

THE 2022-23 MONARCH STUDENT HANDBOOK

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School administration reserves the right to update the policies herein to ensure the health and safety of students and employees and to promote the efficient operation of the school.

HANDBOOK HIGHLIGHTS

- **The school requires signed notes from parents or guardians for explanation of the following:** Absence/Tardiness/Early Dismissal/ Change in the way a child is going home/ Permission to go home with another student (*If riding the bus, students must already ride the same bus route). A signed parent note or medical excuse must be given to the office any time your child is absent.
- Any changes in afternoon transportation must be in writing and signed by the parent. Emails or phone calls cannot be accepted.
- Per Greenville County School District (GCS) policy, early dismissals must be **before 1:45 p.m.**
- During daily dismissal, all parents/guardians who come to the office, must remain outside until 2:45 pm.
- Money is receipted by teachers first thing in the morning. All money must be turned in to teachers **by 7:45 a.m.** The office cannot accept any money.
- According to healthy school guidelines, **no restaurant/fast food/food delivery** of any kind is allowed – healthy or not. To support healthy choices, birthday treats must be healthy, such as yogurt, goldfish, pretzels, or fruit popsicles. Per GCS Covid directives, treats must be individually packaged by the manufacturer. All birthday treats are served at lunch.
- Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's backpack while on school grounds.
- To protect instructional time, the only forgotten items that can be brought in are glasses, hearing aids, Chromebooks, and backpacks.
- Forgotten lunches will be placed on a designated table in the cafeteria. Students can pick them up on their way to lunch.
- After afternoon dismissal, no students are allowed back into classrooms to retrieve anything they have forgotten after they have left the building.
- Due to class interruption, missed instructional time, and limited space students are not allowed to attend sibling performances.
- Per GCS policy, school personnel are not allowed to touch birthday party invitations. A student can distribute invitations if **all** students in the class are invited.
- The back entrance where car riders enter the building closes at 7:45 a.m. Even if a parent is in the line, students are considered tardy if they are not in the building when the bell rings.
- **Please send correct change or check when paying for school fees, field trips, etc.**
- It is vitally important to report student Covid positive cases to the teacher and head lice to Nurse Amy or Nurse Leigh at 452-0604.
- Parents, please notify daycares of early dismissals and absences.

CURRICULUM AND INSTRUCTION

DAILY SCHOOL SCHEDULE

School office hours are from 7:15 a.m. – 3:45 p.m.

- 7:00 a.m. to 7:35 a.m. - Breakfast
- 7:30 a.m. - Students admitted to classrooms
- 7:45 a.m. - Classes begin/Morning News
- 2:15 p.m. - Students dismissed
- 2:15 p.m. to 6:00 p.m. – Extended Day Program

Supervision by staff is provided from 7:00 a.m. until 2:35 p.m. Students may not enter the classrooms before or after these hours.

Students that have not been picked up by 2:45 p.m. are moved to the front lobby and must be signed out by a parent/guardian.

GUIDELINES FOR GRADING

District guidelines are followed at Monarch and grades reflect the accomplishment of the student in the classroom.

Kindergarten and First Grade Academic Skills Indicators	
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

Second Grade – Fifth Grade	A=100-90	B= 89 - 80	C=79-70	D=69-60	F=59-50
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On interim progress reports, an actual grade appears. On report cards, a floor of 50 is calculated.

Penmanship, Art, Music, and Physical Education	M=Meets standards	P=Progressing towards standards
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Monarch Major Assessment Retake Guidelines

Students who score a 64 or below on a major assessment may retake/redo the assessment within one week of taking the initial assessment and will be allowed to earn a maximum grade of 65.

Monarch Missed Work/Make-Up Guidelines

When a student has excused absences, he/she has 1 day for each day absent to make up work. If the absences are not excused, for example on vacation, the assignments will not be made up.

Report Cards, Progress Reports and Parent Back Pack A report card is sent home each nine weeks. If a report card is not received at the end of each nine-week period, please notify your child's teacher or the school office. Parents can access student grades via the Parent Back Pack. If you do not have your password for access, you may come to the office with picture identification for information. Report Card dates for 2022-23 are October 20, January 19, March 30, and June 2.

