

DUNCAN CHAPEL ELEMENTARY SCHOOL

MISSION

The Duncan Chapel Mission is...

To enable all students to become contributing members in a global society empowered with skills, knowledge and values necessary to meet the challenges of a changing world.

DAILY SCHEDULE

7:30 AM School opens. Breakfast is served. Students who arrive between 7:30 and 7:50 should go to their instructional wing for supervision.

7:50 AM Students are dismissed to classrooms.

7:55 AM Serving of breakfast ends for the day.

8:00 AM School begins. Students should be in classrooms ready to start the school day. Pupils arriving after 8:00 must check by the office to be admitted to their classrooms.

2:30 PM Dismissal.

ATTENDANCE RULES

In accordance with the State Compulsory School Attendance Law, uniform rules for all schools have been adopted to assure that students attend school regularly. Students are counted present only when they are in school, on homebound instruction, or present at an activity authorized by the school principal.

- I. The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.
- II. Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines:
 - A. Lawful Absences
 1. Personal illness* of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
 2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return school.
 3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.

4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.

B. Unlawful Absences

1. Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.
2. If your child continues to miss school unlawfully, an administrator will schedule an intervention conference with you and your child. At that time a plan will be devised to improve your child's attendance. If your child continues to miss school unlawfully his/her case will be referred to an attendance supervisor. The attendance supervisor will convene a conference with you and your child regarding the attendance problem. If your child continues to miss school unlawfully, his/her case may be referred to Family Court.

C. Procedures for Makeup Work

Provision for makeup of schoolwork missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.

Makeup of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

ARRIVAL AND DISMISSAL PROCEDURES

1. The morning drop-off point and afternoon pick-up point for all car riders are at the front of the school, which faces Duncan Chapel Road. This is one-way traffic only. No left-hand turns are allowed out of the driveway. For easier identification of cars and students during afternoon pick-up, parents will be asked to place a nametag of their child behind the windshield of their car. The school will supply these.
2. Each student should follow the directions of the teachers supervising dismissal of students for each grade level. Please emphasize to your child that it is their responsibility to listen for directions from their teacher, to be prompt in coming out to meet you, and to be orderly and attentive while waiting for their name to be called.
3. Please do not leave your car to go find your child. If you need to come into the school, please park in a designated parking space.
4. If your child is not present when you arrive for car pick-up, you may have to wait momentarily at a designated position. If your child does not arrive shortly, you may be asked to drive through the traffic line again. This is necessary in order to maintain the smooth flow of traffic.
5. **NO VEHICLE SHOULD BE PARKED AND LEFT UNATTENDED UNLESS IT IS IN A PARKING SPACE.**

BUS TRANSPORTATION

According to state law, bus transportation to and from school is provided for all children who live more than 1.5 miles from school. Parents must provide transportation for children who live less than 1.5 miles from school.

Greenville County School's general procedures for transporting all students as well as the special procedures required for 4K, 5K and 1st grade students are outlined in Connections, the District website and Duncan Chapel Elementary School's website. A parent letter will be sent with each 5K and 1st grade student on the first day of school.

Questions concerning bus routes, drivers, etc., should be directed to the School Bus Supervisor, at Enoree Bus Center – 355-7291.

CAFETERIA LUNCH PROGRAM

The lunchroom provides two nourishing, well-balanced meals each day for students and staff. The breakfast and lunch program begins on the first day of school.

The Duncan Chapel cafeteria uses an electronic meal purchasing system. This system allows students to purchase meals on a daily, weekly, monthly, and/or yearly basis. When a student sets up a meal account, the cost of the meal will be automatically deducted whenever he/she eats.

Students may purchase special sale items with money they have on account provided parents have given written permission to the cafeteria manager. Parents are requested to put breakfast or lunch money in an envelope with the child's name, amount of money inside, and their teacher's name on the **front** of the envelope. This will aid the lunchroom staff in crediting the proper account. Parents may send money to be put on the child's account at any time during the week.

