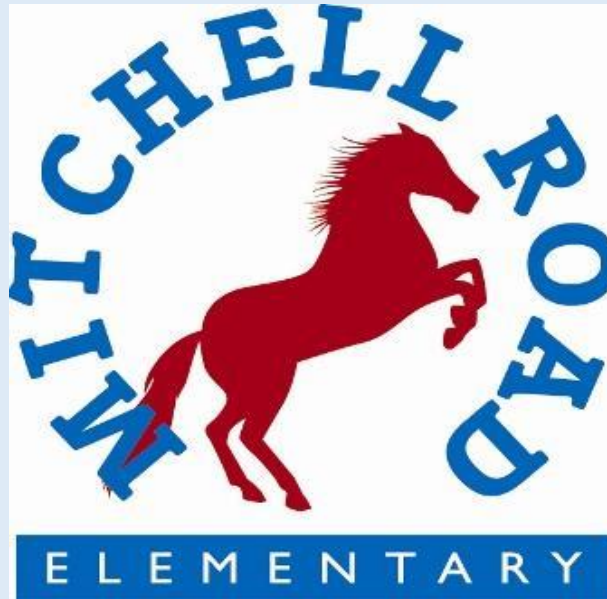


# Mitchell Road Elementary School

## Student/Parent Handbook 2022 – 23



"Learning Today...Leading Tomorrow"

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## TABLE OF CONTENTS

1.	Attendance	2-3
2.	Behavior Code	3-6
3.	Dress Code	6
4.	Transportation	6-8
5.	Safe Schools/Anti-Bullying	9
6.	Title IX	10
7.	Homework Policy	10-11
8.	Uniform Grading Policy	11-12
9.	Family Educational Rights and Privacy Act	12-13
10.	Directory Information	13
11.	Student Speakers	13
12.	School Insurance	13
13.	Parent's Right to Know	14
14.	Student Use of Technology	14
15.	Mitchell Road Elementary School Specific Information	

## **Attendance**

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17<sup>th</sup> birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### **Unlawful Absences**

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

## **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6<sup>th</sup> unlawful absence.

## **Carnegie Credit**

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

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a

parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

## **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

## **Student Behavior Code**

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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

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

### **Levels of offenses**

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

#### **Disorderly conduct - Level I**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses

- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
  - intimidating, threatening, or physically abusing another student
  - any other acts as determined at the school level that are not inconsistent with Board policy

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

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

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

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery

- extortion
- any other acts as determined by the Board

**NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.**

**The principals must recommend students for expulsion if they have committed offenses which are underlined above.** If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

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

### **Dress Code**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, 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.

### **Transportation**

#### **Discipline**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

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

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level I Consequences**

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level consequence.

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level II Consequences**

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat



### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

### **Discipline of Students with Disabilities**

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

### **Procedures for Transporting 4k, 5k and 1st Grade Students**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student address          unique number
[ ] Student designee name (4th grade or above)	
Route number	

### **Parent Responsibilities:**

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

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

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

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

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

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

## **Anti-Bullying and Safe Schools**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

### **Reporting Bullying, Harassment & Discrimination**

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

### **Investigation**

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

### **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The

appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

## **Title IX Complaints (Sex-Based Discrimination/Harassment)**

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

### **Reporting**

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

### **Investigation**

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

## Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

### **The SC Grading Scale is as follows:**

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

Link to: [SC Uniform Grading Scale](#)

### PreKindergarten

<ul style="list-style-type: none"> <li>• Personal and social growth</li> <li>• Approaches to learning</li> <li>• Physical development and health</li> <li>• Language arts and literacy</li> <li>• Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>+ Exceeds standard</li> <li>= Meets standard</li> <li># Making Sufficient Progress</li> <li>- Not Yet making Progress</li> <li>Blank-Not taught or assessed</li> </ul>
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### Kindergarten and First Grade

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

#### **Academic Skills Indicators:**

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

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

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards
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### 2<sup>nd</sup>-12<sup>th</sup> Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

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

### Grading Floors

- **Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

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

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

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

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in

connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

## **Directory Information**

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

## **Student Speakers at School-Sponsored Activities**

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

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

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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

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

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

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

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

## **Student Use of Technology**

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

## **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

# #thefutureisbrightatMRES

## Welcome to Mitchell Road Elementary!

### **Vision Statement**

Mitchell Road Elementary- where students are equipped with a passion for life-long learning.