Student Progress Reports Student Progress Reports are optional. Teachers will contact the parents of students who are at risk of failing mid-term and at the end of each grading period, and progress reports will be sent for all students at risk of failing at mid-term.

PROMOTION/RETENTION POLICIES The district's policy assures students reach minimal academic standards at each grade level before promotion. To ensure each child has the opportunity to meet standards, intervention measures and transitional programs are available. The decision to retain is made only after intervention efforts are unsuccessful in helping a student reach certain achievement levels. The principal, after consultation with the teacher, makes the final decision on promotion or retention, but must have compelling procedural and/or substantive reasons for not accepting the teacher's recommendation. A student with disabilities, as identified by federal and state statutes and regulations, is subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP TEAM, addresses and defines alternative learning goals and promotion standards. In K-8th grade, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee. In event of catastrophic illness, injury, or psychological trauma, the principal may waive promotion criteria provided the incident demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action. A Multi-Lingual (ML)/migrant student is promoted or placed with age-level peers, according to this Rule. Retention must be documented with evidence that indicates that determining factors are other than English language proficiency. The South Carolina Read to Succeed Act became law in 2014. The intent of this law is to ensure all students have the reading skills necessary to become college and career ready. This law includes significant changes regarding students being retained in 3rd grade or promoted to 4th grade. Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment (SC READY).

PERMANENT RECORDS A permanent record is maintained in the school office for each student. Permanent record information is confidential and is accessible only to the professional staff, and the student's parents/guardians. Please schedule an appointment with our counselor if you want to review your child's record. When a student transfers to another school records will be forwarded to the new school upon receiving a written request from the new school.

PROCESSING RECORDS (END OF SCHOOL YEAR) *Before processing a child's record for the next school year, the following must be completed:* Pictures (Fall, Spring and Group) must be returned or paid for in full. Fees for lost/damaged SC textbooks must be paid in full. Activities, materials, etc. that have not been paid for during the year must be resolved. Breakfast/lunch fees must be paid. All NSF checks and service charges must be cleared. All library books must be paid for or returned.

FIELD TRIPS Field trips are an academic extension of our curriculum. Students are expected to fulfill responsibilities, i.e. homework, behavior, class work, monetary obligations, to participate. Written permission is required from parents/guardians before a child can go. A signed permission form is required for students and chaperones. If a financial reason is keeping a child from participating, please notify the teacher or principal to discuss alternatives to make the trip possible. There are no refunds on field trips. Parents must bring medications to Monarch the morning of the trip if students leave before school starts and/or return after school hours. Chaperone selection is restricted to parents/guardians of currently enrolled students. The number of chaperones is determined by supervision needs and trip destination. All chaperones must be GCS approved Level 2 volunteers. Only field trip chaperones may accompany the class on a trip.

COUNSELING PROGRAM Programs include whole class, small groups, and individuals. Students may be referred by themselves, teacher, parent, or staff member. *Let's Be Friends* is Monarch's Character Education program. Students learn and practice friendship-building skills. Students will work on these skills by role playing KINDNESS and other friendship-building behaviors, learning others' strengths and differences to develop COMPASSION, exploring how our behaviors affect others to increase RESPONSIBILITY, and participating in group projects to develop TEAMWORK.

CHALLENGE PROGRAM Beginning in grade three, the district provides a pullout program for gifted and talented students to challenge them with rigorous, complex work and research. Weekly, third graders attend 125 minutes and fourth and fifth graders attend at least 200 minutes. Students are required to make up any work missed in regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria. Teachers, administrators, or parents may make a referral for a student to be screened. Students currently in Challenge will continue to be served. If a student withdraws from Challenge, he/she must requalify. Results of private testing are not accepted for Challenge placement. Please refer questions regarding the program to one of our challenge teacher and not the regular classroom teacher.

SPECIAL EDUCATION Resource services are for qualifying students based on SC federal criteria. Due process procedures are followed; written permission for a psychological evaluation and placement must be obtained from parents. Parents and teachers work together to refer a struggling student to the OnTrack process. Psychological evaluation, speech, hearing, and vision testing are provided by the district. If you feel your child could benefit from services, contact the teacher or principal. Monarch is required to follow a specific process in referring students for special services. This is a lengthy process that may extend throughout the school year.