Meal prices are as follows:

| | |
|------------------------|---------|
| Breakfast for the week | \$5.00 |
| Breakfast (daily) | \$1.00 |
| Lunch for one week | \$10.00 |
| Lunch (daily) | \$2.00 |
| Adult Breakfast | \$2.00 |
| Adult Lunch | \$3.25 |

The **Free and Reduced Lunch Program** is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been approved.

If a parent plans to eat lunch with his child, it is necessary to send a note in the morning to the classroom teacher. Parents are encouraged to be aware of the exact time their child eats lunch. Upon arriving, please **SIGN IN** at the office and get a **VISITOR'S BADGE**. If parents arrive early, please wait in the cafeteria area rather than going to your child's room.

Soft drinks are not allowed to be brought to school by students. Juice and water is sold in the vending machine or on the cafeteria line.

The Duncan Chapel cafeteria is just like any other restaurant and we request that food items from McDonalds, Wendy's, Pete's, etc., not be brought to our "restaurant". We encourage you to participate in our school lunch program. Parents are asked to say good-bye to their child in the cafeteria.

CLASSROOM PARTIES

There are two scheduled class parties a year: **Christmas and Valentines Day**. These are held after lunch at school. The PTA room mothers assist the teacher and students in planning

them. Individual birthday parties at school cannot be held. Invitations to birthday parties may only be distributed before or after school, and if given out at school, there must be an invitation for every student in the class. Teachers may give parents the number of invitations needed. It is district policy that teachers cannot give out the names and addresses of students in the class. However, cupcakes, cookies, etc., can be provided for each child in the class during their regular lunch period. **Please let the teacher know in advance. We request that you do not send any drinks, balloons or any item that needs to be sliced.**

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

Please tune to local radio and television stations (including The Schools channel – Charter Cable 14 and 99) for announcements about school closings. You may also call INFOline at 355-3100. Parents are encouraged to discuss plans for early dismissal (pickup, supervision, etc.) due to inclement weather with their children during the first weeks of school.

SCHOOL EVENTS CALENDAR

For a calendar of events happening at Duncan Chapel, please go to our web page at www.greenville.k12.sc.us/dchapel.

STUDENT BEHAVIOR CODE AND DRESS CODE

Discipline policies are outlined in Connections, the Greenville County School's parent newsletter (which is mailed in early August), Greenville County School's website and Duncan Chapel Elementary School's website.

PARTICIPATION IN FIELD TRIPS AND/OR EXTRACURRICULAR ACTIVITIES

Student participation in field trips and/or extracurricular activities is a privilege (not a right) that a student earns through proper conduct. A student may be denied the privilege of participating in a field trip and/or extracurricular activity when the student's conduct is not consistent with District Policy; the District's Behavior Code and the conduct expectation standards of Duncan Chapel Elementary School. Extracurricular activities include, but are not limited to, attendance on any field trips (including overnight trips), assemblies, program performances, field day events and Fifth Grade Day.

GRADING GUIDELINES

Kindergarten:

Student progress in kindergarten is reported for South Carolina kindergarten standards as follows:

- ❖ Language and Literacy
- ❖ Mathematics Readiness
- ❖ Motor Skills
- ❖ Personal and Social Development

Scale =

- + Consistently demonstrate
- √ Sometimes demonstrates
- Rarely or never demonstrates

* Not yet demonstrated

Related Arts – Kindergarten:

- ❖ Kindergarten students will not be graded.

Grade 1:

Teachers will have conferences with parents during the first quarter to communicate the progress of first grade students.

Beginning with the second quarter, student progress in grade one is reported for South Carolina first grade standards as follows:

- ❖ Personal and Social Growth
- ❖ Reading
- ❖ Language Arts
- ❖ Related Arts
- ❖ Mathematics
- ❖ Science
- ❖ Social Studies
- ❖ Penmanship

Scale =

+ Consistently demonstrates

√ Sometimes demonstrates

– Rarely or never demonstrates

* Not yet demonstrated

Related Arts – Grade 1

- ❖ First grade students will be graded with either:
“**M**” (meets standards) or
“**P**” (progressing towards standards)

Grades 2-5:

Teachers in grades 2 through 5 will use numerical grades, according to the State and District's Uniform Grading Policy, to communicate student progress in all subject areas with the exception of elementary related arts.

