



2022-2023

Paris Elementary Student Handbook



GREENVILLE COUNTY SCHOOLS

TABLE OF CONTENTS

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

School-Specific Content

Awards and Recognitions	16
Bicycle Riders	16
Birthday Celebration	16
Bus Conduct	16
Checks	16
Conferences	16
Dismissals	17
Dismissals – Change in Way Home	17
Dismissals – Early	17
Doctor and Dentist Appointments	17
Email for Students	17
Emergency Drills	17

Emergency Information	17
Field Trips	18
Gifted and Talented Students	18
Health Room	19
Homework	19
Immunizations	19
Lice Policy	19
Lunch Money Accounts	20
Make-up Work	20
Parent Backpack	20
Parties & Celebrations	20
Personal Electronic Devices	20
Personalized Learning	20
Playground Rules	21
Principal's Page	21
Profanity-Free Zone	21
PTA	21
Request to Distribute Materials	21
Request to Distribute Invitations	21
Report Cards	21
Schedule	21
School Counselor	22
School Helpers	22
School Improvement Committee	22
Smoke-Free Zone	22
Student Records	22
Student Responsibilities	22-23
Student Services – Screening	23
Student Speakers	23
Tardy Policy	23
Telephone	23
Textbook Care	24
Valuables	24
Visitors and Volunteers	24
Withdrawals	25
Equal Opportunity	25

Attendance

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

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

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

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

Lawful Absences

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

Unlawful Absences

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

Absences

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

Carnegie Credit

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

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

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

Truancy

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

Student Behavior Code

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

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

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

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

Levels of offenses

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

Disorderly conduct - Level I

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

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

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

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

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

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

Disruptive conduct - Level II

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

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

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

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

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

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

Criminal conduct - Level III

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

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

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

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

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

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

- extortion
- any other acts as determined by the Board

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

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

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

Dress Code

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

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

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Transportation

Discipline

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

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

Level I Offenses - Disorderly Conduct

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

Level I Consequences

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

Level II Offenses

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

Level II Consequences

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

Level III Offenses

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

Level III Consequences

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

Discipline of Students with Disabilities

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

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

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

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

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

Parent Responsibilities:

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

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

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

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

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

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

Anti-Bullying and Safe Schools

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

Reporting Bullying, Harassment & Discrimination

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

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

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

Investigation

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

Appeals

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

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

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or

designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

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

Reporting

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

Investigation

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

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

Homework

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

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

Practice: reinforces newly acquired skills taught in class

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

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

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

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

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

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

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

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

Uniform Grading Scale

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

The SC Grading Scale is as follows:

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

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

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

PreKindergarten

• Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress - Blank-Not taught or assessed
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Kindergarten and First Grade

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

Academic Skills Indicators:

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

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

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

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

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

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

Grading Floors

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

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

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

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

Directory Information

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

Student Speakers at School-Sponsored Activities

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

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

School Insurance

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

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

Parent's Right to Know

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

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

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

Student Use of Technology

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

Board Policies and Administrative Rules

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

Awards and Recognitions

The faculty and staff of Paris Elementary School feel it is important to recognize and reward student achievement. In addition to end-of-year award assemblies, other recognitions may be made by individual teachers.

- Perfect Attendance for the school year.
- Citizenship from each class at the end of the year.
- Academic Excellence - Using Greenville County Grading Scale: 90 - 100= A, 80 - 89= B, 70 -79= C, 60 - 69 = D, and 59 & Below= U.
- Presidential Academic Fitness Awards - Grade 5, B+ averages in Grades 4 & 5 and Total Test Battery (Standardized) 80th percentile on last test.
- Perfect attendance for the year. Students must have attended each day (180 minutes minimum) and not accumulated more than seven unexcused tardies.
- All A's for Grades 2-5 on the grading scale used at the time the grade was given. Awarded at the end of Grade 5.
- Perfect attendance for all of elementary school - kindergarten - grade 5. Awarded at the end of Grade 5.
- Other recognitions, such as: Media Masters, Prime Time Paris News, Patrols, Office Helpers, etc. if student helpers can be used this school year.

