29681
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Asst. Principal: Abby Wilson

Northwest Crescent CDC

927 North Franklin Road
Greenville, SC 29617
Telephone: (864) 355-4080
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Asst. Principal Kara Harrelson

Overbrook CDC

111 Laurens Road
Greenville, SC 29607
Telephone: (864) 355-7350
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Asst. Principal: Kimberly Brown

Riley CDC

9130 Augusta Road
Pelzer, SC 29669
Telephone: (864) 355-3400
Fax: (864) 355-9737
Asst. Principal: Gloria Hayes

Greenville County Schools Vision Statement

Students INSPIRED, SUPPORTED, and PREPARED for their next opportunities in life, education, and employment.

Child Development Center's Mission Statement

Laying the Foundation for Future Success!

We believe:

- Education is a partnership of home, school and community.
- Students achieve best in a safe and inviting environment where they are engaged in meaningful and inspiring experiences.
- It is our responsibility to support children in their social-emotional and academic development.
- Our educational program should evolve and change to reflect the world around us.
- Schools must meet the needs of each learner through the implementation of best practices.
- Early reading, mathematical thinking and school readiness skills are the foundations of educational success.

Attendance

Attendance in school has a direct link to success academically and leads to higher graduation rates for all students. Laying a quality foundation of consistent attendance is an important building block in setting children up for success, therefore although 4K attendance is not state mandated, it is a tremendous opportunity to start our children off right.

Tardies

A student will be considered tardy if not in school when the tardy bell rings at 8:00 a.m. Promptness in reporting to school is vitally important.

- Children who are tardy must be signed in at the office.
- If habitual tardiness occurs, the administrator will contact the family.
- A letter from administration will be sent home after 5 tardies.

Absences

- **If habitual absences occur the administrator will contact the family.**
- **A letter from administration will be sent home after 5 unexcused absences.**

BUS TRANSPORTATION

Distance from School - Bus transportation is available to students who live 1.5 miles or farther from their school.

• **Student Information** - It is very important that parents provide schools with current home address, home phone number for School Messenger (automated calling system), and whether student is an AM and/or PM school bus rider. If you have questions whether your child's information is current, please contact your child's school.

• **Bus Delays** - Parent/Guardian will be called by School Messenger if his/her child's bus (AM and/or PM) is delayed more than 15 minutes. Delays are also posted on the GCS website at www.greenville.k12.sc.us.

• **Requests for Bus Transportation after School Year Begins** - Parents should contact the student's school to request bus service after the beginning of the year. Every effort is made to add students as soon as possible. However, up to five days may be required to add a student to a bus route.

• **Adult Supervision of 4K, 5K and 1st Grade Students** - Parent /Guardian should be present at the bus stop with designee card for both the morning pickup and afternoon drop-off. Another adult or a student who is in 4th grade or above can serve as the parent's/guardian's designee. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the school bus stop.

• **What happens if Adult or Designee is Not Present?** If a 4K, 5K, or 1st grade student, whether alone or in a group, is preparing to depart the bus AND a parent/guardian/designee is not present at the bus stop with designee card, the student(s) will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to the Greenville County Schools Law Enforcement Division and/or the Greenville County Department of Social Services (DSS). All instances will result in the loss of bus privileges.

If a child is returned to the elementary school...

1st offense- Warning and Parent will be contacted by an administrator

2nd offense- Student will be suspended from bus services for 3 days

3rd offense- Student will be suspended from bus services for 5 days

4th offense- Student will be suspended from bus services for 10 days

5th offense- Loss of bus services

Transportation Rules

The School District of Greenville County must ensure that the bus ride to and from school is safe. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- follow the driver's directions,
 - sit in the assigned seat,
 - keep hands, arms, legs, and objects to himself
- and inside the bus,
- refrain from cursing, name calling, gestures, or loud talking,
 - refrain from pushing, shoving, or annoying other students,
 - refrain from eating, drinking, chewing gum, or littering,
 - obey all points of the Student Behavior Code.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Total restitution must be made or the bus privilege will be lost. Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at <http://www.greenville.k12.sc.us/gcsd>

• **Concerns:** E-mail transportconcerns@greenville.k12.sc.us

Day Care and After School programs/Private Bus Transportation

Daycare and private program transportation is the responsibility of the private program. All coordination issues should be addressed through the provider. To ride a day care or private program bus to and/or from school, the parent must complete necessary forms in the CDC's main office of the school indicating that his/her child is riding a private bus. Issues and concerns should be directed to the bus provider and then notification to the school administration.