SPEECH SERVICES Our Speech Language Pathologist serves students with deficits in these areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.

REGULATIONS AND POLICIES

ACCEPTABLE USE POLICY FOR STUDENTS

Administrative Rule EFE: Data Security and Use of Technology

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

I. Introduction Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and

requirements of this administrative rule. **A. Legal Requirements** GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following: The Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), Individuals with Disabilities Education Act (IDEA), Children's Online Privacy Protection Act (COPPA), and Health Insurance Portability and Accountability Act (HIPAA). Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use GCS provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law. **II. Student**

Acceptable Use This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to: 1. The internet, intranet, email, portal; 2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and 3. The District's network and supporting systems and data transmitted by and stored on these systems. **A. Compliance with Copyright**

Laws Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school. **B. Filtering and Monitoring**

Computer Resources The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual email accounts. The District reserves the right to review any email sent or received using District equipment and email accounts. Students must adhere to the behavior expectations while using technology and email, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources The following uses of GCS computer resources by students are prohibited from: The use of school computers for commercial purposes. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols. The bypass or attempt to bypass any of the District's security or content filtering safeguards. Allowing another person to use the computer under your District login. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems. Destroying or tampering with any computer equipment or software. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system. Violating any state or federal law or regulation, board policy or administrative rule. Students, parents and guardians agree that GCS computer equipment must be handled with care and respect. **D. Consequences** Students who violate this administrative rule may be subject to

disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement. **III. GCS Internet Safety and Other Terms of Use**

A. General Access In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Personal Safety The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Students will not agree to meet with someone they have met online without their parent/guardian's approval. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

D. Expectation of Privacy Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following: Obtain emails sent or received on District email. Monitor an individual's use on the District's systems. Confiscate and/or search District-owned software or equipment. The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

ADDRESS AND/OR PHONE NUMBER CHANGE It is necessary that the school office has on file your current address and home/work phone numbers at all times. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Even if you have an unlisted phone number, the school must have a number where parents can be located. Monarch does not release contact information.

- **ARTICLES PROHIBITED IN SCHOOL** Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the health room. Abuse of policy is dealt with according to district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, toys aren't allowed unless the teacher specifies a purpose. In order to protect school equipment and property, chewing gum is not permitted during the school day. Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's backpack while on school grounds.

SUMMARY OF REVISED ATTENDANCE PROCEDURES/ADMINISTRATIVE RULE JBD

- A principal has the authority to approve or disapprove all student absences.
- 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.
- A signed 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.

- 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.

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. Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Transfer of Plans - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

PERFECT ATTENDANCE Students with a full year of attendance are considered as having Perfect Attendance. These students will receive awards on the last day of the school year. If a student is tardy more than three times in a nine week period, he/she will not be counted as having perfect attendance for that quarter. If a student is tardy more than six times during the school year without a medical excuse, he/she will not be counted as having perfect attendance for the school year.

TARDIES School begins promptly at 7:45 a.m. and students must be in classrooms by this time. ***If a student arrives after 7:45 a.m., a parent/guardian must come to the office and sign his/her child in.*** The carline opens at 7:00 a.m. Tardies along with absences are recorded in the student's permanent record. **Excessive tardies will result in a Truancy Referral and a meeting with school personnel.**

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.

TRANSPORTATION: Safety is always our top priority. GCS has a dismissal system for all elementary-age students. All students are accounted for by scanning them out at the end of the day.

BUS TRANSPORTATION

Greenville County Schools Code of Conduct on School Buses

In order to insure 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, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document. 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 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, 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 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 II offense

Level II Offenses IE: 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 ten (10) days and parent conference
- 3rd Referral -- Suspension from bus 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 Disabled Students: Students with disabilities will be disciplined 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.

GCSD General Procedures for Transporting 4K, 5K, and 1st Grade Students

School Responsibilities Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31st prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school. 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.