Bicycle Riders

All bicycle riders must wear safety helmets to and from school.

Bus Conduct

The driver of the school bus is in full charge of students as well as the bus. Children must obey him/her just as they do any staff member. Lives are in danger when there is misbehavior. Please review the *Connected* with your child. Book bags must fit under seats and may not be in the bus aisles. Bus questions should be directed to the Bus Supervisor at The Taylors Bus Center, 355-7330. Students in kindergarten and first grade must have a parent or a parent designee (aged 4th grade or higher) to meet them with the school-issued number card for departure from the bus. These students without someone to meet them with the school-issued number card will be returned to the school. Repeated instances will result in the loss of bus privileges. This year, all students will be required to wear a mask while riding a school bus.

Celebrations for Students

Birthday and any other celebrations should be approved by the teacher and/or principal and are limited to a treat provided during the regular lunch period for the class. The treats at school are limited to smaller-sized portions instead of regular, large, or jumbo sizes. Birthday or other celebrations sent to school such as balloons, flowers, or other such recognitions will be held in the office and given to the student at dismissal time. Students will not be called during the school day to receive items sent to school.

Checks

Checks for field trips, lost/damaged textbooks, book club orders, etc. should be made out to Paris Elementary School and given to the homeroom teacher. Checks for lost/damaged library books should be made out to the school and turned in to the media specialist. Money paid for a lost book will be refunded if the book is found. Since change for checks cannot be given, please do not include lunch money with any other payment paid by check. Checks for PTA sales should be made out to Paris PTA. The school does not issue receipts for PTA sales. Bank charges for returned checks (Insufficient Funds) must be paid by the parent.

Conferences

Report cards are issued every nine weeks. Conferences are held at the end of the first nine weeks for every child. Conferences during the school year are held at the request of the teacher or parent as needed. These conferences are very important and all parents are urged to attend. Parents may request a conference by sending a note with the child, e-mailing the teacher or by calling the school office.

Dismissals

Car riders remain in their classroom until the student's name and car number are posted on the television system. For the safety of children, students are not to walk through the traffic lane to meet a ride in the parking area. Teachers and patrols are off-duty at 2:45 PM; therefore all students must be picked-up by that time. Any student remaining after 2:40 PM will be brought inside the building and supervised by the teacher on duty. Parents will have to come in to sign out and pick-up students after 2:40 PM. Bus riders go directly to the buses. Bus riders cannot return to the classroom without permission from a staff member and may not get off the bus once they have boarded.

Dismissals – Different Way Home

A child who will be dismissed in a way different from normal must notify the school of the change and the dates of the change, preferably by sending a signed note from a parent. E-mails or phone calls will be accepted if the origin can be confirmed by the school. Sometimes children get the dates and/or parent's instructions confused and truly think he/she is to ride home in cars when parents do not plan this. If the school has not been notified by the parent, the child will be instructed to go home the usual way.

Dismissals - Early

Students who need to leave school prior to 1:45 PM need to bring a note from a parent to the teacher. The parent must come into the office to sign the student out before he/she can be dismissed from any class. Dismissals early from school may be on occasion and are not permitted on a regular basis. **Dismissals are not allowed between 1:45 PM - 2:15 PM.** Students must always be dismissed from the office. Teachers cannot release students for early dismissals from the classroom.

Doctor and Dentist Appointments

Please make every effort to schedule doctor and dentist appointments after school hours. Each time your child sees a doctor or dentist during school hours, please get a note for the tardy or absence.

Email for Students

Greenville County Schools has made technology a priority for several years, and we are now able to provide content filtered e-mail accounts to all students in grades K - 12. Students will learn e-mail etiquette and what is appropriate and in appropriate. Teachers are building these skills into all content areas of the curriculum since we know that effective communication includes knowing how and when to say something verbally and non-verbally. There are many safeguards in place to be sure your child is safe and the school will continue to emphasize online safety through the year. If you would like your child to not have an active e-mail account, please contact the principal in writing with your request.