### **Mission Statement**

Mitchell Road Elementary School connects with families and the community to provide quality learning experiences that cultivate world-class knowledge and skills, while developing character and leadership.

### **Belief Statements: We believe...**

- Each student is unique and valued.
- All students can learn and deserve high-quality, engaging instruction provided by highly qualified, dedicated teachers.
- All students and staff deserve a safe, positive and supportive environment.
- Students learn best when positive relationships and collaboration between home and school are prevalent.

### **Equal Opportunity**

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

### **Elastic Clause**

The Student-Parent Handbook does not include everything that may occur during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. In order to ensure a successful and enjoyable school year, please take time to review the rules and regulations to help promote a positive, safe, and engaging learning environment. If you have questions or concerns, please contact the principal or the assistant principal at 355-6700.

### **Hours for Elementary Schools**

7:00am – 3:45pm	Front Office Hours
7:45am – 2:15pm	School Day
2:15pm – 5:45pm	Extended Day Care

### **Attendance**

Special Permission: Students on special permission will only be allowed to continue at Mitchell Road if attendance including absences and tardies is not an issue.



## Daily Schedule

Supervision of students is provided from **7:00 a.m. until 2:15 p.m.** Students may not enter the building without parent supervision before or after these hours. Only patrols and participants of early morning programs/clubs are permitted in the building before and after school hours. All other students must remain with their parents at all times.

**7:00am**            **Bus riders, walkers, and car riders may enter the building. The front office will be open.**

**7:00 a.m. - 7:40 a.m. Breakfast available to all students. Breakfast is free for all students at Mitchell Road.**

All classrooms will be opened, and teachers will be at their doors to greet students.

The school day begins. All students arriving after 7:45 a.m. are marked tardy and must report to the attendance clerk in the front office to obtain a pass before reporting to class.

The Mustang Minutes Morning News Show airs live at 7:50am each day.

10:15 a.m. - 1:15 p.m. Lunch is served, and will be adjusted throughout the year, as needed.

**There will be no early dismissals after 1:45 p.m. daily.**

2:05 p.m.            Afternoon announcements begin.

2:15 p.m.            All students are dismissed.

All students must be picked up. Parents who arrive after this time will be required to visit the front office, **provide a driver's license**, and sign out their child. **Anyone picking up a student must be listed on the Student Dismissal list and have a valid photo ID.**

## Early Dismissals

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 1:45pm 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 form. 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. Students must be present for at least 3 hours of the school day to be counted present. Please limit early dismissals to no more than 5 per year.***

**\*\*IMPORTANT- Transportation Changes \*\***

### Morning Drop Off and Dismissal

Parents must inform their children of after school transportation plans. **Any transportation changes must be provided in writing with the date, transportation change, parent phone number, and parent signature.**

**Permission for altered transportation plans must be received in writing.** We are not able to accommodate transportation changes over the telephone.

## School Traffic

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

1. Act respectfully to all Mitchell Road Elementary personnel and staff. Our top priority is your child's safety!

2. Follow directions given by school staff.
3. Stay in a single file line. Do not go around stopped or moving cars unless waved around by a school employee.
4. Students and parents are expected to cross only where there is a school crossing guard or teacher. Do not walk between cars in the car line.
5. There is no student drop-off or pick-up allowed in the staff parking lot, in the front office parking lot, or at the crosswalk.
6. Be alert! For the safety of our students and staff, cell phone usage in the carline is prohibited.

