

**Pelham Road Elementary School
Parent Handbook
2019 - 2020**

“A Community of Learners”



100 All Star Way
Greenville, SC 29615
864-355-7600 phone
864-355-7658 fax

<https://www.greenville.k12.sc.us/pelham/>

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**WELCOME TO
PELHAM ROAD ELEMENTARY SCHOOL
2019 - 2020**

From the moment you come in the door and walk down the halls, you know that you are in a SPECIAL place called Pelham Road Elementary School. It is a unique blend of innovative use of technology and very strong community support. Enrichment activities in language arts, math, social studies, science, music, art and physical education provide unlimited opportunities for all the children and communities it represents. Our faculty/staff are outstanding and are on hand to help your child to do his/her best in every possible way. We pride ourselves that our main emphasis, in addition to raising the bar academically, is to nurture your children in a safe and caring environment.

Pelham Road is one of *Palmetto's Finest*, a *National Blue Ribbon School of Excellence* and an *Exemplary Writing Award School*. Our school has also been awarded the prestigious *National PTA School of Excellence Parent Involvement Award* and *The Red Carpet Award*.

ACCREDITATION

Pelham Road Elementary School and all schools in Greenville County are fully accredited by both the South Carolina Department of Education and the Southern Association of Colleges and Schools. Our district has just been "Nationally Accredited through SACS/CASI."

DISCRIMINATION

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, and the general public, applicants for employment, educational programs, activities or access to its facilities.

OUR MISSION

Pelham Road's mission, in partnership with the home and community, is to Prepare; Respect; Enrich; Succeed.

VISION

We envision a school where:

- o There is mutual respect, honesty, responsibility and cooperation among the school community.
- o Home, community and school work together to benefit all students.
- o The environment is a safe, secure and inviting place, which promotes student learning.
- o Curriculum and instruction meet the needs of all students.
- o Students are equipped with skills, which enable them to apply their learning in a meaningful context.
- o All students are equipped to use technology and research skills to gain knowledge for lifelong learning.

BELIEFS

Our Staff believes:

- o All children can learn.
- o Education is a joint responsibility of home, school, and community.
- o School should be a safe and inviting place.
- o Each member of the school community brings a unique variety of gifts, interests, experiences, and beliefs to the classroom.
- o School should be a place where respect, responsibility, honesty and cooperation exist.
- o Curriculum and instruction should meet the needs of all students.
- o The physical, social, and emotional development of the child is relevant to learning.
- o Students should learn skills that enable them to handle everyday life situations.

HOMEWORK POLICY

Purpose

A well balanced learning experience for the student includes work in the classroom, academic study outside the classroom, participation in extracurricular activities (arts and athletics), and opportunities to learn and demonstrate strong leadership and good character. Work outside the classroom, known as homework, should be assigned only when it is beneficial and important to the student's overall program. Homework should be educationally relevant and reasonable; should serve the needs of the learner in meaningful ways; and should promote student engagement in learning through personalization of tasks to fit the students' learning needs, allowing student choice as appropriate. Although there is a place for rote practice and memorization, homework should also involve higher levels of thinking and creativity.

Policy

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.
- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.
- Daily homework assignments for middle school students shall not exceed 90 minutes.
- 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. However, the Board expects that the amount of time a student spends on course work outside of school shall not prohibit the student from full and successful participation in a positive high school experience.
- Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- If homework is graded, the homework average shall not count in the student's overall quarterly grade at the elementary level, and 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.

GRADING SCALE

In 2016, the Greenville County School Board approved revising the district's grading scale for grades 2 through 12 to a 10-point system so all GCS students operate under a consistent grading scale.