Emergency Drills

Emergency drills will be held yearly - a minimum of one fire drill each month, four partial or full lock down drills, and two bus evacuation drills per school year. Please urge children to take these seriously.

Emergency Information

It is important that you keep the school informed with the most up-to-date information about:

1. Changes in your name, phone number, address, place of employment, and family doctor.
2. Names of persons to contact in case a parent cannot be reached.
3. Your being out of town.

If emergency care is needed, EMS will be called. Please fill out the Student Emergency Forms carefully and keep information current.

Field Trips

Field trips are planned by the teacher for specific instructional purposes and are correlated with the curriculum. They are considered an extension of the classroom. Written permission for a parent or a legal guardian is required before a child is permitted to go on a field trip. Transportation is by bus. Funds paid by the parent for a field trip are only refundable if tickets were not pre-purchased for the trip. Field trips may be prohibited due to conditions resulting from the pandemic.

- Chaperones are welcome to help on field trips according to the following guidelines.
- Parents must be approved as Level II Volunteers in order to attend a field trip.
- The number of chaperones allowed on field trips is limited. The teacher will fairly determine how many chaperones are needed and who may go.
- Chaperones assist the teacher with students; therefore, other siblings or children are not allowed to attend in most cases.
- Chaperones and students are to participate and remain with their classes throughout the field trip. This includes transportation to the field trip and accommodations, if any, during the field trip.
- Students may be signed out at the end of the field trip to return home with their parents. Parents are not allowed to sign out or transport children other than their own.
- Chaperones should participate in the field trip according to the schedule designed by the teacher.
- Chaperones should dress appropriately and modestly as representatives of the school and adult authority figures to the students.

Gifted and Talented Students

The School District of Greenville Count provides programs for the Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic and/or artistic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the programs will continue to be served. If a student withdraws from the program, he/she must meet current criteria to re-qualify.

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

In Dimension A - Reasoning Abilities

Students must demonstrate high aptitude (90th national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.

In Dimension B - Academic Achievement

Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured nationally normed or South Carolina statewide assessment instruments.

In 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. An elementary student must earn four points on a five-point scale that contains specific performance criteria. Beginning with grade 5, students must have a 3.5 GPA on a 4.0 scale to meet these criteria.

Results of private testing will not be accepted for placing students in the Challenge program.

Health Room

Any child who is not feeling well or has been hurt will be sent to the health room by his/her teacher. The nurse will log his/her time in, take his/her temperature or perform any minor first-aid necessary depending upon his/her symptoms. The school nurse may recommend to the principal the exclusion of any student whose presence may threaten the well-being of himself/herself or others and is the final word on whether a child must go home. A Student Emergency Form is kept on file in the health room for every child. This information is vital in case of an emergency. Please fill out all the information requested and keep phone numbers updated.

Medications must be administered according to South Carolina Policies. The health room does provide medications, and the nurse cannot administer any medications not provided by the child's parent with accompanying permission forms. All forms mentioned below are available on the district website and in the health room. Medications must be transported to and from the school by a parent or parent designee.

Children are not allowed to transport medication to and from school.

- Parent are required to bring prescription medication to school and provide form MED-1 before any prescriptions medication may be left at the school. A 10-day grace period is no longer allowed before written physician authorization is required for all prescription medications.
- If a child must self-administer medication at school, form MED-2 is required before medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using for MED-3.

Homework

Homework is to be a supplement to instruction to strengthen skills. It may be enrichment activities, special reports, or simple research. It may be specific practice or drill such as learning the multiplication tables, etc. Parents need to provide a quiet place and time for homework Monday - Thursday. School District Policy - Time Suggested: Grades 1-2, no more than 30 minutes; Grade 3, no more than 45 minutes; Grades 4-5, up to 60 minutes. If your child regularly spends more than the suggested time on homework, please contact your child's teacher.

Immunizations

State Law requires that every student who is admitted to public school must have evidence of successful vaccinations. The certificate of immunization must have the South Carolina State Board of Health seal on the official form.