State's Uniform Grading Policy:

A = 100-93

B = 92-85

C = 84-77

D = 76-70

F = 69 and below

Related Arts – Grades 2-5

- ❖ Each related arts teacher in the district will use a 4-point rubric to grade students for Standards-Based Assessment (projects/tests/checklists/performances/activities, etc.)
- ❖ Grades will be based on the following:
Q = Quality Achievement of Standards
M = Meets Standards
P = Progressing towards Standards
L = Little to no progression towards Standards

HEALTH SERVICES

Healthy Students Learn Better

Recognizing that healthy students learn better, the School District has a licensed nurse in each school. The purpose of school nursing is to enhance the educational process by the modification or removal of health related barriers to learning and by promotion of an optimal level of wellness. School nurses accomplish these activities in partnership with students, parents, school staff and the Greenville Medical Community.

All school nurses are licensed and attend a minimum of twelve hours of annual in-service education directly related to student services. In addition, all are Red Cross certified in First Aid and CPR.

If you have questions or concerns about your child's health or school nursing services, please contact your school nurse. It is especially important to report any illness or condition that your child has that may require medical support during the school day.

Health Room Policy and Procedures

Medication Policy

All prescription 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. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must 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 administered by an individual designated by the principal. There are separate permission forms for medication on field trips.

For your child's safety please remember:

Absolutely no medication will be given without written parental permission.

School nurses may not administer the first dose of any medication. (Student should be monitored by parent for possible side effects following initial dose.)

School nurses are legally required to administer only medications with FDA approval. All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.

Any medication given every day for longer than TWO WEEKS must have written Physician's Authorization. This includes Tylenol, Ibuprofen, etc.

No medication containing ASPIRIN OR PPA can be given at school without a doctor's authorization. This includes, but is not limited to, Pepto Bismal, 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, self-monitor and 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, the School District may refuse to allow the student to carry his/her medication.

If your child requires any topical ointment for abrasions, please supply this and bring into the Health Room.

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. It is 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 listed on the health card will be called IF a parent cannot be reached first. Please understand that this is for your child's protection.

The Health Card

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. These are the numbers used to contact you in case of an emergency. 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 are required for students entering all grades. The Varicella (Chicken Pox) vaccine or history of disease is required for all students admitted to kindergarten through sixth grades.

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

Vision Screening

All students in K4, K5, 1st, 3rd, 5th, 7th and 9th grades will be screened for distant vision problems. If your child does not pass this screening, you will be notified by letter that your child needs further evaluation by a Physician or Optometrist. Please have this letter completed and returned to your School Nurse. If your child is not in one of these grades and you would like to have their vision screened, please send a note to your school nurse and he/she will be glad to screen your child.

Hearing Screening

All students in K4, K5, 1st, 2nd and 3rd grades will have their hearing screened. If your child should fail this screening, he will be re-screened at a later date. If he/she does not pass the re-screening, the Nurse will refer your child to the District Audiologist. You will be notified by mail from her office concerning further evaluation. If your child is not in one of these grades and you wish to have them screened, please send a note to your school nurse and he/she will be glad to screen your child.

Partners for Healthy Children

This is a state insurance program offered to low income families for children under 19. If you are interested, call 1-800-549-0820.

LOST AND FOUND

To help minimize lost articles, students' names should be on items of clothing that may be taken off, such as jackets, sweaters, coats, scarves, hats, and gloves. Children

should be reminded to check with the maintenance staff or the office for missing items. All lost and found items that are not claimed will be cleaned out at the end of each nine-week grading period. Any unclaimed items will be donated to charity.

NOTES FROM PARENTS OR LEGAL GUARDIAN

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

1. Absence (must be received [medical or parent] within two days)
2. Tardiness
3. Request for early dismissal. **NO EARLY DISMISSALS** after 2:00 PM unless pre-approved by the principal
4. Request for being excused from recess or physical education
5. In reply to notes from the teacher or principal
6. Field trips
7. **Change in means of transportation home. Please send note in the morning or contact the office by 2:00 PM.**

SCHOOL SECURITY

The security of our students is of utmost importance. Please follow the guidelines listed below.