Below are the grading scale ranges:

A=100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-50

STAFF

Kristy L. Qualls, Principal
April Roberts, Assistant Principal
Geraldine Miller, Secretary
JoAnne Sides, Attendance Clerk
Anna English, Front Office Clerk

KINDERGARTEN

Kimberly Nguyen
Sheila Hartwell, Aide

Jennifer Riservato
Deepa Som, Aide

Katherine Sinclair
Rachel Revels, Aide

Merry Beth Smallridge
Jean Goldman, Aide

Caroline Duncan
Margaret McCanless, Aide

Saskia Lovine
Christian Vila, Aide

FIRST GRADE

Amy Adams
Amy Brown
Jere Coker
Cynthia Fox
Stephanie Gallagher
Samantha Stacy
Mary Lanier Stepp
Caroline Templeton

SECOND GRADE

Mary Garrett
Melissa Holtzclaw
Gabrielle Lollis
Holly Venable
Abigail Westlund
Carey Yarem

THIRD GRADE

Nancy Banning
Margaret Brown
Courtney Capelli
April Jeffress
Nancy Revell
Jennifer Stokes

FOURTH GRADE

Anna Ashmore
Grace Coan
Luberta Gilmore
Beth Harden
Morgan Mason

FIFTH GRADE

Lisa Bolin
Kendall Carpenter
Jessica Earley
Jamie Lovello
Lezlie Peck

SPECIAL EDUCATION

Tianna Robbins
Dianne Muxlow, Aide

Raffat Sultan
Kim Davis, Aide
Lisa Head, Aide

Carrie Garrison
Keniosha Keaton, Aide
Amy Thorsheim, Aide

ART

Judy Goodrick
Alana Vest – Part-time

MUSIC

Erin Brearley
Sara Meekins – Part-time

MEDIA & TECHNOLOGY

SPECIALIST

Malinda Edmonston
Patty Runion, Clerk
Tina Cloer, Computer Lab Manager
Stephanie Hedge, Computer Lab
Kara Taylor, Computer Lab
Suzanne Jones, Computer Lab

PE

Mark Hobbs
Joe Whitham – Part-Time

COUNSELOR

Jane Brice
Lisa Smith

NURSE

Jennifer Evancho

READING INTERVENTION

Kay Phillips
Robin Jordan

INSTRUCTIONAL COACH

Tracy Winetroub

SPEECH

Barbara Bathon
Gerry Coleman

CHALLENGE

Laura Reeder

RESOURCE

Kara Farmer
Kristen Orr

ESOL SPECIALIST

Amy Harper

OCCUPATIONAL THERAPIST

Bennett Sizemore

CUSTODIAL STAFF

Kellen Coker, Plant Engineer
Brad Tollison
Brendan Chapman, Groundskeeper
William Medina
Kathleen Sosa

CAFETERIA STAFF

Jeffrey Beveridge, Manager
Tony Blake
Shannon Dacus
Tamikia Grilliot
Maro Yacu

SCHOOL SONG

The song is sung to the tune of the Notre Dame Fight Song.

Our name is Pelham
We like the sound.
We're proud to say it
All over town.
P-E-L-H-A-M
Give us a chance to come right in.
We are the All Stars –
Red, White, and Blue –
We're gonna make it, we promise you.
Raise our banner, shout our name
You're gonna be glad you came!
Rah – Rah – Rah
Repeat – End with YEA!

SCHOOL COLORS

Red, White, and Blue

SCHOOL SYMBOL

Star

PELHAM ROAD ELEMENTARY SCHOOL PARENT TEACHER ASSOCIATION (PTA)

The objectives of the PTA are:

1. To promote the welfare of children and youth in home, school, church, and community.
2. To secure adequate laws for the care and protection of children and youth.
3. To bring into close relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.

The Executive Committee of the Pelham Road Elementary School PTA for 2019-2020 is as follows:

President:	Holly Haga
Vice President:	Ann Rowley and Catherine Conger
Secretary:	Ashley Niles
Treasurer:	Laura Goodwin

General PTA meetings are held in September, November, December, March, April and May on the second Monday in the Pelham Road Elementary School cafeteria. Membership dues are \$5.25 payable annually in September. The elected officers, President, Vice President, Secretary, and Treasurer, are nominated in March, elected in May, and take office in July. Parents are encouraged to join the PTA, to attend the meetings and PTA sponsored programs, and to become actively involved.

