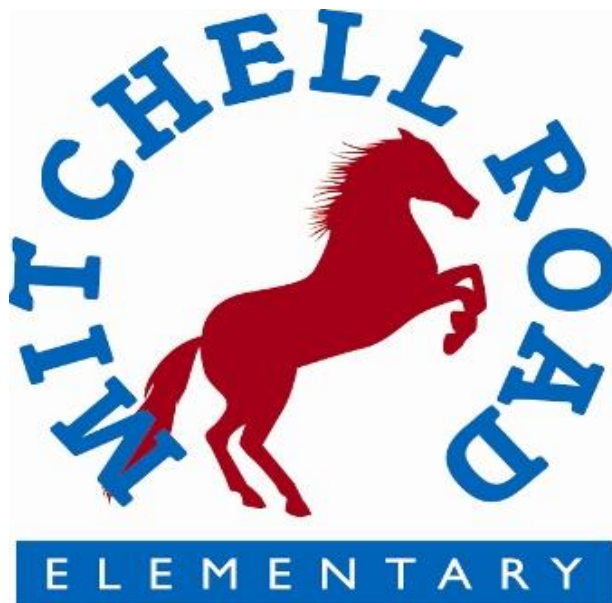


Mitchell Road Elementary School

Student/Parent Handbook 2019-2020



“Learning Today...Leading Tomorrow”

Amy Kern, Principal
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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.

Attendance

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. Family vacations, birthday parties, weddings, and/or educational sight-seeing family trips are all unlawful absences. However, a principal has the authority to approve or disapprove all student absences. A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in PowerSchool. E-mails and/or phone calls to the teacher are not acceptable forms of excuses. Without a parental note, an absence is unverified, therefore it is considered unlawful. A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence. Please refer to the district webpage for additional information and attendance rules.

Truancy

A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal. An Attendance Intervention conference will be held for students who miss school due to excessive, unlawful absences. Excessive absences beyond State Law will result in a referral to a truancy officer.

Tardies

It is very important that students start their day on a positive note. This means being on time to school! Students are expected to be in their classrooms by 7:45 a.m. If they arrive in the classroom after 8:00 a.m., they are considered tardy and must receive a note from the office to enter class and be signed in by an adult. Please note that instruction does begin at 8:00am! Excessive

tardiness will be addressed by school administrators, noted in student records, and reported to the district attendance officer. In addition, excessive unverified tardies may result in loss of perfect attendance rewards at the school level.

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 **7:25 a.m. until 2:45 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.

7:25 a.m.	Car riders and walkers may enter the building and report to the Morning Room.
7:30 a.m.	The front office opens, and students may enter the building. All students should report to the cafeteria for breakfast, or to their assigned hallway for supervision by teachers.
7:25 a.m. - 7:50 a.m.	Breakfast is served in the cafeteria. Breakfast is free for all students at Mitchell Road.
7:45 a.m.	All classrooms will be opened, and teachers will be at their doors to greet students.
8:00 a.m.	The school day begins. All students arriving after 8:00 a.m. are marked tardy and must report to the attendance clerk in the front office to obtain a pass before reporting to class.
8:05 a.m.	The Mustang Minutes Morning News Show airs live.
10:15 a.m. - 1:15 p.m.	Lunch is served, and will be adjusted throughout the year as needed.
2:10 p.m.	There will be no early dismissals after 2:10 p.m. daily.
2:20 p.m.	Afternoon announcements begin.
2:30 p.m.	All students are dismissed.
2:50 p.m.	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. <u>Anyone picking up a student must be listed on the Student Dismissal card and have a valid photo ID.</u>

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 2:10 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. 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.***

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.

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 Rd 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 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 7:25 a.m. each morning. Adult supervision is not provided until this time.**
2. All students should be in the classroom by 7:50 a.m. Classroom instruction begins at 8:00am. 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-1st grade carline or the 2nd-5th grade carline. The front office is not considered a drop off location. We reserve the front office driveway for morning visitors and walkers.

Afternoon Pick Up

Students should be picked up between 2:30-2:50p.m. Parents arriving after 2:50 p.m. will need to visit the front office to sign out their child. **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 in 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 Card. Students will be called to the front office.
3. Students in K-1st grade should be picked up and dropped off in the carline located in the back of the building. Older siblings may be picked up here as well. Students in 2nd-5th 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 their 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.

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 1st Grade walkers. 2nd- 5th 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.

Due to continuous traffic and safety concerns, students may no longer be dropped off or cross over to the school's property via the church parking lot. Students are encouraged to walk on the sidewalk and enter/exit through the front of the school. Lakecrest parents of K4, K5 and 1st grade students may wait at the sidewalk near the church. In the afternoon, school personnel will walk students and cross over the exit driveway to ensure student safety.

All students must be picked up by 2:50pm. 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).

School Bus Transportation

Transportation arrangements should be made with students *before* they leave home each morning. ***All bus transportation questions should be directed to the Bus Supervisor's office: Taylors Bus Center, 355-7330.***

The driver of the school bus is in full charge of the students and the bus. Students will follow rules and regulations for school bus riders that are mailed from the district office at the beginning of the year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents will be notified if this action becomes necessary. **If you have a question or complaints about school bus services, please call the school bus supervisor at 355-7330.**

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver. The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities (such as field trips). Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below.