Car Transportation

- Please be courteous and watch for pedestrians.
- Have your car tag displayed where it can be easily seen.
 - If you do not have your car tag then you will be asked to park and report to the office to show ID to receive a tag and return to the pick-up line.

- Keep your child's safety seat on the passenger side of the car and teachers will assist your child into and out of the car, but not secured into the seat.
- All passengers should remain in the car while waiting in line.
- Upon drop-off, if there is no one on duty outside: please park, walk your child to the front desk and sign in.
- Children should never be allowed to walk in unescorted.
- Please refrain from loud and profane music on school property.
- No Smoking; State Law prohibits smoking on school property.
- Please refrain from using cell phones in the car line

A Change in Transportation

If there is a change in daily transportation, you must notify the teacher/office staff.

Early Dismissal

Early dismissal must be prior to 1:45, in order to ensure safety during bus dismissal. A child will not be removed from a bus for early dismissal. The teacher/office must be notified by 1:45 when there is a change in the daily mode of transportation. Please bring an ID or car tag to the office for all early dismissals.

Contacting Teachers and Visiting Campus

- When immediate assistance is needed, please call the front office.
- All teachers' phones go directly to voice mail.
- Teachers check email and voice mail regularly and will reply within 1 school day.
- Please contact your child's teacher if you would like to schedule a time to discuss your child's progress. Teachers are not normally available during teaching hours as they are with your children, therefore, a scheduled appointment is best.
- When visiting the school as a Visitor/Volunteer you must sign in at the front desk, please have an ID with you.

Parent-Teacher Conferences

Parent-Teacher conferences may be arranged at the request of a parent or a teacher for purposes of discussing student progress, addressing a concern, or solving a problem. Parents who wish to schedule a conference may contact the teacher directly through a note, email, or phone call.

VISITORS/VOLUNTEERS

In order to keep students safe, school principals will take whatever action is necessary to prevent unauthorized persons from entering school buildings or from loitering on school grounds. For safety, all outside doors remain locked during the school day. Once inside the building, visitors report to the school office where they will check in to help ensure that no unauthorized person enters a school. Each visitor must check in and out when in a school and wear a visitor's badge, regardless of the time of day.

TRESPASSING/DISTURBING SCHOOL (S.C. Code 16-17-420 and 16-11-520)

Anyone on any school campus without a visitor's pass is trespassing.

Anyone who interferes with or disturbs in any way or in any places the students or teachers of any school, loiters around a school without permission or acts in an obnoxious manner at school is disturbing schools.

Administrators will contact the proper authorities about trespassing/disturbing school violations.

Items Sent to School

Clothes:

- Your child will need comfortable clothing and shoes each day in order to play and participate in all we have to offer.
- Each child needs a complete change of clothing: shirt, pants, underwear, and socks to keep at school for emergencies.
- Please update your child's extra change of clothes as they grow and/or the weather changes. WE DO GO OUTSIDE DAILY, EVEN IN THE WINTER MONTHS, SO BE SURE YOU SEND YOUR CHILD WITH WEATHER APPROPRIATE CLOTHING.

Dress Code

- Sensible: Weather appropriate
 - Child Fasteners- Velcro is our friend
- Safe: No loose strings or jewelry
- Functional: Play clothes
- Reasonable: No offensive print or pictures on clothing
- Shoes: Sneakers are the best choice for shoes. For safety reasons flip-flops are not allowed.

School Supplies

- Parents do not need to provide any school supplies.
- We will provide a book bag for your child to carry to and from school.
- Please provide a white towel or comfortable blanket for quiet time that can fit and be stored in a 2 gallon bag.

Personal Belongings:

- Children should leave all personal belongings (especially electronics, toys or valuables) at home, unless requested by the teacher for a special occasion.

Special Occasions/Food Items:

- If you would like to provide food for special occasions please check with your child's teacher prior to the event.

- For safety concerns, we cannot serve or give “homemade” foods, therefore, all food to be shared with other children must be store bought with visible ingredient labels. Please do not distribute any food to other children without the teacher’s knowledge and approval.
- Because of increased incidence of severe nut allergies in young children, we as that you do not send nuts, products containing nuts or nut oils to school.
- Greenville County Schools make sure to serve a nutritious lunch each day, however if you choose to send a lunch from home please understand that teachers are unable to microwave food for children per DHEC regulations and Greenville County Schools policies.
- No candy will be sent home with students at any time during the school year. Food sent to school should be primarily health items.