Lice Policy

Pediculosis, or head lice, are parasitic insects found on the heads of people, particularly children. They do not carry disease and are not a health problem; however, our policy is for the comfort and well-being of all students who attend school. Itching is the most common sign for head lice, but most people do not develop itching until the lice have been present for several weeks. Students who exhibit this behavior will be checked discreetly by the nurse or teacher for the presence of lice. When lice are discovered at school, a child's parent will be contacted to pick them up from school, and the student will be sent home for treatment. Students with lice are not allowed to ride the bus. A form must be completed by the parent and, along with proof of treatment, returned to the nurse. The child must be rechecked by the school nurse in order to return to class. Any missed school days will be excused medically when the parent contacts the office and provides written proof that the child was out and was being treated. Students found with lice will be checked at school every 5– 7 days until there is no presence of lice or nits. Questions may be directed to the school nurse.

Lunch Money Accounts

Meal money may be deposited into a student's account at any time. Parents are asked to put lunch money into an envelope that is labeled with the child's name, teacher's name, and lunch number or use eFunds online payment system. Checks should include the lunch number on the memo section of the check. Students who have a negative balance of \$10.00 or more on their lunchroom account will receive an alternative meal. Paris will participate in the district's Culinary Creations program this year. This includes healthier menu items and more choices. **Carbonated drinks and food from outside vendors are not allowed.**

Make-up Work

When a child is absent, makeup work may be requested from the teacher. Please call the school office (355-4260) by noon in order to have assignments ready for pick up by 2:45 pm. Classes may not be interrupted during the school day in order to get assignments for students who are ill. Some assignments cannot be given in advance. Work missed by an excused absence may be done within five school days and turned in for credit.

Parent Backpack (or Backpack for Parents)

The district offers parental access to their children's information through the Backpack for Parents. A link to the Backpack for Parents can be found on our school website and on the district website. The unique, secure password may be obtained from Mrs. Crystal Frank or Mrs. Sherry Wilson, Attendance Clerks, in the school office.

Parties & Celebrations

Two parties are allowed during the school year. Listed below are the holidays and the method of celebration for each:

*Halloween - Treat bags

* Valentines Day – Treat bags

*End-of-Year - Party with refreshments

* Spring Break – Treat bags

*Christmas - Party with refreshments

Peanut and other allergies seem to be increasing. Please be aware when sending treats. Please do not give the children chewing gum on any occasion. It is against school rules for them to chew it, and most children are not willing to wait until they get home. At school, it gets on furniture, carpet, and sidewalks. Children should not exchange gifts at school.

End of the year celebrations such as limo rides will not be allowed to meet at the school. Parents who wish to arrange a celebration such as limo rides can meet at a designated place off campus to begin the ride.

Personal Electronic Devices

Students are allowed to bring cellphones to school in their backpacks. Cellphones are to be silenced and are not to be used during the school day. Students are not prohibited from having smartwatches, provided they are silenced and not used during the day. If any device becomes a distraction to the student or the class or is used during the day, the student may be prohibited from bringing the device to school. Parents are encouraged to not send expensive electronic devices with their children. The school cannot be responsible for the safety of these items. Parents will be notified by the school nurse if their children become sick at school and need to be picked up. Teachers will notify parents if their children have needs during the day.

Personalized Learning

Each child is issued a Chromebook for academic use and is responsible for the device according to district procedures.

Playground Rules

Use of the playground will be altered for safety during the pandemic. Students will social distance at recess. Classes will be assigned an area on the playground. The slides and other playground equipment will not be used.

Students are to remain on the mulch area, ball field, or blacktop play area during outdoor recess. When the conditions are wet, areas may be off-limits. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Students are expected to take proper care of playground equipment and to use it according to guidelines. No objects, except balls, should be thrown on the playground, unless provided by the teacher or PE teacher.

Principal's Page

Weekly newsletter from the principal updating parents about upcoming activities and announcements that is distributed on Fridays via email and posted on the school website.