Driver Responsibilities Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to school. The center staff will immediately notify the school so that school staff can be present to meet the bus. Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school. Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat. The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

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 three (3) 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 1st 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 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).

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 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 appropriate bus center of the effective dates of loss of bus transportation services. **Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.**

CAR TRANSPORTATION Our objective is to provide safe pick-up and drop-off procedures while maintaining an orderly traffic flow. Parents are asked to follow staff directions as they oversee daily traffic patterns and student safety. We urge all parents to drive slowly and carefully, using extreme caution and follow all directional signs. Car riders are dropped-off and picked-up at the back of Monarch. *For the safety of the students, traffic rules are to be obeyed during dismissal:* 1) Cars arriving enter the lane that wraps around to the back. 2) Each driver has readily available the official car tag 3) Cars form a double line. 4) Student names will appear on a Promethean Board in groups of approximately 30 students. 5) Students will be dismissed in groups and walked through the double line by an adult. 6) As soon as one group of cars is released, another group of students will be walked out to the cars. 7) Dismissal ends at 2:35. If a car arrives after that time and a staff member is not outside scanning numbers/tags, the driver will need to drive around to the front office, bring in his or her driver's license and sign his/her child out. **The MORNING Monarch Express Car Lane is in the front of the school.** This express carpool line is **ONLY** for kindergarteners and students in Ms. Oaks' and Ms. Hodnett's classes. **The car must display the official express car lane tag. This lane will be open Monday through Friday from 7:15 a.m. – 7:45 a.m. ONLY.** This timeframe will be strictly enforced as this is primarily our bus loop.

CAFETERIA MEAL PROGRAM Breakfast is free to all students. **Restaurant/fast food and soft drinks are not allowed.** Microwaves are for teacher use only. The Free and Reduced Lunch Program is available under the National School Lunch Program. For Free and Reduced Lunch forms please check the district website or inquire at the office. Parents are notified in writing of eligibility. Parents need to pay for a child's meal until the application is returned to Monarch and approved. Menus are sent out in the weekly phone/email blast from administration and with teachers' newsletters. We are using a music system as a reminder for students to help them focus on eating their food at lunch. The music is on for approximately 5 minute intervals, so the students can eat quietly. When the music is off, students may speak quietly with friends around them.

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

Please note that 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 email 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.

- Treat computer equipment with care and respect. Willful destruction of computer equipment or software is considered vandalism and may warrant involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times - See District copyright policies for more information.
- If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret - You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- Online communication must be polite and not threatening or offensive in any way. All students are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Google classroom accounts are provided to students for educational related work. Students should not store personal or non-school related work in Google. The District reserves the right to review the contents of students' Google accounts.

DISCIPLINE and RULES Students are expected to follow classroom and school discipline plans. Most discipline problems can be handled between the teacher and student. If the offense is serious or the behavior persists, parents are informed. There are times when the student's parents are required to come to school for a conference. Discipline policies included in this publication are based on information at the time of printing. District discipline policies and behavior codes are outlined in *Connected*, the Greenville County Schools' parent newsletter, which is mailed annually in early August and posted on the GCS website and the Monarch website. Parents are expected to read in full the district's Student Behavior Code. Some behaviors noted may be atypical for elementary students. In matters related to student behavior and application of disciplinary action, age and development of the child is considered.

DRESS CODE The primary objective of Greenville County Schools is to provide a world-class instructional program. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress appropriately while on Greenville County School property or representing Monarch. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. *Greenville County Schools establishes the following requirements for school dress code policies for students:*

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Thus, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories/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 can't evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes or sandals with straps must be worn at all times. Flip flops are not permitted.

- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, spaghetti strap tops, halter-tops, or see through/mesh garments worn without shirts. Students shall not expose undergarments. Pants must be worn at the natural waistline and undergarments are not to be visible. Pants must not bag, sag, or drag. All shirts/dresses must have straps at least one inch wide. Skirts and shorts must be properly fitted and in good taste and not be shorter than mid-thigh. (Skirts and shorts must fall below the fingertips when arms are hanging at the sides.)
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting/suggesting alcohol, tobacco, drugs or sex.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in 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, administration will either require the student to change or 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.

