

# Greenbrier Elementary School

*Seekers of Learning, Models of Character*

## STUDENT AND PARENT HANDBOOK



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

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**This agenda book belongs to:**

Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Educational Websites [www.firstinmath.com](http://www.firstinmath.com) \_\_\_\_\_

First in Math Username \_\_\_\_\_ Password \_\_\_\_\_









- 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.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

### Sexual Harassment

Inappropriate verbal or physical conduct of a sexual nature is prohibited by School Board policy. Sexual harassment is prohibited against members of the same sex as well as members of the opposite sex. The policy defines sexual harassment, reporting procedures, and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions should immediately contact a teacher, counselor, or principal. Parents who suspect their child has been subjected to sexual harassment should report this information to the principal.

### 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.

### EARLY DISMISSAL

If it is absolutely necessary to request early dismissal, the parent must send a note in the morning stating the reason and the time the child will be picked up. No early dismissals are allowed after 2:00 each day. Medical and dental appointments should be made after school hours when possible. No child will be called to the office until his/her ride arrives. A child is not allowed to leave the school grounds during school hours unless signed out in the front office by an authorized adult listed on the child's dismissal card. Be prepared to show your driver's license to office personnel. ***Parents should not go to the classroom to pick up students. Greenville County does not allow permanent early dismissals.***

### FIRST DAY OF SCHOOL

Meet the Teacher Night is held prior to the beginning of the school year. This event allows children and their families to meet the classroom teacher. If parents walk children to class on the first day of school, we request a quick departure to allow teachers to get the school day underway. By the second day of school, children must be dropped off in the appropriate car line when arriving at school.

### GRADING GUIDELINES

For students in grades 2 – 5, Greenville County has implemented the following guidelines:

90-100 = A	79-70 = C	59 or Below = F
80-89 = B	69-60 = D	

Students in K5 and 1<sup>st</sup> grade receive a standards-based Report Card beginning 2<sup>nd</sup> 9-weeks, using a + for *Exceeds Standards*, = for *Meets Standards*, ^ for *Making Sufficient Progress*, -- for *Not Yet Making Progress* and a blank for *Not Yet Taught or Assessed*.



















another adult or student designee (4<sup>th</sup> grade, or above). One person can serve as designee for multiple children. A Bus Tag Application is to be requested from the school, completed and returned to the school before the student rides the bus.

- If student is returned to school, the parent/guardian will be contacted and required to pick up his/her child at the elementary school. If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division.

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

- 1st Incident:** Warning to parent by school with review of future consequences
- 2nd Incident:** 3 days off the bus
- 3rd Incident:** 5 days off the bus
- 4th Incident:** 10 days off the bus
- 5th Incident:** Removal from bus for the remainder of the school year

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

### School Bus Consequences

The **bus driver** will initiate the following consequences if the *Student Behavior Code* is broken:

- 1<sup>st</sup> step - verbal warning by driver
- 2<sup>nd</sup> step - seat change and disciplinary referral
- 3<sup>rd</sup> step - referral to school administration; must be signed by parent/guardian

As a result, **school administration** will then follow these steps when administering consequences:

- **1<sup>st</sup> offense** - The assistant principal will meet with the student to issue a **warning** and communicate the warning to parents/guardians. Should the offense be more severe in nature a suspension may be required in place of a warning.
- **2<sup>nd</sup> offense** - The assistant principal is required to initiate an immediate **suspension of bus service for a minimum of one (1) school day**. The disciplinary action will then be communicated to parents/guardians and a meeting shall be held at the school if necessary.
- **3<sup>rd</sup> offense (or more)** - The assistant principal is required to initiate an immediate **suspension of bus service for minimum of (3) school days**. The parent/guardian will be contacted and a conference may be scheduled. If appropriate safeguards cannot be mutually agreed upon after a third offense, the assistant principal will immediately suspend bus services for a period of 5, 10, or 30 school days. Future instances of misconduct could result in permanent suspension from the bus.

*In the case of suspension of bus service, parents must provide the student with transportation to and from school. If the parent is unable to do so, the absence will be considered unexcused.*

### Car Riders

To assure the safety of students arriving and departing from school, we ask the cooperation of all drivers, walkers, and bike riders in following all signs pertaining to the orderly flow of traffic.