Profanity-Free Zone

Schools and school campuses are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action outlined in the Code of Conduct. Visitors are asked to refrain from using profanity while on school property.

PTA - Parent/Teacher Association

A group of concerned parents and teachers committed to enriching the school experience for all students. All families are invited to join the PTA. Funds raised through memberships and fundraisers are used to benefit all students at the school.

Request to Distribute Materials

Paris Elementary does not distribute materials for outside organizations.

Request to Distribute Invitations

Invitations to birthday parties/valentines to be distributed at school do not need approval by the principal. Distribution is solely the student's responsibility. The teacher is not able to coordinate, organize, or supervise distribution of invitations.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Please, carefully review your child's progress and contact the school if you have questions regarding grades. Parent/teacher conferences are scheduled following the completion of the first and third nine week grading periods (usually in October and March). The parent's attendance at the conferences is very important. A parent may request a conference with his/her child's teacher at any time during the school year. Please call the school, send a note, or e-mail the teacher for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request. The Greenville County Schools' Grading System is: 90 - 100= A, 80 - 89= B, 70 - 79= C, 60 - 69 = D, and 59 & Below = U.

Schedule

- 7:15 Building Opens for Students
- 7:30 Students Dismissed to Classrooms
- 7:35 Breakfast Service Ends

7:45 School Begins
2:15 School Dismisses
2:45 Dismissal Procedures End – All Students Picked Up

School Counselor

The school counselor is available to assist in children's academic, emotional, and mental well being. The school counselor does not provide therapy, but is available for support of students. The school counselor provides whole class lessons, small group sessions, and is available to individual students.

School Helpers

Safety Patrols, Media Masters, Office Helpers, and the school television crew are selected by an application process. Student helpers need to be role models, responsible, have a positive attitude, and be able to work with others.

School Improvement Committee (SIC)

A group of elected or appointed parents, staff members, and community representatives who meet monthly to give input and make suggestions about the direction of the school and help in the decisions to allocate funds..

Smoke-Free Zone

Schools and their property are smoke-free and tobacco-free zones. Using any and all smoke or smokeless tobacco products while on school property is strictly prohibited. Property includes, but is not limited to: the building, parking lots, car lines, and athletic fields. Violators will be asked to cease actions. Failure to cooperate will result in person being asked to leave school property and face restrictions from school grounds.

Student Records

The school maintains records on all students. Parents and legal guardians, as well as appropriate school personnel, have access to them. Parents wishing to view their student's record should set up an appointment with an administrator. These records are forwarded directly to other Greenville County Schools when a student transfers. Copies of records are sent to schools outside of the district. If a parent does not want your child's name or picture in school publications or in news articles, he/she will need to sign a form stating his/her desire. Questions regarding student records should be discussed with the principal.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected. ALL STUDENTS HAVE THE RESPONSIBILITY TO:

- Attend school to receive an education. - Schools cannot educate students who do not attend school.
- Attend school daily unless ill or legally excused. - South Carolina law requires a student to attend school until his seventeenth birthday.
- Be on time for all classes. - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
- Come to class with necessary materials. - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet deadlines. - The full responsibility for students learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- Obey school rules and school personnel. - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff. - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when

asked by school authorities.

- Respect the person and property of others - Treat people and their property with respect.
- Respect public property - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information, and report cards, and by delivering home any school correspondence.

Student Services - Screening

As part of student services, students may be screened for vision/hearing problems during the school year. If you have any questions or objections, call the principal or notify him in writing.

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.

Click [here](#) for a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools.

Tardy Policy

It is imperative that students learn the importance of being on time to school every morning. This is one characteristic of being a good citizen. When students are tardy to school, they start their day feeling rushed, and they interrupt those students who arrive on time. Students must be in the building by the 8 o'clock bell to be counted on time. Students who arrive to school after the 8 o'clock bell will need to be signed in at the front office by the adult who brought them to school. Students that walk to school and are late will have to make a phone call to a parent to let them know that they are at school before being allowed to go to their classroom. Students who stay in the cafeteria for breakfast past the 8 o'clock bell may be counted as tardy.