Birthday Invitations:

Invitations to private parties (birthday, holiday) will not be distributed at school by school staff.

CDC staff members are prohibited from distributing birthday party or special event invitations. If you would like invitations to be send home with other children, your student may distribute them to the other students’ books bags.

Money Sent to School:

- When you bring or send money to school place it in a sealed envelope and label with:
 - Your child’s name
 - Teacher’s name
 - Amount enclosed
 - Purpose of money- For example, lunch, fundraiser

Free/Reduced Meals

- All students may apply for free and reduced meals. Breakfast and lunch is served at all CDC’s.
 - Breakfast is free for all students.
 - Full Price Lunch- \$2.50

HEALTH ROOM AND MEDICAL INFORMATION

Health Room Policy and Procedures

Medication Policy

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. Violations of the medication policy are dealt with sternly. Medication

needed on field trips is also covered by this policy and 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.

For your child's safety please remember:

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school.
- All PRESCRIPTION MEDICATION must be administered as labeled and OTC medications may not exceed package directions.
- ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age, and in its original container and given directly to the school nurse or designated school personnel.
- OVER THE COUNTER MEDICATIONS may be provided by the parent if it is in the original container, clearly labeled with the student's name and is accompanied by written parental permission form.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication passed the expiration date.
- ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.
- School nurses are legally required to administer only medications with FDA approval.
- No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing doctor and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (stimulants, pain relief medication, and anti-depressants for example) the school district may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions.

Contacting Parents

If your child comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. This is why it is so

very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called IF we cannot reach a parent first. Please understand that this is for your child's protection.

Student Emergency Information Form

On the first day of school your child will be given an [Emergency Information sheet](#) to be completed by a parent. This is very important. Please print all information clearly. This will be the only way we have to reach you in case of an emergency at school. If at any time ANY of this information should change please notify your school nurse immediately.

State Immunization Requirements

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

Immunizations required by SC law are Tetanus containing vaccine (Dtap, DT or TD), Polio, Measles (two doses), Rubella (German Measles), and Mumps. Hepatitis B Immunizations is required for students entering all grades. The Varicella (Chicken Pox) vaccine or history of disease is required for all students admitted to K5 through 12th grade.

If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

Criteria for Students Remaining Home

If your child is sick with a fever or stomach virus, they may not return to school until they have gone 24 hours without medication AND have no symptoms.

2018-2019 STUDENT BEHAVIOR CODE

See Connected 2018-19 Back to School Information
<https://indd.adobe.com/view/05e8b3bb-d05d-4fc3-b0a5-7f74f3b4000e>

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

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

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

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

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

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

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

INCLEMENT WEATHER

In the event of the necessity of announcing weather conditions, students and parents are urgently requested to cooperate with school personnel and the local radio and television stations in helping to get the accurate information widely distributed as early and as quickly as possible. The radio and television stations in Greenville are anxious to cooperate with the schools in making these announcements. Along with School Messenger, radio, and television another source for the information may be the district website, www.greenville.k12.sc.us

If a decision cannot be made by 6:00 a.m., the opening may be delayed for an hour or two. When this happens, the radio and television stations will be notified and announcements will be made. Because of our concern for the safety of our students and teachers/staff, the following procedure has been established in the event it becomes necessary to delay school.

WHEN A 6:00 A.M. ANNOUNCEMENT IS MADE THAT THE SCHOOL OPENING TIME WILL BE DELAYED, NO TEACHER WILL BE AT THE SCHOOLS UNTIL THE ANNOUNCED TIMES. THEREFORE, YOU SHOULD NOT BRING YOUR CHILD TO SCHOOL UNTIL THE OPENING TIME AS ANNOUNCED.

CHANGE OF ADDRESS

It is necessary for the school office to have your current address and telephone numbers at all times. This information is especially important in cases of emergency. **Please notify the school office immediately upon changing your address or any of the phone numbers where school personnel can reach you or your emergency contacts.** The school reserves the right to require documentation of current residence at any time.

Freedom of Religious Expression

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

For a comprehensive overview of students' rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov>.

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.