If a bus is late in picking up at a stop in the morning, the Bus Supervisor's office should be called at **355-7330** or **355-3030 for Special Education transportation**. It is imperative that each child understands the importance of going straight home after school and not stopping at a friend's house unless previously planned. If a child misses the bus at the end of the school day, we will call the parents and/or the emergency contact(s). Bus transportation to and from school is provided by the state for all children who live **more than 1.5 miles from the school**. All bus stops are assigned by the bus office.

STUDENT BEHAVIOR CODE ON SCHOOL BUS

- **Be on time at the bus stop.** The bus will not wait for those who are late. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns.
- Wait for the bus to come to a **complete stop** before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped and it is safe. Always **cross at least ten (10) feet in front of the bus**, whether boarding or departing.
- After boarding the bus, **sit in your assigned seat** and remain seated until the bus reaches your stop or your school.
- Any hostile physical conflict between individuals is forbidden on the school bus. **Pushing, tripping, kicking, etc. will not be tolerated.**
- Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a **controlled substance or medication or intoxicating inhalants is prohibited**. Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result in suspension from the school bus and also result in a recommendation for expulsion.
- **Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.**
- **Profane and vulgar expressions** (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, **are forbidden on the school bus.**
- **Sitting in a seat on the bus that is already at capacity (3 indicates capacity) is not permitted.**
- Keep all parts of your **body inside of the bus** at all times.
- **Throwing anything in or out of the bus** windows is forbidden.
- Eating or drinking is **not permitted** on the bus.
- Bringing animals, reptiles, insects, etc. on the bus is prohibited.
- **Possession of any kind of weapon is not permitted on the bus.** "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion.
- Treat the school bus with respect. **Vandalizing, damaging, or destroying of buses, is forbidden.** The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions.
- **Keep the aisle clear.** Store personal items on your lap.

- **Keep the bus clean.** A waste container is provided at the front of the bus for all trash. Use this container when boarding or departing the bus only. Do not get out of your seat while the bus is in motion.
- **Use handrails** when boarding or departing the bus.
- Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing **are forbidden** and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.
- **In the morning, students will be dropped off the bus only at their designated school.**
- **In the afternoon, students will be dropped off only at their home or regularly designated stop of which they are currently living.**
- Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. **Comments**, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are **unwelcome by those exposed to them are forbidden**. Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver.
- **Consensual participation in any sexual act involving physical contact is forbidden.** Students will be suspended from the bus and recommended for expulsion.
- **No student should be subject to harassment and/or bullying.** This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/her bus driver.

Switching routes is not permitted. **A child who is attending Mitchell Road Elementary under special permission is not eligible for bus services.** Students who do not regularly ride the bus home in the afternoon may not ride the bus home in the afternoon with a friend.

School Bus Transportation (S.C. Law Section 59-67-420)

The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

Parents/Guardians (S.C. Law Section 59-67-415)

Parents/guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices. ***In addition, parents/guardians should ensure all contact information at the school is accurate and update information whenever changes occur.***

Bus Tag Procedures

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 3 pick-up tags to distribute to any designee to be at the 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 a 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 may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information 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).

All 4K, 5K 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 students 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.

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:

First Incident:	Warning
Second Incident:	Parent conference with (3) days loss of bus privileges.
Third Incident:	Parent conference with (5) days loss of bus privileges.
Fourth Incident:	Parent conference with (10) days loss of bus privileges.
Fifth Incident:	Loss of bus privileges for the remainder of the school year.

*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.

Video Camera Systems

Buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff. Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, **if a student engages in severe misconduct as a first offense**, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

School Bus Consequences

The School District Behavior Code 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 misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

Level I	
Level I Offenses - Disorderly Conduct	Level I Consequences
<ul style="list-style-type: none"> • 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 • Riding the wrong bus without permission from the principal 	<ul style="list-style-type: none"> • 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 three (3) days and parent conference • 4th Referral -- Suspended from bus up to five (5) days and parent conference

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense
<p><i>*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.</i></p>	
<p style="text-align: center;">Level II</p>	
<p style="text-align: center;">Level II Offenses</p>	<p style="text-align: center;">Level II Consequences</p>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 1st Referral -- Suspension from bus up to ten (10) days and parent conference • 2nd Referral -- Suspension from bus ten (10) days and parent conference • 3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference
<p><i>*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.</i></p>	
<p style="text-align: center;">Level III</p>	
<p style="text-align: center;">Level III Offenses</p>	<p style="text-align: center;">Level III Consequences</p>
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Disabled Students: Students with disabilities will be discipline in accordance with federal 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.

Mitchell Road ACE Program- After-School Care Program

Mitchell Road Elementary operates an after school care program on school days. The hours of operation are 2:30 p.m. -6:00 p.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 4:00 p.m.

