

HANDBOOK HIGHLIGHTS

- **If your student or someone in your household has had a known exposure to COVID-19, please contact the principal, Mrs. Overman at 452-0600 or voverman@greenville.k12.sc.us**
- ***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/guardian. Emails or phone calls cannot be accepted.
- Per Greenville County School District (GCSD) policy, early dismissals must be **before 1:45 p.m.**
- After afternoon dismissal, no students are allowed back into classrooms to retrieve anything they have forgotten after they have left the building.
- Per GCSD policy, school personnel are not allowed to touch birthday party invitations. A student can distribute invitations if all students in the class are invited. At this time, no invitations can be passed out in class. At this time no treats can be brought in to celebrate birthdays.
- 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 aren't in the building when the bell rings at 7:45 am.
- Students that have not been picked up by 2:35 pm are moved to the front lobby and must be signed out by a parent/guardian.
- It is vitally important to report head lice to Nurse Amy or Nurse Leigh at 452-0604.
- Please notify daycares of early dismissals and absences.