### **Morning Drop Off**

Morning drop off is a busy time and extreme caution must be exercised during this period. Our staff will be monitoring traffic each morning at the cross walks to ensure a safe arrival for all students, staff members, and visitors. Parents of car riders are expected to obey posted traffic signs/regulations, exercise courtesy and caution while on campus, and follow all directions given by the individual on duty each day. Failure to do so jeopardizes the safety of everyone. Those who fail to act responsibly and within the law will be reported immediately to law enforcement officials.

1. **Car riders should not arrive before 7:00 a.m. each morning. Adult supervision is not provided until this time and students will need to remain in cars in the carline.**
2. All students should be in the classroom by 7:40 a.m. Classroom instruction begins at 7:45am. Students arriving to class after this time will be considered tardy and must be signed in by an adult in the front office.
3. All students must be dropped off at the K-1<sup>st</sup> grade carline or the 2<sup>nd</sup>-5<sup>th</sup> grade carline. The front office is not considered a drop off location. We reserve the front office driveway for morning visitors and walkers. All K-1<sup>st</sup> grade students should be dropped off in the carline at the kindergarten hallway.

### **Afternoon Pick Up**

Students should be picked up between 2:15-2:35p.m. Parents arriving after 2:35 p.m. will need to visit the front office to sign out their child with a driver's license. **Anyone picking up a student must be listed on the Student Dismissal Form and have a valid photo ID.**

### **Car Riders**

1. Parents must have a car tag for their child displayed on the windshield mirror of the vehicle at all times during dismissal.
2. To protect our children, parents and/or authorized persons will not be permitted to pick up a child without a car tag and will be required to report to the main office, present a driver's license and be listed on the student's dismissal information. Students will be called to the front office.
3. Students in K-1<sup>st</sup> grade should be picked up and dropped off in the carline located in the back of the building. Older siblings may be picked up there as well. Students in 2<sup>nd</sup>-5<sup>th</sup> grades should be picked up and dropped off in the carline located on the side of the building, which circles around the parking lot. If a student does not come out when his/her name is called, the parent will be directed to pull up, and we will recall the student's name and number. Parents are to remain in their cars at all times with their car tag visible.
4. Students will be escorted to cars and assisted by safety patrols or adults. If a parent needs to come inside the building, they must park in the large parking lot and report to the Main Office. Parents must report to the front office prior to entering the school building.

5. Parents are not permitted to walk to the building to pick up a child. Everyone must utilize the car line. Parents should not get out of the cars to assist students because that is a safety concern and slows down the dismissal process.

### **Off Campus Daycare Van Riders**

Parents are asked to notify outside daycare providers in advance each time their child is absent from school.

### **Walkers**

Students who walk to and from school are expected to act responsibly in caring for the property of others and follow all safety rules. We do provide crossing guards at the intersection of East North Street and Mitchell Road and the intersection of Shady Lane and Mitchell Road. The Mitchell Road faculty/staff will supervise walkers until students are off school property.

**All walkers will be dismissed through the front of the school. School personnel will walk students to the school boundary. For example, students walking down Mitchell Road will be crossed over to the Crossing Guard at the carline entrance.**

**A parent or designee must be present to pick up K4, K5, and 1<sup>st</sup> Grade walkers with their dismissal tags. 2<sup>nd</sup>-5<sup>th</sup> Grade walkers may walk independently.** Parents of independent walkers are encouraged to create a buddy system to ensure their child's safe arrival to and from school.

All students must be picked up by 2:35pm. In the event that a student is not picked up, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

### **Mitchell Road EDP Program- After-School Care Program**

Mitchell Road Elementary operates an after school care program on school days. The hours of operation are 2:15p.m. – 6:00p.m. The rates charged for after school care are comparable to area day cares. Our program is structured for the entire afternoon and students receive a snack each day. Students are provided time to complete their homework; however, after school care providers are not responsible for the accuracy and completion of the assignment. The after school program does not operate on holidays or other days in which students do not attend school. As with regular school, the after school program will close in the event that school is closed due to inclement weather. Questions about the after school program should be directed to the After School Director at 355-6711 or to the school office prior to 3:45p.m.