EARLY DISMISSALS Regular early dismissals for weekly piano lessons, outside tutoring, etc. are not permitted. State regulations require students to regularly attend school for a full day. In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child early, that parent must send a written note to the school office in the morning stating the reason and time for the early dismissal. All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day. Please report to the office before 1:45 p.m. to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child for early dismissal. Only individuals listed on the student information card will be allowed to pick up that child. No early dismissals are allowed during state testing, and no one is allowed on the hallways during state testing. *Per district policy, no dismissals after 1:45 p.m. are permitted.*

EXCUSES FROM RECESS/PHYSICAL EDUCATION (PE) Sometimes, after serious illness, a parent may wish to have a child excused from PE and/or recess. Please send a note to the teacher stating the reason for the request. If this request is for more than 3 days, a doctor's statement is needed.

FORGOTTEN ITEMS To protect instructional time, the only forgotten items that can be brought in are glasses, hearing aids, Chromebooks, and backpacks. Forgotten lunches will be placed in the cafeteria for students to pick up.

HEALTH AND SAFETY South Carolina law requires schools to take measures to prevent the spread of disease in the school and childcare populations by limiting the attendance of students and staff with contagious or infectious diseases at school and school activities. Teachers will be careful to monitor the severity of a child's complaint of illness in class. Complaints that cannot be resolved in the classroom result in a referral to the Health Room. Every effort should be made to keep sick children at home. Please reference DHEC's School Exclusion list, your child's pediatrician, or contact the Health Room with any questions re: your student's attendance if your student is exhibiting symptoms of illness. Students should be symptom-free for 24 hours without the use of medication before returning to school after fever of or over 100.4, vomiting, and diarrhea.

HEALTH PROBLEMS Please make your child's teacher and school nurses (452-0604) aware of any SPECIAL HEALTH PROBLEMS. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention or accommodations during the school day.

IMMUNIZATIONS SC State law requires a valid SC Certificate of Immunization or valid exemption. Children without a valid certificate or exemption will not be allowed to attend school.

MEDICATIONS

The nurse will administer prescription and over-the-counter medicine brought in by a parent or guardian if a GCS Authorization is on file. School district policy states students are not to bring ANY medications to school. Parents or Guardians are to bring in medications to the Health Room. The nurse does not have any stock medications.

- Medications must be provided in an unopened original sealed container with a student's name on it. Cough drops are considered medications and are required to be kept in the health room with a parental permission form.
- If over the counter medicine is to be given longer than TWO weeks, a Prescription Authorization form must be completed with a physician's signature.
- Prescription medications require both a doctor's and a parent's permission.
- At year-end, parents are responsible for picking up remaining medications. Medicine not picked up is destroyed.

STUDENT EMERGENCY FORM A Student Emergency Information Form must be completed for each child. This information helps the school contact parents in the event of an emergency. It is most important to make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEMS. Please inform the office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality is maintained.

LEGAL CUSTODY/GUARDIANSHIP If you have legal custody of your child and you do not want anyone else picking up your child, you must note this on the dismissal card. A copy of the proof of custody from the court must be brought to the office and filed in the student's record. Please inform your children of the persons authorized to pick them up and instruct them not to go with anyone else. Without proof of custody in the child's permanent record and notation on the dismissal card, the school has no recourse but to dismiss the child to either parent.

LOST AND FOUND To help minimize lost articles, make sure students' names are on all clothing items such as jackets, sweaters, coats, scarves, hats, gloves, and lunchboxes. Unclaimed articles are donated to community centers. Children should be reminded to check the lost-and-found containers for missing items. Any money found on school grounds should be turned in to the office.

MAKE-UP WORK PROCEDURES If your child is ill and unable to attend school, you may arrange to pick-up assignments by contacting the teacher. You may pick up these assignments in the office after 2:50 p.m. or they may be posted in Google Classroom or SeeSaw. Parents may not get assignments for ill children during instructional time. Provisions for make-up of work missed during excused absences are worked out with the teacher(s) at the earliest time possible but should not exceed five (5) school days after the student returns. Tests must be made up by the 5th school day after the absence occurs.