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

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

Assessment

You child will be involved in a variety of assessment throughout the school year to help us better meet your child's needs and tailor our instruction to enhance their areas of concern and bolster their areas of strength. All of your child's individual screening and assessment results, in accordance with FERPA, are confidential and will only be shared with parents and/or legal guardians and appropriate district personnel (child's teachers, administrators, and specialists working directly with your child). Any other requests to share information must be approved in writing by the parent or legal guardian.

IA-117 Rev. 7/01/2018

Family Educational Rights and Privacy Act (FERPA) Notification of Rights Under FERPA For Elementary And Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected. School officials will assist parents or eligible students with the interpretation of records if needed. In addition, a parent or eligible student may receive copies of educational records if circumstances exist that prevent the inspection of records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, 3rd party on-line educational services, auditor, law enforcement official, medical consultant, therapist, counselor, or student teacher) when the School District retains direct control of the use and maintenance of educational records and the company/person is subject to FERPA's redisclosure provisions; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school's district or institution in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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Acta de los Derechos de Educacion y Privacidad de la Familia

Notificacion de los Derechos Bajo FERPA Para Las Escuelas Primarias y Secundarias

El Acta de Derechos de Educacion y Privacidad de la Familia (FERPA) otorga a los padres y estudiantes mayores de 18 años de edad ciertos derechos relacionados con los archivos educativos del estudiante.

Estos derechos son:

1. El derecho a inspeccionar y revisar los archivos educativos dentro de un plazo de 45 días de la fecha que la escuela reciba una solicitud escrita. Los padres o el alumno mayor de edad deben presentar la solicitud escrita al director o al oficial designado de la escuela, indicando los archivos educativos que desea inspeccionar. El director hará arreglos para facilitarlos y notificar a los padres del estudiante de la hora y el lugar donde los archivos pueden ser inspeccionados.

2. El derecho a solicitar enmienda de los archivos educativos si el representante o estudiante mayor de edad cree que son erróneos o distorsionados. Debe presentar una solicitud escrita al director o al oficial designado de la escuela, indicando cual parte de los archivos educativos se debe corregir y explicar por que la información es errónea o esta distorsionada. Si la escuela decide no enmendar los archivos educativos solicitados por los padres o estudiante mayor de edad, la escuela notificará a los padres o estudiante mayor de edad e informará de su derecho a una audiencia en relación a la solicitud de enmienda. Mayor información en relación al procedimiento de audiencia se proveerá a los padres o estudiante mayor de edad al notificarle de su derecho a una audiencia.

3. El derecho a aceptar la publicación de la información personal y el contenido en los archivos educativos del estudiante, excepto en los puntos ya autorizados por la ley FERPA de la

publicacion sinautorizacion previa. Una excepcion que permite la publicacion de informacion sin autorizacion previa es a los oficiales de la escuela quienes tienen intereses educativos legitimos. Un oficial de la escuela es una persona empleada por la escuela o el distrito escolar como administrador, supervisor, profesor, o asistente (incluyendo el personal sanitario o medico); una persona de la Junta Directiva del distrito escolar; una persona o compania que la escuela haya contratado para un servicio especifico (como abogado, servicios educativos en linea de terceros, auditor, oficial de aplicacion de la ley, consulta medica, terapeuta, consejero, o estudiante maestro) cuando el distrito escolar retiene el control directo del uso y mantenimiento de los expedientes educacionales y la compania/persona está sujeta a las provisiones revelación de FERPA; o un representante o estudiante quien tiene un puesto oficial en un comite, como un comite de casos disciplinarios o quejas o a quien ayuda a un oficial de la escuela con sus responsabilidades. Un oficial de la escuela que tiene interes educativo legitimo y necesita revisar un archivo educativo para cumplir con su responsabilidad profesional. Si es requerido, la escuela puede entregar sin consentimiento previo, la informacion del estudiante a otro distrito escolar o institucion al cual el estudiante quiera matricularse. Al ser solicitado, la escuela entregara los archivos educativos sin autorizacion previa a oficiales de otro distrito escolar o instituto en el cual un alumno desea matricularse o ya se ha matriculado, con tal que el motivo de la publicacion de tales archivos se relacione con la matricula o traslado del alumno.