- Always observe *One Way* and *No Parking* signs when entering and leaving campus.
- The front loop is used for all vehicles in the mornings and afternoons. Do not park in the front loop, bus loading zone, or grassy areas at any time.
- At arrival and dismissal, children must get out/in of cars on the school side of the car line, directly against the curb.
- The hangtag for each car picking up students in the afternoons should be clearly displayed. Car riders will not be released unless parents display the school issued car hangtag. Please be sure to acquire multiple copies if needed for adults who are authorized to pick up your child.
- Students will not be allowed to leave the curb and cross in front of other cars to exit their car.
- Only those students who walk to their homes from the school campus are to cross at the traffic guard location.
- Bike riders are strongly encouraged to wear a bicycle helmet.
- Cars may begin lining up for dismissal on the left side of the carline beginning at 1:30 PM; keep the right lane open until 2:00 PM, when a double line will be created for afternoon dismissal.
- Use a designated visitor spot in the parking lot if it is necessary for you to park your car.
- Please follow these rules and be good examples for our children.

**\*\*\*Extreme disruptions to school day procedures may result in being issued a Trespass Notice, which would prevent you from entering our campus and any other GCS campus altogether.\*\*\***

## Walkers

Students in K4, K5, or 1<sup>st</sup> grade will need to have a tag and be met by a designated adult. A designee (4<sup>th</sup> grade or older) may also be appointed to walk the student home.

## After School Dismissal/ Pick Up

School personnel are available until 2:45 to provide supervision for students at the end of the school day. Arrangements should be made with only those daycare agencies that can honor our dismissal/pick-up time. Students should not arrive before 7:15 am.

## Changes in Transportation

Permission for alternate transportation plans must be made in writing and sent to the teacher and/or main office. When transportation plans must be changed due to a last minute emergency, a parent must call the school prior to 12:00 pm. Last minute changes should be a rare occurrence and should not happen on a regular basis.

## VISITORS/VOLUNTEERS

We strongly encourage parental involvement at Greenbrier. Parents may visit in classrooms, but the visit needs to be arranged ahead of time with the principal or assistant principal, so the least amount of disruption to the instructional program may be offered. Visitors have limited access to the building and must be escorted at all times. **Upon entering the building, a visitor should sign in at the front office, provide a driver's license, and receive a visitor's badge.** Be sure to wear the visitor's tag at all times. Only the main entrance of the school nearest to the office should be used.

If parents plan to chaperone a school sponsored field trip, they **must be cleared as a level 2 volunteer** in advance by attending a volunteer training session. After level two clearance is established, parents will still need to bring their identification/license to school to be scanned the Monday prior to the field trip. Once registered, volunteers will provide their South Carolina issued driver's license, which will be used to run through the visitor check-in system in order to be cleared through the National Sex Offender Registry. The following is the description of the volunteer levels. A live link for more information can be found on the Greenville County School District website.

*Level I - This level requires the presence and supervision of a GCS employee at all times.*

Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

Level I application process:

- Complete the [Volunteer Application Form](#) ( [Formulario de Aplicación de Voluntario-a](#)) checking the box for Level I on the left side of the form.
- The applicant prints the completed **Volunteer Application Form** and returns it in person to the main office of the school. Applicants must present a photo identification and the information will be entered into the system.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

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*Level II – This level allows interaction with students without a GCS employee present.*

Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. *Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.*

Level II application process:

- Complete the [Volunteer Application Form](#) ( [Formulario de Aplicación de Voluntario-a](#)), checking the box for Level II on the right side of the form.
- The applicant must also click on the link <https://gcsd-is.Quickapp.pro/> on the application and complete the required information for the background check.

- The applicant prints the completed **Volunteer Application Form** and returns it in person to the main office of the school. Applicants must present a photo identification, and the information will be submitted to the district office by school personnel.
- Applicants will be notified of the approval by school personnel. This process will only need to be completed once a school year for level II access. Schools are not provided details of the check other than approved or denied to assure confidentiality of the applicants. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.



**TTTBK**  
**Take Time to Be Kind**