Pelham Road Elementary School PTA Standing Committee Chairs for 2019-2020 are as follows:

VP of Communication – Kelley Haff

All Star Social Media – OPEN

All Star EBlast – Kelley Haff

All Star Website – Rita Bilbro

VP of Fundraising – Diana Crow

Boosterthon – Meg Fogleman

Spring Fling – Diana Crow

Book Fair – Angelique Backus & Nicole Burns

Box Tops – Kristen Campbell

Original Works – Amy Blanchard

School Store – Ella Barbery

Holiday Shop - Jenni Mauran

Sponsorships – OPEN

Spirit Nights – Amanda Marcengill

Spirit Wear – Stephe Ebert

VP of Hospitality – Kara Taylor & Diana Crow

VP of Membership – Becky Moss

VP of Special Events – Meredith Billig

Housewise/Streetwise – Elaine Hamilton

Reflections – Keri Lindamood & OPEN

Art Night – OPEN

Donuts for Dudes – Heidi Grzybowski, April Wesley, & Amy Blanchard

VP of Volunteers – Jaime Holt

Welcoming Chair – Ann Godfrey

Copier Room – Melanie Dyar

Backpack Program – Ginny Burton

Red Ribbon Week – Susan Tomforde

School Improvement – Jason Gillespie

Faculty Representative – Laura Reeder

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council is composed of parents elected by the parents, teachers elected by teachers, and other representatives from the community. The purposes of the School Improvement Council are:

1. To gain knowledge concerning the purposes and goals of the school.
2. To disseminate information to other parents and citizens within the community and to clarify information concerning the school program.
3. To offer to the school principal suggestions concerning program improvements with respect to student needs and program operations within the individual school, area, or district.
4. To make suggestions for the preparation of the Annual School Report as required by the School Finance Act of 1977.

Officers of the School Improvement Council will be Chair and Secretary. The school principal will serve as a member. At least four meetings of the School Improvement Council will be held each year.

Members of the 2019-2020 School Improvement Council

Jane Brice, Diana Crow, Elizabeth Garrett, Jason Gillespie (Chairman), Katie Kluttz, Kristy Qualls, John Redmond, April Roberts, LeGette Shirley, Kara Taylor, Leni Whildin, Tracy Winetroub

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

- 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 the bus for remainder of the school year and parent conference.

Discipline of Disable 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.

**GREENVILLE COUNTY SCHOOLS
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.

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

Student Name

Unique number

[] Student designee name (4th grade or above)

Route number

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 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 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.

MORNING DROP-OFF PROCEDURES

In an effort to maintain a safe environment for our students please adhere to the following procedures and practices:

- Use the carline to drop your student(s) off at school. This is the safest way for your student to enter the building.
- Do not drop your students off in the school's parking lot.
- Do not park or let students out of your car at the church, flag pole, or area near the woods.
- The car line is a single line from 7:15 – 7:30 AM.
- Pull all the way forward when dropping your student off in the unloading zone. At 7:30, there are safety patrols on duty to direct you to the end of the sidewalk (close to the electronic sign). Please pull all the way down in order to maximize the number of cars in the unloading zone at a time.
- All students should exit the car on the right side.
- Do not switch lanes. Follow the cars in front of you and move to the left when it is safe to do so.
- Have your student prepared to exit the car when your group is pulling forward so we can keep the line moving.
- Do not pull out of your group after your student has unloaded – stay in line.
- Merge to the left side in the order of your group.
- Other options to consider: carpooling and arriving during less congested times of 7:15 – 7:30 AM.

Students are expected to walk themselves to class each school day. The only exception is the first day of school. Parents are allowed to walk their child/children to class on the first day of school only. Thereafter, beginning on the 2nd day of school, parents are not allowed to walk students to the classroom.

Safety Patrol Drop-Off

- Safety patrols can arrive at school between 7:15 – 7:25 AM.
- Use the carline to drop off students in the morning.
- Do not drop your safety patrol off in the school's parking lot, church parking lot, or at the flagpole.

DISCIPLINE

Pelham Road Elementary School is an orderly and disciplined school. We expect all students to act with respect toward each other and the staff. The discipline code for The School District of Greenville County is sent to you at the beginning of the school year in the publication, Parent Express.