School Discipline

The Student Behavior Code of Greenville County is distributed to each home at the beginning of the year through the **Connected Newsletter** (which is mailed home) and through the Mitchell Road school website. Parents are encouraged to discuss the discipline code, bullying, and classroom expectations with their children. This information can also be found on The School District of Greenville County website: www.greenville.k12.sc.us

Students are expected to act with respect for each other and for the teachers and staff. Most discipline can be handled between the teacher and student. ***If the misbehavior is severe, immediate referral to the administration and possible suspension could result. Severe infractions include fighting, stealing, threatening to "kill," or possession of weapons/tobacco products.*** Appropriate disciplinary measures will be determined by the administration. For additional information, please refer to the Greenville County Schools Student Behavior Code in the Policies of Greenville County Schools section of this handbook.

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.

Dress Code

Greenville County School District 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 this policy.

- 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. Hair of a non-human color is not permitted. No distracting hairstyles (mohawks, extreme spikes, etc.).
- 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. (Unless it is a designated "special day")
- 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. Shoe laces are to be tied at all times. **Flip-flops (shower-type shoes) are not permitted.**
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. **Skirts and shorts must be at mid-thigh length or lower.**
- Clothing or tank tops that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. Sleeveless shirts must have straps at least 2 inches wide.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Skirts/shorts should fit and be in good taste and not be shorter than mid-thigh.

- 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. Facial jewelry is permitted to be worn only on the ears.

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.

Special Note: Parents are expected to follow the district dress code when on school campus.

Inclement 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 class time. Students may use the school telephone only for emergencies as deemed necessary by 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.

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.

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 7:25 a.m. and 7:50 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.

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. On-line meal payments may be submitted by going to 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.

Lunchtime Visitors

Parents are welcome to join us for lunch throughout the year. Parents and visitors joining us for lunch are requested to sit at the tables along the windows in the cafeteria. **NEW: For safety of all students, parents and visitors may eat lunch / breakfast with his / her child only. All classmates will remain with the class at the lunch table.**

To support our healthy school initiative, parents are discouraged from bringing in lunch from fast food establishments.

Birthdays

Parents are allowed to provide a class treat during lunch for their child's birthday. This must be scheduled with the teacher in advance, in order to avoid having multiple treats on the same day. In an effort to support our healthy school initiative and respect our students with food allergies, please consider the option of providing treats other than food items. (For example, reading a book to the class or doing a craft with the class. These types of activities can be planned with the classroom teacher.) *Other celebratory items such as drinks, balloons, and goodie bags are not allowed.* 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.

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.*

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 Portal. To receive access to Parent Portal, please present your valid I.D. to the data clerk in the front office. For your convenience, a table will be set up at our Meet the Teacher event to allow parents to receive Parent Portal access. Questions regarding students' grades should be directed to your child's teacher.

District Grading Scale

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

For students in kindergarten and first grade, a Standards-Based Report Card is designed to inform parents about each child's progress in mastering South Carolina State Academic Standards. The Report Card is completed 1st, 2nd, 3rd, and 4th quarters following the GCS district calendar. Academic Skills Indicators are below:

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
	If left blank, this standard was not addressed or assessed during this reporting period

Homework/Classwork

Homework is an extension of the classroom. It provides needed practice, while developing responsibility. 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

Teachers adhere to the following guidelines for total daily assignments:

- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office at 355-6700 no later than 8:30 a.m. This will enable the teacher to make arrangements throughout the day to gather the assignments. The teacher will have the assignments in the office by 3:00 p.m. Make-up work must be turned in within 5 school days of the excused absence unless other arrangements are made with the teacher.

Parent-Teacher Conferences

At least one conference between the child's teacher and parent will be scheduled during the school year, usually at the end of the first 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.

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.

In October, the State Department of Education provides testing for students in grade 2 to determine their eligibility for 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.

Guidance

The elementary guidance 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, chaperones 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.

School Insurance

Insurance is offered to students during school hours or for 24-hour protection. Information will be sent home with students in back to school packets. The policy is for a one-year period from August through July. School-time protection applies only when a student is in school, traveling directly to or from school, or while on a school-sponsored activity. Claims must be made and submitted by the attending doctor, hospital, or parent. The school does not process claims.

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 7:30 a.m. until 3:00 p.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 of clothing 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

Greenville County Schools Student Behavior Code

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.

Application of this Policy

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- in route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

Suspension

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal. Suspension means a student cannot attend school or be on school grounds, cannot attend any program at the school in the daytime or at night, and cannot ride a school bus. The Board delegates the power of suspension to District administrators.

Expulsion

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion. A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

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.

Weapons in School

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

Weapons (Firearms)

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of the Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

The administration may apply sanctions in cases of disorderly conduct, disruptive conduct, and criminal conduct. These sanctions may include but are not limited to the following:

- Verbal reprimand
- Detention
- In-school/out of school suspension
- Temporary removal from the class
- 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).
- Expulsion
- Referral to outside agency
- Other sanctions as approved by the Board or administration.

*Please visit the district's website at <http://www.greenville.k12.sc.us> to view the entire Student Behavior Code for Greenville County Schools.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

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

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

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

Investigations and Consequences

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

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

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

Appeals

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

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

Student Speakers at School-Sponsored Activities

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

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

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

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.**