4. El derecho a reclamar ante el Departamento de Educaci6n de los Estados Unidos respecto a supuestas fallas de parte de la escuela al no cumplir con dichos requisitos se debe hacer a FERPA. El nombre y direcci6n de la oficina que administra FERPA es:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

IA-118 Rev. 5/16/2017

STUDENT DIRECTORY INFORMATION

ANNUAL NOTICE TO PARENTS AND GUARDIANS

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, requires that the School District of Greenville County ("District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose designated "directory information" about your child without your written consent UNLESS you have advised the District to the contrary in accordance with District procedures. The

District has designated the following information as "directory information":

- student's name
- school
- participation in recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- dates of enrollment
- grade level

- photographs and videotape of students participating in District and/or school events (excludes District surveillance and bus video)

The primary purpose of directory information is to allow your child's school and/or the District to include this information about your child in school publications. Examples of such uses include: a program showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets and rosters, newsletters, school and District websites or social media sites, newspaper articles, as well as television and radio broadcasts.

In addition, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Also, two federal laws require school districts to provide military recruiters and institutions of higher education, upon request, with three directory information categories – high school students' names, addresses, and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without prior written consent.

If you do NOT want The School District of Greenville County to disclose directory information from your child's education records without your prior written consent, you must either 1) notify your child's school in writing or 2) complete an opt-out form located at the student's school by September 15, 2018.

Only a parent/legal guardian or eligible student (18 years of age or older) can choose not to have directory information released.

Please note that you must notify your school EACH year if you do NOT want directory information released. You cannot choose what student directory information to release.

However, you can specifically choose to exclude military recruiters and institutions of higher education from receiving a student's directory information.

IA-118 Rev. 5/16/2017

AVISO ANUAL A LOS PADRES Y REPRESENTANTES LEGALES – DIRECTORIO ESTUDIANTIL

El Acta de Derechos de Educación y Privacidad de la Familia ("FERPA"), una ley federal, exige que El Distrito Escolar del Condado de Greenville, con ciertas excepciones, obtenga su permiso por escrito antes de hacer público datos personales identificables del informe estudiantil de su hijo(a).

Una excepción que permite la diseminación de información sin autorización previa es la diseminación de información designada como "información del directorio" A MENOS QUE los padres hayan avisado al contrario, según los procesos del Distrito Escolar. El Distrito Escolar designa la siguiente información como "información del directorio":

- nombre del estudiante
- escuela
- participación en actividades y deportes reconocidos
- peso y estatura de atletas de equipos de deportes
- diplomas, honores, y premios otorgados

- fechas de asistencia
- nivel de grado
- fotografías y videos de estudiantes quienes participan en eventos patrocinados por el distrito y/o la escuela (excluye vigilancia del Distrito y videos de buses) El propósito principal del directorio es permitirle al Distrito Escolar incluir este tipo de información sobre su hijo(a) en las publicaciones escolares. Ejemplos de tales usos incluyen: un folleto con el nombre de su hijo(a) y el papel que hace en un drama escolar, libro anual, lista de alumnos con notas sobresalientes, u otra lista de reconocimiento, programas de acto de grado, hojas y listas de actividades atléticas; noticias publicadas en los sitios web o sitios de medios sociales de la escuela y Distrito Escolar; artículos en el periódico; y programas de televisión y radio.

Además, el directorio, lo cual es información que generalmente no se considera ni dañina ni un intrusión de privacidad si se publica, se puede compartir con varias organizaciones sin previo permiso escrito del padre o representante. Estas organizaciones incluyen, pero no se limiten, a compañías que fabrican anillos de grado o publican libros anuales de las escuelas.

También, dos leyes federales exigen que los distritos escolares provean a instituciones militares e universitarias, si la pidan, tres categorías de información – listas de estudiantes, con direcciones de domicilio y teléfonos – a menos que los padres hayan avisado al personal de la escuela con anticipación que no quieren que revele información sin aviso previo.

Si usted NO desea que El Distrito Escolar del Condado de Greenville se haga público información sobre su hijo(a) sin su autorización previa, debe 1) presentar una solicitud por escrito al personal de la escuela de su hijo(a) o 2) llenar el formulario “opt out” que se puede conseguir en la escuela de su alumno(a) antes de el 15 de Septiembre. Solo el padre/representante legal o unestudiante mayor de 18 años puede optar por no permitir la diseminación de información designada como “información del directorio”.