Problems can arise if students bring articles to school which are hazards to the safety of others or interfere in some way with school procedure. Such items include but are not limited to guns, knives, toys, CD players, iPods, radios, matches, hard balls, etc. and are not permitted at school.

Cell Phones & Electronic Devices:

Cell phones and other electronic devices used inappropriately by students such as texting during class will no longer be automatically confiscated by school administrators. The revised policy states that students will be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy. For example, if a student refuses to put away a cell phone when asked then that student would be disciplined for failing to follow the teacher's directive.

The former process required confiscation and subsequent return of devices with an increasing length of time for retention for repeat offenses. The policy revision was based on recommendations from a committee of principals and administrators. The group also concluded that cell phones and other electronic devices can be important educational tools for classroom instruction if the devices are used appropriately.

Other issues for Discipline:

Skateboards, skate shoes (HEELIES), roller blades are not allowed on school grounds because of the possibility of injury.

POSSESSION OF ANY KIND OF WEAPON, INCLUDING TOY GUNS OR KNIVES IS GROUNDS FOR SUSPENSION OR EXPULSION.

SCHOOL AREA RULES

Lunchroom Rules:

1. Use good manners at all times. This includes using soft “inside” voices.
2. Students will be quiet while waiting or walking in line.
3. When leaving, make sure the area where you have eaten is left clean and litter-free.
4. Put all trash in the proper containers.
5. Teachers will sit with their classes during the first two weeks of school, and as needed throughout the year.
6. Monitors are encouraged to assist teachers during the first quarter, but not to assume the sole responsibility.

Hallway Rules:

1. Follow directions at all times.
2. Walk quietly on the right side of the hall.
3. Stay in a straight line, walking behind the one in front of you.
4. Keep hands, feet, and objects to yourself and off the walls.
5. No sliding down stair rails.
6. Students will WALK up and down the stairs one step at a time.
7. Students cannot use the elevator unless disabled or physically impaired.
8. Students must not leave any trash—papers, pencils, food wrappers, etc.—on the floors or grounds.
9. Students must have a pass when going to the restroom, nurse, counselor, office, media center, or running an errand for the teacher.
10. All book bags are to be carried. No rolling book bags are allowed.

Playground Rules:

1. Follow directions the first time they are given.
2. Use playground equipment properly and according to the rules of safety. Do not pick-up sticks or rocks.
3. Stay within playground boundaries.
4. Keep hands and feet to yourself.
5. CONTACT SPORTS SUCH AS FOOTBALL ARE NOT PERMITTED.
6. Skateboards, roller blades, and heelies, are not allowed on school grounds.

In Addition:

1. The woods and bike rack are OFF LIMITS.
2. No chasing or rough play. Remember hands and feet to yourself.
3. One at a time on the slide in a seated, forward facing position. Never walk up the slide.
4. One at a time on a roller bar. Others must stand back.
5. Monkey bars (overhead bars) ONLY-HAND-OVER-HAND-ACROSS-one at a time.
6. Swings: Forward and backward in a seated position –
 - A. NO TWISTING.
 - B. NO pushing.
 - C. Do not go in front or behind.
 - D. SHARE. Set a time limit.
7. No fence or backstop climbing.
8. No picking up sticks, stones, or kicking dirt.
9. Do not go into the street, or over a fence, or cross a driveway for balls. An adult has to go into the street or cross a driveway. Children are not allowed to do this.
10. Use equipment appropriately.
11. NO closed games. Everyone plays.
12. Students are not allowed to leave the playground without permission. The teacher must know where you are at all times.

Restroom Rules:

1. Pencils, pens, crayons, or any marking instrument are not allowed in the restroom.
2. Keep your restrooms clean; flush the toilet and be sure the seat is clean, wash hands and turn the water off. Finally, put paper towels in the wastebasket not on the floor.
3. Adults only in the adult restrooms.
4. The number of students in the restroom should be limited to the number of stalls. A monitor is needed from each classroom.

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 recurring. 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.