Make up of work missed during **unexcused** absences may be approved only with the principal's permission. **Family vacations are unexcused absences.** Make-up work is not given prior to a trip.

MOMENT OF SILENCE SC State law mandates schools provide a minute of mandatory silence each morning. At Monarch this follows our Pledge of Allegiance during the morning news show.

MONEY SENT TO SCHOOL Children are discouraged from bringing money except for specific purposes. The teacher and the school can't be held responsible when money or personal items are lost or exchanged. Please remind students not to exchange money or items with each other. Money should be sent in an envelope or zip-loc bag with the student's name and purpose for the money. **No money will be accepted after 7:45 a.m.**

NOTES REQUIRED FROM PARENT OR GUARDIAN *The school requires signed notes from parents or guardians for explanation of the following:* Absence/Tardiness/Early Dismissal/ Change in the way a child is going home/ Permission to go home with another student (*If riding the bus, students must already ride the same bus route). Disciplinary referrals should be signed and returned to school the following day. ***If your child is going home a different way, a signed and dated note should be turned into the teacher before 7:45 am. In case of an emergency, please notify the school office at 452-0600 and then a signed and dated note may be faxed to the school office at 452-0690, brought to the school office, or a picture of signed and dated note emailed to the school office by 1:00 pm.*** This is for the safety and protection of your child. Please submit any permanent transportation changes to the front office in a prompt manner.

CELL PHONES AND SMART WATCHES Students who have a cell phone or a watch that sends or receives text messages, makes or receives phone calls, sends or receives email, has camera, video or internet/Wi-Fi capability or has games, must leave it in their book bag, turned off, while at school. Your child may wear a regular watch. We do understand that some children may need to contact a parent after school hours when off campus. That is the reason that we are allowing them in the book bags during the school day. The cell phone or watch will need to remain in the book bag while on school property. Students will be asked to put the cell phone or watch in their book bag if they are found with it or using it. After a warning, the cell phone or watch will be taken away until a parent can pick it up.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES 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 Monarch, and/or the conduct expectations and/or academic standards of the particular activity.

PARTIES AND BIRTHDAY TREATS Class parties are an exciting time for children. In adherence to district policy, teachers may have two class parties (December Holiday, Valentine's Day or End of Year). Room parents may arrive 15 minutes prior to the party to set up. Healthy snacks should be brought to school, such as yogurt, fruit kabobs, or whole-grain muffins. Foods with high-sugar content will not be allowed. On other holidays or birthdays, parents and/or teachers may serve healthy snacks at lunchtime in the cafeteria. Please do not send balloons as they are not allowed in classrooms. Flowers will not be delivered to classrooms. Recipients will be called to the office at the end of the day. Please note that these items may not be carried on the bus. Birthday party invitations will only be distributed at school if each child in the class receives

an invitation. GCS guidelines state that no matter the age, only children are allowed to distribute birthday party invitations.

PETS/ANIMALS Pets or animals are not to be on school grounds. Many students have allergies to animals that can cause medical problems. Please keep your pets or animals at home.

PHOTOGRAPHING AND VIDEOTAPING Many students have the opportunity of being videotaped and/or photographed at school. Some tapings may air on television, social media, or appear in newspapers. Some video tapings/photographs are used at local, state, or national conferences or workshops. An Internet/Photo/Video release form is sent home with each child.

PROFANITY FREE ZONE Monarch and other school district locations are profanity free zones. Obscene, vulgar, and profane expressions are prohibited. Any student using profanity on school district property, attending a school-sponsored event, or representing the school/school district will face appropriate disciplinary action outlined by the Student Behavior Code of GCS.

PRIVACY Please do not ask teachers for their class rolls, addresses or phone numbers. Families wishing to release this information can do so as part of the annual Monarch PTA Directory.

RELIGIOUS BELIEFS Greenville County Schools support the right of individual students to express religious beliefs as long as expression doesn't interfere with rights of others/operation of school. For comprehensive overview of student's rights, review US Department of Education's guidelines concerning religious expression in public schools. www.ed.gov/Speeches/08-1995/religion/html.