Permission to Leave School

If parents take a child from school before the close of the day, they must send a note in the morning stating the reason for the early dismissal and the time their child will be picked up. **PARENTS MUST ALWAYS COME TO THE SCHOOL OFFICE FOR THEIR CHILD AND SIGN HIM/HER OUT.** No student can be allowed to leave the school grounds during school hours unless accompanied by a parent or another adult designated by the parent on the Information Sheets that are maintained in the front office.

Visitation in School

Parents and visitors are welcome and encouraged to visit the school. However, class visits are times for observation ONLY and not for conferences. Visitors should call the teachers in advance to arrange a time and date. **All visitors to the school must sign in at the office at the time of their arrival. A visitor's badge will be issued. This must be visible at all times while in the building. We reserve the right to ask any un-authorized visitor to show a photo ID and/or to leave the building.**

All doors, except the main entrance, will remain locked throughout the day. Use the main entrance whenever coming into the building. Unless you are an employee of the School District, you are a visitor. Please follow the school procedures.

Change in Transportation Plans

Please let your child's teacher know in writing of any change in your child's transportation home. Written notes are required. Please contact the office before 2:00 pm if last minute changes need to be made.

SCHOOL TELEPHONE, E-MAIL AND WEB PAGE

You may reach the Main Office at 355-2700, or fax the school at 355-2769. All teachers have voicemail extensions. You will be transferred to their extension to leave a message unless it is an emergency. Voicemail is checked several times during the day and your phone call will be returned within 24 hours. Teachers will communicate their extension numbers in the first classroom newsletter. Parents wishing to confer with teachers on the phone are reminded that teachers cannot leave their classes for telephone conferences between 7:45 and 2:30.

Students wishing to call home may use the phone in the office for emergencies only. Arrangements for after school activities should be made before the child leaves home.

All personnel have an e-mail address. That address will be made available to you in the first classroom newsletter. Please make note and use it as an effective way to communicate directly to the teacher. It will be checked and responded to by the end of the teacher's school day.

Please visit our school web page at www.greenville.k12.sc.us/dchapel. From there you can connect to your student's class web page for up-to-date information from the teacher.

TRANSFER TO ANOTHER SCHOOL

When a child is moving from Duncan Chapel to another school, the school office should be notified at least a week in advance. The parent may pick up a transfer form the last day of the child's attendance. School records will be forwarded to the new school upon request from that school. All books must be returned and fees owed paid before a transfer is issued.

TECHNOLOGY STUDENT ACCEPTABLE USE POLICY AGREEMENT (THE SCHOOL DISTRICT OF GREENVILLE COUNTY) POLICY IFBG(R)

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violations of any of the terms or conditions will result in disciplinary action.**

- **Treat computer equipment with care and respect** – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do Not use school computers for illegal activities such as planting viruses or hacking.**
- **Do Not use school computers for commercial purposes.**
- **Follow copyright laws at all times** – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret** – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.

- **All online communication must be polite and not threatening or offensive in any way** – The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do Not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- **Home directories are provided to students for educational related work.** Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

POLICY IFBG(R) STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks will contain the districts Acceptable Use Policy.

No student will engage in the following activities while using the Internet:

1. Sending, displaying, or requesting offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, threatening, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in other's folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Sanctions may include:

1. Loss of access to computer
2. Disciplinary action for inappropriate language or behavior
3. Notification of law enforcement agencies

Important Telephone Numbers

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|----------|--|
| 355-3100 | Greenville County School District Office |
| 355-2700 | Duncan Chapel Elementary School Office |
| 355-2769 | School Fax |
| 355-2704 | Guidance Counselor |
| 355-2705 | Media Center |
| 355-2707 | Nurse |
| 355-2708 | Cafeteria |
| 355-7291 | Transportation – Enoree Bus Center |

Websites

www.greenville.k12.sc.us/dchapel (School)

www.greenville.k12.sc.us (District)