SCHOOL SAFETY ACT OF 1996

Any student who commits a non-aggravated assault and battery on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The students' teachers will be notified annually of conviction of these crimes. Any school official who reports a school related crime in good faith is immune from criminal and civil liability arising from the report.

THE SCHOOL DISTRICT OF GREENVILLE COUNTY STUDENT ACCEPTABLE USE POLICY AGREEMENT

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, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage
3. The District's network and supporting systems and data transmitted by and stored on these systems.

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.

Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/ monitoring devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.

3. 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.

Prohibited Uses of GCS Resources

The following uses of GCS Computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. 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.
6. 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.
7. Destroying or tampering with any computer equipment or software.
8. "Computer hacking tools" as defined in the South Carolina Computer Crime Act are prohibited. They may not be possessed on school property, and cannot be run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. 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.

Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

GCS INTERNET SAFETY & OTHER TERMS OF USE

General Access

In compliance with the Children's Internet Protection Act 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.

1. 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.
2. 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.

Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

1. 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.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

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:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned Software or equipment.
4. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of the student's home directories.

ATTENDANCE POLICY

Administrative Rule JBD – Attendance: This administrative rule was recently revised to ensure a level of equity and uniformity among schools for excusing student absences while still retaining flexibility for the principal to decide to excuse an absence for a hardship or for other valid reasons. The rule also clarifies that a student must be in attendance for **THREE (3) HOURS** during the school day to be counted present for attendance purposes and must be present for the majority of a class period for credit purposes.

SUMMARY OF THE 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 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.

- Provision for makeup of school work missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns.

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.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). 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 possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

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.

Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

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

1. Students with no absences during all four (4) nine week periods will be recognized at the end of the year for “Perfect Attendance”. Students must be at school for at least 3 hours each school day, per board policy, to be marked present.
2. Students will be excused for religious holidays. Parents must send a note to school for these students to be excused. This will not count against their perfect attendance.

TARDY POLICY

Students who arrive late to school and are not seated in their classroom at 8:00 a.m. are tardy. School begins promptly at 8:00 a.m. Students who are late must stop by the office to be recorded present and to receive a pass to class. The first fifteen minutes of each day are very important, because this is the time that teachers explain the morning work. If your child misses this time, the teacher must stop instruction for all the other students to explain the assignment to your child or let your child try to get this information from another student. Either way there is a loss of instructional time for all. Traffic backs up in front of the school by 7:45 a.m. It would be a good idea if you try to get into the traffic line before that time. Just remember: “If you are not in your seat by 8:00, you are considered late!”

EARLY DISMISSALS

In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, please make your medical and dental appointments *after* school hours. If a parent needs to pick up a child from school early, the parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. Please come to the office to sign out your child **by 2:00 p.m.** The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child. **NOTE: PLEASE CONTACT YOUR AFTER SCHOOL DAYCARE WHEN A CHILD IS PICKED UP EARLY AND WILL NOT BE RETURNING TO SCHOOL. THE DAYCARE DRIVERS NEED THIS INFORMATION BEFORE ARRIVING AT PELHAM ROAD FOR AFTER SCHOOL PICKUP.**

LATE PICK-UP POLICY

Students who are brought to the front office after car line ends at 2:50 p.m. **must be picked up no later than 3:00 p.m.** Patterns of late pick up will be discussed with parents. Our staff has additional responsibilities once the school day and car line dismissal ends. PRES can provide a list of nearby after school options if helpful.

CHANGES IN AFTERNOON TRANSPORTATION

Occasionally, a student may leave school using a transportation method other than what is his/her “typical schedule” or has already been communicated to the teacher. **In this case, we ask that parents send in a written note the morning of this change to alert teachers. Teachers will then inform the front office.** Once school has started, teachers are focused on instruction and may not see communication that comes in during the day of the change.

If daycare providers are impacted by such changes, please contact them separately.

PARENT – TEACHER COMMUNICATION

Teachers will send samples of student work, test grades, and other appropriate reports to parents weekly. These should be discussed with the student, signed, and returned the next day. Reading and math tests cannot be sent home. Published tests in other subjects can be sent home at the discretion of the teacher, but must be returned the next school day. These policies protect the validity of the tests. We appreciate your cooperation.