RETURN CHECK POLICY The school is charged a fee if we receive a check that cannot be processed due to insufficient funds. A service charge is added to the original amount of the returned check. The school reserves the right to accept cash only if this becomes a frequent problem.

SAFETY In accordance with district guidelines, Monarch has a comprehensive approach to safety. Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest environment for students, faculty and visitors. Our counselors present class programs, which address conflict resolution, student leadership, and interpersonal skills. Administrators schedule fire, earthquake, tornado, and other drills on a regular basis to train students in emergency preparedness. Monarch's Safety Plan offers a detailed outline for campus safety and faculty training and provides specific steps to address emergency scenarios.

SCHOOL STORE The school store is located in the atrium or third grade hallway and is open from 7:00 a.m. - 7:35 a.m. on Fridays. The PTA operates the store.

SMOKING POLICY The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds.

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>

STUDENT WITHDRAWAL FROM SCHOOL Please notify the school office as soon as possible if withdrawing from Monarch. Textbooks, library books and any electronic/1-1 devices are to be returned to school. Borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

VISITING CAMPUS All visitors, including parents and volunteers, will be signed in at the front office computer workstation using a valid driver's license. All visitors will receive a pass that must be worn at all times on campus. The pass must be worn so as to be easily seen. This is for your child's protection and will keep interruptions to a minimum and allow visitors to be reached if necessary. Advance arrangements must be made with the teacher before visiting in a class. Parents may not visit the playground during recess as this is a time that requires teachers' undivided attention. No volunteers are allowed in the building until 8:15 a.m. All volunteers must be out of the building by 1:45 p.m.

ORGANIZATIONS FOR PARENTS AND OTHER STAKEHOLDERS

PARENT TEACHER ASSOCIATION (PTA) Monarch has established a PTA to provide financial and personal support to the total school program. All persons who are interested in the welfare of Monarch and its students are invited to join PTA and become actively involved in supporting activities. Parents, other family members and friends are urged to join. PTA advertises the meetings on their website and on social media.

SCHOOL IMPROVEMENT COUNCIL (SIC) Council is composed of parents, business partners, teachers, and school administrators. Six meetings are held yearly. Parents are welcome to volunteer to serve on SIC. The purpose of SIC is to assist in preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan; to develop an annual report to parents; to provide advice on the use of school incentive grant awards; to serve as liaison between the school, school organizations, the community and the school board; and to provide other assistance that the principal may request.

INCLEMENT WEATHER CLOSING/GCS E-LEARNING DAY

Closing of school due to extremely bad weather or other severe emergencies will be announced on the GCS website at <https://www.greenville.k12.sc.us> , on GCS social media, local radio, television stations, and optional automated text messages from the district. Monarch teachers will follow the GCS e-learning guidelines for the day(s).

EARLY SCHOOL/EMERGENCY CLOSING

PROCEDURES Closing of school due to extremely bad weather or other severe emergencies will be announced on the GCS website at <https://www.greenville.k12.sc.us> , on GCS social media, local radio, television stations, and optional automated text messages from the district. Please discuss with your child in advance procedures you will follow in getting your child home early. Just a reminder, if your child will be going home a different way the office must have a signed written or faxed note. Otherwise, the child will follow the same procedure he/she does on a daily basis. Parents with students in day care must notify the day care to pick up early or be prepared themselves to pick up their child. Please keep in mind that Monarch's Extended Day Program closes if school closes early due to inclement weather or other severe emergency.

SEVERE WEATHER DISMISSAL PROCEDURES

In event of severe weather during 2:15 dismissal, the following applies:

Car Riders All car-riders will be held inside the building during severe weather. If weather allows, staff will be outside to radio inside when parents arrive. Please have the official Monarch car tag (QR code) visible in the front window of your vehicle. ***Please be patient, as this process will take longer than normal.***

Walkers/Bike Riders Walkers will be held inside from 2:15 p.m. until 2:30 p.m. At 2:30 p.m. a decision will be made as to the safety in releasing walkers and bike riders. If the weather does not allow for safe dismissal (lightning or heavy rain) parents will be called to pick their children up.

Bus and Van Riders Buses will use the bus loop and students will be loaded accordingly.