CADA año el padre/representante debe informar al personal de la escuela que NO desea la diseminación de información designada como « información del directorio ». Específicamente, se puede optar por no revelar información designada como información del directorio a instituciones militares e universitarias.

IA-122A 7/30/13

Notification of Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Greenville County School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Greenville County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Greenville County School District will make this notification to parents at the beginning of the school year if the

District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901
IA-122A 7/30/13

Notificación de la Corrección a la Protección de los Derechos de los Alumnos

La Corrección a la Protección de los Derechos del Alumno, (PPRA) otorga a los padres y estudiantes elegibles ciertos derechos con referencia a nuestro comportamiento en las encuestas, a la adquisición y uso de información con propósitos de propaganda, y ciertos exámenes físicos. Estos incluyen el derecho a:

Antes que el estudiante deba presentar un cuestionario concerniente a una o más de las siguientes áreas protegidas ("Cuestionario/encuesta de información protegida"), si el cuestionario o encuesta está auspiciada en su totalidad o en parte por el Departamento de Educación de los Estados Unidos (ED), debe dar su consentimiento si:

1. Afiliación política o creencias del estudiante o sus padres;
2. Problemas mentales o psicológicos del estudiante o su familia;
3. Comportamiento o actitud sexual;
4. Comportamiento ilegal, anti social, auto incriminador o degradante;
5. Dar opiniones críticas de otros con los cuales el que contesta o su familia tienen relaciones cercanas;
6. Reconocer legalmente que se tienen relaciones privilegiadas tales como abogados, doctor o ministros;
7. Prácticas religiosas, afiliaciones o creencias del estudiante o sus padres; o
8. Entradas económicas, a parte de las requeridas por la ley para determinar si es elegible para algún programa.

Recibir aviso y la oportunidad de retirar al estudiante de

1. Cualquier otro cuestionario de información, al margen de quien lo auspicie;
2. Cualquier información que no sea de emergencia, tal como examen físico invasivo o evaluación que se requiera como condición de asistencia administrado por la escuela o alguno de sus agentes, que no sea necesario para proteger la salud o seguridad inmediata del estudiante, excepto las evaluaciones de oído, visión o escoliosis; o cualquier evaluación permitida o requerida por la ley del Estado; y
3. Actividades que necesitan reunir, revelar o usar información personal obtenida del estudiante

Revisar, a pedido y antes que se administre o use

1. Información protegida de cuestionarios del estudiante;
2. Métodos usados para reunir información personal del estudiante para cualquiera de las razones arriba mencionadas, propaganda, ventas o distribución; y
3. Material de instrucción usado como parte del currículo educacional.

Bajo la Ley del Estado estos derechos se transfieren del padre al estudiante cuando este cumple 18 años o es un menor emancipado.

El Distrito Escolar de Greenville desarrollará reglas, consultando con los padres, referente a estos derechos, así como hacer los arreglos necesarios para proteger la privacidad del estudiante cuando esté llenando cuestionarios o encuestas que contengan información protegida, cuando se esté reuniendo, entregando o usando información personal para propaganda, ventas u otros propósitos de distribución. Por lo menos una vez al año el Distrito Escolar de Greenville informará directamente a los padres de estos reglamentos, al comenzar el año escolar y después de cualquier cambio sustancial. El distrito también informará a los padres de estudiantes que estén programados para participar en alguna actividad específica o alguna de las encuestas señaladas más abajo, y proveerá a los padres la oportunidad de retirar a su hijo/a de la participación de una actividad específica o encuesta. El Distrito Escolar de Greenville notificará a los padres al principio de cada año escolar si ha identificado o tiene las fechas específicas de cada actividad o encuesta. Las actividades que se programen después que las clases hayan comenzado, el distrito notificará a los padres con tiempo razonable y suficiente para que pueda optar a retirar a su hijo/a de dicha actividad o encuesta. También se le dará la oportunidad a los padres de revisar cualquier encuesta que sea pertinente. La siguiente es una lista de las actividades y encuestas que están cubiertas bajo este requisito:

- Reunir, entregar o usar información personal para propaganda, ventas u otra distribución.
- Administración de cualquier encuesta que requiera información protegida y que no esté auspiciada en su totalidad por el Departamento de Educación.
- Cualquier examen físico o evaluación invasiva que no sea emergencia como se describe mas arriba. .

Los Padres que piensen que sus derechos han sido violados pueden presentar sus quejas con:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901