REPORT CARDS

We follow The School District of Greenville County policy on grading. Report cards will be sent home in October, January, March, and June.

Parent/Teacher conferences are held after the first quarter. Parents may contact the school to arrange a teacher conference when either the parents or the teacher feel one is necessary.

MID-TERM PROGRESS REPORTS

Per Board Policy IHAB, Academic Achievement: Reporting Student Progress, quarterly progress reports are optional. Beginning this school year, mid-term progress reports will not be sent home with students. As stated in IHAB, our teachers will notify parents of students “who are at risk of failing mid-term and at the end of each grading period”. Parents can check the GCS Backpack for weekly progress and grades for each subject area.

PARENT PORTAL

Parents can access student’s grades, class assignments, discipline and other demographic information through the Parent Portal online. Parents must pick up access id and password from the school office. Photo ID is required for security reasons.

TESTING

District benchmarks will be given throughout the year to check for understanding of South Carolina Standards based instruction to students in grades 2-5. MAP (Measurement of Academic Progress) will be given to students in second and fifth grade this year.

VISITING THE SCHOOL

Parents are most welcome at school to eat lunch with your children. Parents must sign in at the office desk and put on a name tag before going to the cafeteria. These procedures protect the students from unwelcome or unknown people. We know you will cooperate for the safety of all students.

We encourage parents and grandparents to have lunch with their students. Below are the 2019-2020 meal prices.

	Breakfast	Lunch
Paid Student	FREE	\$2.50
Reduced Student	FREE	\$0.40
Free Student	FREE	FREE
Adults	\$2.20	\$3.80

Please use the following procedure when visiting for lunch:

1. Let the teacher know how many adults will be visiting by sending a note that morning. The teacher can then order lunch for you.
2. Sign in at the office and put on a visitor's badge. Wait for your student at the entrance to the cafeteria.
3. Remember that the teacher is on duty and eating his/her lunch and cannot visit or confer with you during this time period.

VOLUNTEERS

We welcome your help as a volunteer and will assist you in understanding our program and methods of working with students. If you are interested in volunteering, please contact the school, the PTA President, or the PTA Volunteer Coordinator.

KINDERGARTEN

All students who will be five-years-old on or before September 1st, must attend a public or private kindergarten. Parents who do not want their student to attend kindergarten must sign a waiver in the school office. Pelham Road Elementary School's kindergarten hours are 8:00 am to 2:30 pm. Please be sure to pick up students promptly. We do not have staff to supervise the students after 2:45 pm.

SAFETY CONCERNS

Teachers are on duty each morning beginning at 7:15 a.m. to supervise students. Please do not drop your child off at the front door of the school, unsupervised before 7:15 a.m. It is important that your child remains under your care until we open the school doors at 7:15 a.m. each school day. Please observe this time for the safety of your child.

In the afternoon, teachers are on duty until 2:45 p.m. Parents who are not in the carline by 2:50 p.m., will have to come inside to sign out their child with a photo ID. Students who have not been picked up by this time will be taken to the front office. If your child is picked up by a

daycare, check with your childcare center to be sure that they are picked up by 2:45 p.m. as well.

FOR THE SAFETY OF OUR STUDENTS AND OUR STAFF, PLEASE OBSERVE THESE RULES:

1. Every visitor to the school must sign in and must wear a name badge. This rule protects students and staff from intruders who might be dangerous.
2. Please do not converse with teachers when they are supervising students.
3. Parents may not wait in the halls for students. The only exception is waiting for your student in the Grand Hall when coming for lunch.
4. Do not approach students or teachers on the playground or on the track.
5. Picking up or dropping off students on All Star Way is very dangerous. Please do not do this for the safety of your child!
6. No student will be permitted to cross any road to meet a parent or enter a car unless accompanied by the parent. Students cannot be picked up in the parking lots. They are to be picked up only at the designated places. Remember: This is for the safety of all children!