### **Articles Prohibited at Schools**

Articles that are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school. Expensive articles, including cell phones, electronic games, CD players, iPod's, tablets, MP3 players, and toys should not be brought to school. If guns/knives of any type, weapons (this includes toy weapons), lighters, tobacco, or inappropriate literature are brought to school, serious consequences will follow and may result in involvement by law enforcement.

If these items are brought, they will immediately be confiscated, given to administration and a parent will be required to come to the school and pick up the item.

A person who finds a student in possession or use of a cell phone in violation of Greenville County School's policy must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian after a conference has been held. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

Students are prohibited from selling items at school.

### **Incident Weather/School Closing**

In the event that an emergency dismissal is required, a bulletin is broadcast on the TV and radio. Information can also be obtained by calling 355-3100 at the Greenville County Schools office. Parents should prearrange with their children as to what they should do in the event of an early/emergency dismissal. If school must be canceled or delayed, this information will also be on local TV, radio, social media, and the district website: <http://www.greenville.k12.sc.us>. ***Please do not call the school office.***

### **Emergency Transportation Forms**

Parents will be asked to complete an Emergency Transportation Form at the beginning of the school year. If school is closed during the school day, students will be sent home by the mode of transportation requested by the parent on the form. Parents should discuss these contingency plans with their child in the event that school dismisses early.

### **Telephone Messages**

The school telephone number is 355-6700. Messages for teachers will be forwarded to teacher voice mail. Only in emergencies will a teacher or student be called to the phone during instructional time. Students may use the school telephone only for emergencies as deemed necessary by the classroom teacher or office personnel. Arrangements for after school activities or transportation home should be made before a student leaves home in the morning. Forgotten homework, arrangements for after school, etc. are not considered emergencies. Phone calls may be made directly to the teacher's classroom phone and will be returned within 24 hours.

### **Visitors**

We strongly encourage parental involvement at Mitchell Road. To ensure the safety of all students and staff, arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom. Parents may not visit with teachers on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a special need to observe a child's social activity, it must be arranged with the teacher or principal. **Upon entering the building, a visitor must sign in at the front office by providing a state-issued photo ID, and receive a visitor's tag. In accordance with district policy, visitors will be escorted and supervised by a Mitchell Road staff member at all times.** Be sure to wear the visitor's tag at all times while on school grounds. Only the main entrance of the school nearest to the office should be used.

Note: Visitors may be restricted at any time during the school year per district protocols to ensure the health and safety of all persons.

### **School Volunteers**

The South Carolina General Assembly passed legislation requiring that “all volunteers who work in a school on an interim or regular basis as mentors, coaches, or any other capacity, or volunteers who serve as student chaperone or any other capacity having direct interaction with students” undergo a National Sex Offender Registry check. This is in addition to the South Carolina Sex Offender Registry checks already performed on all volunteers. ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS. For more information, please visit <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers> .

### **Breakfast and Lunch**

Mitchell Road Elementary School participates in the Universal Breakfast Program. Breakfast is FREE to all Greenville County students. Breakfast is served each day between 7:00 a.m. and 7:40 a.m.

Nourishing and balanced lunches are prepared daily in the school cafeteria. Students may eat the school lunch, or they may bring a lunch from home. Lunch prices for students are \$2.50 for full pay and \$0.40 for the reduced meal price.

Parents are encouraged to send lunch money by the week or month. Lunch money should be placed in a sealed envelope with the student’s name, grade level, teacher’s name, and the amount enclosed written on the outside. Online meal payments may be submitted by going to [www.myschoolbucks.com](http://www.myschoolbucks.com). If students owe lunch money, they may not charge snacks. Students are not allowed to borrow lunch money from the cafeteria. Those without funds will be provided an alternate meal.