A student is considered tardy if they are not in the building when the 8 o'clock bell rings. The school is open at 7:15 AM each day to allow plenty of time for parents to bring their children to school. Students are encouraged to arrive at school by 7:50 to in order to have time to travel to their room and to prepare for the day.

Any notes to excuse a tardy must come from a physician/dentist's office the day the tardy occurs and will be evaluated by the Attendance Services Team to determine if the tardy will be excused or unexcused. A doctor's note excusing non-consecutive, multiple tardy days will not be accepted. The only excused tardy days are those in which the student physically was seen in the office by the medical professional. All questions should be directed to an administrator.

Seven (7) accumulated, unexcused tardy days for the year will eliminate a student from being recognized for Perfect Attendance at the end of the school year. Paris Elementary tries to enforce this policy in a positive manner.

Telephone

Students are permitted to call parents in case of emergencies. Messages will be taken for teachers to call parents. Call the school office at 355-4260 or leave a message on the teacher's direct line, and the teacher will return your call within 24 hours. Phone numbers for teachers can be found on the school website.

Textbook Care

The state provides free use of textbooks. Under the system's guidelines, pupils must handle and use textbooks with care. Students are responsible for their textbooks and will be required to pay for any books which are lost and/or damaged. Textbooks are very expensive. Books which are carried to/from home in book bags usually remain in better condition. Students will be assigned three consumable textbooks (Math, Science, and Social Studies). These textbooks allow the students to write in the book. Students will be required to pay for these consumable textbooks if they are lost and/or damaged. **Students who do not pay for lost or damaged books may lose privileges and/or be restricted from activities such as Field Day.**

Valuables

Students should not bring extra money, electronic devices, or other valuables to school. The school cannot accept responsibility for lost or stolen items, and teachers can not take instruction time to search for them. If there is information that you or the teacher needs, please send a note by your child.

Visitors and Volunteers

Visitors and volunteers will be allowed to visit the school according to protocols and policies of Greenville County Schools.

All visitors, according to School District Policy, must report to the office to sign in and get a visitor's pass upon entering the building. For our students' safety and for the safety of our visitors in case of emergencies, all visitors must sign in at the office. Be sure to bring your picture ID. Visitors are admitted to the school for a scheduled school event and are escorted when in the building.

Instructional time must be honored and protected. Classes may not be interrupted for conferences, to ask the teacher to get assignments for student who are ill, or to gather other information. Teachers are extremely busy each morning before school begins and throughout the day. If there is information that you or the teacher needs, please send a note by your child. For all students' benefit, teachers need to focus on teaching and supervising throughout the day. Visitors may not roam the school or go to unauthorized places and should check out in the office when leaving.

Volunteers provide a great service to the students at Paris and are invaluable to the school. All volunteers should to log in the office to get a volunteer's badge to wear. Be sure to bring your picture ID. Records of hours worked are recorded on the computer in the office. Mid-year and annual reports to the state office include the number of hours worked and type of work done. Paris Elementary PTA deserves to receive credit for the hours you contribute. Volunteer hours donated while away from the school should be logged in our school website or submitted to the front office. Care should be taken by volunteers to not disrupt instruction or distract students from learning. All visitors and volunteers are asked to dress appropriately and modestly out of respect for the school as an institution of learning and to not cause a distraction to student learning.

Visitors and volunteers should wear their badges at all times when in the school. **These should be on the upper left top (where your right hand is when saying the Pledge of Allegiance) so that school staff**

can identify visitors and volunteers quickly.

Withdrawals

The classroom teacher and principal need advanced notice when a student withdraws from school. It takes time to complete a transfer form and the teacher cannot use instruction time for this. Permanent records will be sent to the new school and cannot be given to parents or children. Paris Elementary School and Greenville County Schools are fully accredited by both the South Carolina Department of Education and the Southern Association of Colleges and Schools.

Equal Opportunity in Education

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