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents. However, in case of an accident, the procedure is as follows:

Authorized school personnel, or the school nurse will give first aid. If it is considered serious or if the student is uncomfortable, a parent is called. In all cases of serious accident or illness, every effort is made to contact the parents. The school will follow the directions on the enrollment and consent forms if we are unsuccessful in reaching a parent and the student needs more than first aid.

IMPORTANT NOTE: School personnel cannot give treatment other than first aid. That is why it is important that you keep the school informed with the most up-to-date information about:

1. Changes in your name, telephone numbers (home and cell), address, and family doctor.
2. Names of persons to contact in case a parent cannot be reached.
3. Your absence from home if called out of town.

HEALTH ROOM SERVICES

Due to changes in South Carolina policies governing the administration of prescription medication, We will no longer have a 10-day grace period before written physician authorization is required for all prescription medications.

Parents are required to bring prescription medication to school and provide form **Med-1** before any prescription medication may be left at the school.

A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using form **Med-3**. *

The parent/guardian must bring the required form and the medication/refill in its original container to the nurse. The health room will not dispense any medication without the required form. Students are not allowed to bring medication into the school.

The school nurse will perform minor first aid. Students having a temperature should be kept at home. If a student becomes ill, too uncomfortable to remain in school, or has a temperature over 100 degrees, parents will be called. The school should be informed at the beginning of the year if a student has a special health condition such as epilepsy, allergies, asthma, diabetes, heart condition, poor vision, or hearing loss.

*All Health Services procedures and guidelines and these forms are available at:

<http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

PICKING UP STUDENTS AFTER SCHOOL- RAIN OR SHINE

In order to speed up student pick-up in the afternoon, we ask you to please come from Pelham Road and enter the first driveway on the right.

PLEASE DO NOT ENTER THE SECOND DRIVEWAY. THIS IS AN EXIT AND COULD CAUSE A DANGEROUS TRAFFIC SITUATION.

Please post your child's numbered car tag on the rearview mirror of your car. Each family will be issued three numbered car tags. Additional car tags may be acquired by the parent only after showing a photo ID in the office.

For safety reasons, students are not permitted to board cars in the parking lots or on the street. The entrance gates to the parking lot will be locked from 2:00 to 3:00 p.m.

If someone is picking up your child and does not have the numbered car tag issued by the school, they will have to park their car and come into the office to show proper identification.

"Merrifield Walkers" will be taken from the lunchroom to the crossing guard at the top of All Star Way by a Pelham Road school employee. **Parents are asked not to park in the cul-de-sac or on BOTH sides of the road in the Merrifield Park neighborhood.**

Thank you for helping us make student-pick-up safe for all students!

TEACHER ASSIGNMENT / PLACEMENT OF STUDENTS

Classroom teachers and administration do the grouping and placement of all students. While we are unable to accept teacher requests, you can provide specific information that will help us make placement decisions in regards to your child. Statements describing your child's learning needs, preferred teaching style, family situations, or other learning issues are most helpful. In addition, if you have information that is unique to your child or circumstances influencing your child's learning that you wish for us to consider, please include that information. You can email this information to the principal (kqualls@greenville.k12.sc.us) or schedule a conference by calling 355-7610.

CHANGE IN ASSIGNMENT PROCESS

Students are assigned to a school (home-based) based on the address where their custodial parent/guardian resides. If an address falls outside of Pelham Road Elementary School's zone, parents may request that their children attend PRES through Change in Assignment Choice by following the process/steps described below. Exact timing and deadlines are released by the district at the beginning of each school year.

Step 1: Returning Students Declare Intent (usually early to mid November) – PRES sends parents a renewal form which must be returned by the listed deadline to guarantee being able to return to PRES.

Step 2: Choice Lottery Window (usually late November through early December) – If parents are interested in PRES being their number one choice school, they must visit PRES in person to submit a choice form for their child (you will be able to list up to three schools). **In order for parents to get sibling preference, they must apply during this window.** Parents receive a form number to later check the lottery results. Choice school submission during the lottery window has priority over requests submitted once the window has closed (usually early December).

Note: Parents of 5K students for 2020-21 should submit choice requests during the Choice Lottery Window, and not wait until kindergarten registration in December 2019.