The Free and Reduced Meal Program is available under the National School Lunch Program. An application form is available online on the district website under Food and Nutrition Services or at the school. Parents will be notified in writing of eligibility. Parents will need to pay for their child's meal until their application has been approved.

If your child forgets his/her lunch and you wish to bring it to school, please leave it with the personnel in the office. Be sure that the child’s name and teacher’s name are on the box or bag. Do keep in mind, however, that every classroom interruption directly impacts the effectiveness of the instruction taking place.

Parents may eat lunch with their child starting after August 28. Only the parent and child will be allowed to eat in a designated area of the cafeteria. The student is not allowed to take friends to the designated area. The teacher will escort the parent to the front office at the end of the lunch period.

### **Birthdays**

For birthday celebrations outside of school, children may distribute party invitations to students in their classroom. **Teachers are not permitted to facilitate the distribution of birthday party invitations;** it is the responsibility of the student. In addition, the school will not release the names, addresses or email information for other students/parents in the class.

A small **store bought** treat may be provided by the birthday student if coordinated with the teacher. The treat will be given to students during their lunch period or at a time that works best for the teacher. Homemade treats are not allowed due to unknown ingredients which could cause an allergic reaction. Store bought treats have ingredients listed and can be reviewed by the teacher to ensure safety for all students.

### **Registration/Student Records**

Please notify the school immediately if your address, phone number, or any other information on your child's initial registration form changes. This includes emergency numbers, job changes, or a change in marital status. It is crucial that this information be kept current. *Names of person(s) to contact in the event of an emergency are required for registration to be complete.* Parents may update their information in the Parent Backpack.

***Student Dismissal Cards must include the names of adults that are allowed to pick up your student. Students will not be allowed to leave school campus unless the adult's name is on the Dismissal card and a valid photo ID is presented at the time of checkout.***

### **Legal Custody**

The residence of the custodial parent is the address that must be utilized for the student if both parents live at different addresses. A copy of the court document naming the custodial parent must be given to the front office to be included in the student's permanent record. School personnel can't deny a biological parent access to his/her child unless a court order is provided. If a biological parent chooses to give a step-parent full parental/educational rights, a Consent for Access/Release of Educational Records form must be signed. If a student's biological parents were never married, South Carolina law stipulates that legal custody belongs with the mother.

### **Report Cards/ Progress Reports**

Report cards are sent home every nine weeks. This report provides an average grade for students in the areas of reading, language, spelling, mathematics, social studies and science/ health. If a report card is not received at the end of each nine-week period, please notify your child's teacher. In accordance with Board Policy IHAB, progress reports provided by the teacher are optional unless the student is at risk of failing at the mid-term. Progress reports are required for students at risk of failing. We highly encourage all parents to access student progress via Parent Backpack. Questions regarding students' grades should be directed to your child's teacher.

### **Parent-Teacher Conferences**

Two conferences between the child's teacher and parent will be scheduled during the school year, usually at the end of the first reporting period and during the third reporting period. All parents are expected to attend this most important conference. Parents are encouraged to initiate conferences at any time by contacting the child's teacher.

It is strongly recommended for parents to sign-up for Parent Backpack to monitor students' grades and accounts.

### **Textbooks**

The State of South Carolina provides one set of free textbooks for all students in an elementary school. By the authority of Section 59-31-290 of the Code of Laws of South Carolina: State Board of Education Regulations

require payment for the loss of or damage to any book. Normal wear and tear is considered. Once the fine is paid a replacement book will be issued.

## **Special Services**

### ***Special Education Program***

Special education resource classes are provided for students who are learning disabled, with due process procedures being followed in the placement. A staffing committee must recommend placement, and a written educational plan for the student must be provided. Students who are in a resource class work in small groups with the special education teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the resource class program is to provide instruction focused on helping each child reach his/her potential. Mitchell Road provides self-contained settings for students as well. The same due process placement procedures apply. Students who need speech services are screened and placed in a program to meet their individual needs. Students may be screened for speech, language, hearing, and vision problems throughout the school year.

### ***Challenge Program***

Greenville County Schools provide programs for students identified as academically gifted to challenge them with rigorous, complex classwork and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred from any source are screened during the first quarter of each school year to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained to participate in the GT program.

The State Department of Education provides testing for students in grade 2 to determine their eligibility for the Gifted and Talented. The Iowa Test of Basic Skills, an achievement test, and the Cognitive Ability Test (CogAT), an aptitude test, are administered. As soon as results are available in mid-January, parents are notified of their child's performance on these tests.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, the following process will be used for screening:

**Dimension A-Reasoning Abilities:** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.

**Dimension B-Academic Achievement:** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by nationally normed or South Carolina statewide assessment instruments.

**Dimension C-Intellectual/Academic Performance:** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising 3rd, 4th, and 5th grade students may be eligible to take the Performance Task Test in March, if they have already met the criteria in Dimension A or B.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program. Results of private testing will not be accepted for placing students in the program.

Students who meet the state criteria may be placed in the academically gifted and talented program beginning in 3rd grade. This program is called “Challenge” in Greenville County, and is a pull-out program at the elementary level. In 3rd grade, students attend Challenge for at least 125 minutes each week. Students in grades 4 and 5 attend Challenge for at least 200 minutes per week. Each school receives a Challenge teacher based upon the number of qualified students in that school.

### **School Counseling Program**

The elementary school counseling program is an integral part of the total educational process. Activities are designed to address typical personal, social, and academic concerns faced by children. Large group guidance activities help children learn skills before problems occur. Guidance services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, new student orientation, and academic testing. Parents are given copies of standardized test scores in the fall of the following school year. Parents have the right to view their child’s permanent record and may do so by making an appointment with the guidance counselor or administrator.

### **Field Trips**

Field trips are an extension of the instructional program. Teachers at Mitchell Road spend many hours planning and preparing for an exciting and enriching experience for our students. Students are required to have a signed permission slip from their parents or legal guardian. **THE PERMISSION SLIP AND FIELD TRIP FEE MUST BE TURNED IN TO THE TEACHER 48 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE.** ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.

Field Trip Chaperones are **required** to be approved as Level 2 Volunteers. This process can take up to two weeks to be processed. Please see more information in the “Volunteer” section of this handbook. In addition, a chaperone must come to the school 48 hours prior to the field trip to have his/her driver’s license scanned in the National Sex Offenders Registry. Failure to comply with these policies will prevent you from attending the fieldtrip as a chaperone. Our students’ safety is our top priority.

### **Emergencies and Accidents**

In case of an accident or emergency, authorized school personnel will give first aid. In all cases of accidents or illness, every effort will be made to contact the parents. If we are unable to reach the parents, the school will follow the parents’ directions on the health card or information sheet. In the event of serious illness or injury, when no one can be reached who can assume responsibility for the child, EMS will be called. The parent will be responsible for any cost incurred.

### **Health Room**

A nurse is in the Health Room from 7:15a.m. until 2:45p.m. daily. Medication may be given at school only if the following guidelines are met. This is a district-wide policy developed for the safety of your child.

- Parents must provide ALL medication. The health room does not supply any medication for students. This includes Tylenol, antibiotic ointment, Calamine lotion, etc.
- Each parent is responsible for providing any medication needed by their child during the school day. Parents must complete the Parental Permission for Medication form for ANY medication to be given at school. This form is available in the health room or online at the Greenville County Schools website.
- All medications, including over the counter medication, must be brought by the parent to the health room in the original container. Do not bring medication in plastic sandwich bags.



- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using **Form Med-3**.
- Prescription medication must be brought by a parent to the health room in the prescription bottle. **Form Med-1** must be provided before any prescription medication may be left at the school. This form must be signed by the parent and the physician.
- All medication must be kept in the health room. Students cannot keep medication with them.
- If your child must self-administer emergency medication at school, **Form Med-2** is required before medication is brought to school.
- Medication brought to the health room by a student will not be given to the student. The medication will be held until a parent picks it up and provides the appropriate paperwork for the administration of the medicine.
- Please remember the health room does not give any medication to a student that has not been provided by the parent or guardian.
- All Health Service procedures, guidelines, and required forms are available in the Health Room or may be accessed on the following website: <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>.
- If your child has an illness such as asthma, allergies, or diabetes, it is your responsibility to provide us the appropriate medication to properly treat your child in an emergency.
- Students must be *fever free* (less than 100 degrees) for 24 hours, without fever-reducing medication before returning to school.
- Students must be free of vomiting for 24 hours before returning to school.

### **Immunization Requirements**

SC State Law requires that the following immunizations be received before children enter school:

- Three (3) doses of any combination of DPT, DT, DTP-HIB, Dtap, or Td vaccine with at least (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine received on or after the first birthday with one month between doses for any child in K, 1, 2, 3, 4, 5.
- One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
- One (1) dose Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine for all children admitted to K, 1, and 2.

The Greenville County Health Department does not charge for immunizations. If your child has not had this full series of immunizations, it is imperative that attention be given at once. This series is a 3-dose vaccine with the 2nd shot given one month after the 1st shot; the 3rd shot is given six months after the 1st shot. If your child is in Kindergarten or is being retained in K5 or 1 and has not had the Hepatitis B vaccine, this immunization series is required for continued attendance in any South Carolina school.

In accordance with State Regulation 61.8, all students entering Kindergarten or first grade in August of 2001 and thereafter are required to have the varicella (chicken pox) vaccine. Students who have already had the disease are not required to have the vaccine; however, this information *must* be included on the immunization certificate. The school nurse should be informed in writing if the student has had chicken pox; this documentation should be signed and dated by the physician or by the parent.

### **Lost and Found**

Lost and found articles will be placed in the cafeteria on the stage. **The student's name should always be put on items such as lunch boxes, jackets, sweaters, coats, hats, and gloves.** When unclaimed items accumulate, they are donated to a charitable organization quarterly.

### **PTA**

Active in virtually all facets of school life, the Mitchell Road PTA relies on its incredible parent and community supporters to offer a wide range of programs. At least four PTA general sessions are held during the school year. PTA Board meetings are held once a month. Families are invited to join the PTA and become actively involved in supporting our PTA activities.

### **Policies of Greenville County Schools**

#### **Searches**

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

#### **Interrogations by School Personnel and Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

#### **Participation in Extracurricular Activities**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of the student's school; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

### **Greenville County Schools Acceptable Use Policy**

The School District of Greenville County provides computer, network, e-mail, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

GCS may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.

Students shall have no expectation of privacy with respect to district information system resource usage. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district information system resource usage may be referred to appropriate authorities for prosecution.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. 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.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District does not supervise individual e-mail accounts, a Parent Portal is available that permits the supervision of your child’s e-mail account.

Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or 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. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

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. Parents and guardians, by you and your child agreeing to this acceptable use policy you will insure that GCS computer equipment is handled with care and respect. Only GCS ETS personnel are allowed to repair or modify GCS computer equipment hardware and software.

Do not perform unauthorized access, use, or attempt unauthorized access or use of District information systems.

Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc.

“Hacking tools” which may be used for “computer hacking” as defined in the South Carolina Computer Crime Act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. This is an automatic recommendation for expulsion.

Do not use a cell phone or PDA to access the Internet on school premises.

Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.

Do not bypass or attempt to bypass any of the District's security or content filtering safeguards.

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 will be held responsible.

Do not allow another person to use the computer under your district login.

All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued e-mail accounts. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts.

E-mail accounts should be used for educational and district purposes only.

Do not give out personal information or photos through online communications (i.e. e-mail, cell phone, PDA, etc.). 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 a student's home directory. **Please contact your school if you do not want your child to have access to the Internet and e-mail.**