Step 3: Lottery Results Posted – Typically in February, lottery results using the choice form number will be posted on the GCS website.

Step 4: Student Assignment Letters - Student assignment letters will be distributed to every student usually in March. If a student is approved to attend a school by one of the GCSD choice options, that school will be stated in the letter.

Step 5: Waiting Lists Established - Students who are not assigned to PRES will be placed on a waiting list. If space becomes available, students on the waiting list are assigned based on their established ranking from the waiting list. This process will continue through the first ten days of the 2019-20 school year.

If questions, contact: Student Assignment Office at 355-7266 or 355-7263 or email Planning@greenville.k12.sc.us.

Please note, students attending Pelham Road Elementary School on change in assignment, may be denied permission to return for the next school year for the following reasons: attendance issues, behavioral issues, tardy and/or late pick up. We ask that all children adhere to the discipline and attendance policies set by the Greenville County School District. Parents will be notified by administration if concerns arise regarding change in assignment status.

SCHOOL CLOSING (Due to Inclement Weather)

The closing of school due to extreme weather conditions or severe emergencies will be announced on most of the Greenville radio and television stations during the early morning hours. If bad weather develops during the day, please listen to the radio for dismissal announcements. If you have internet access, please see the following web address: <http://www.wyff.com>. Please explain to your student, in advance, a safe procedure for getting home in case you cannot come to school. Three snow days are built into the yearly schedule and will be used as vacation days if not needed for inclement weather. It is best that you not plan activities for your children on these days as they might not be vacation days if we have to use them for school days missed.

LIBRARY

Pelham Road Elementary School Library is the hub of all learning where technology and books are not only resources but tools for knowledge. Our mission is to assist our students to become effective, independent users of all types of information, provide learning experiences that will encourage them to become life-long learners, and most importantly, to foster the love of reading.

Students and teachers have access to information and materials at school and/or home using the following resources:

- Destiny Quest is our library online patron access catalog (OPAC). It can be accessed at school and at home.
- DISCUS - South Carolina's Virtual Library is provided by our state library. It is a database of various on-line reference sources. It is free, but you need a username and password to use at home. The username and password is sent home by your teacher each year or you can contact the Librarian for this information.

As new tools/resources are available, the information will be shared with teachers and students.

The Librarian collaborates with teachers to help reinforce skills and provide resources for enriching activities that correlate with the curriculum taught in the classroom. Our schedule is designed to give teachers the flexibility to come to the library based on curriculum needs and projects.

Checkout Policy

The library is open on a flexible check-out schedule from 7:45-2:15. We encourage students to come any time during these hours. Kindergarten and 1st grade students are allowed to check out one (1) book per week. Students in 2nd through 5th grade may check out three (3) books and keep them checked out for a maximum of two weeks, but can bring back earlier. NOTE: Check out limits are subject to change during the school year. Parents are also invited to check out books from our library.

There are no overdue fines, but if a book is lost or damaged, there will be a charge to replace the book.

Please see the library website on the PRES website under STUDENTS for updated information and answers to FAQ.

GREENVILLE SCHOOL DISTRICT DRESS CODE

It is expected that personal grooming and the clothes worn by Pelham Road students will reflect good taste. While no attempt is made to dictate fashions or styles for individuals, the administration and faculty members reserve the right to determine when the overall appearance of individual students is detrimental to the educational program.

The following minimum standards apply throughout The School District of Greenville County and will be enforced:

- o Student clothing must be neat and clean.
- o Shirts/Blouses should be tucked in unless designed to be worn outside the pants/skirt. At no time should the student's midriff be visible while standing, sitting or participating in normal school activities, e.g. raising hand.
- o Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops and vests or see-through or mesh garments worn without shirts. Shoulder straps must be at least three inches wide. Bra straps and bra sides must not be visible.
- o Students shall not dress in such a way that partially or totally exposes underclothing.
- o Trousers/slacks/shorts must fit correctly at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- o Skirts should fit and be in good taste and not be shorter than mid-thigh for students.

- o Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts are not permitted.
- o Hats, sunglasses, hair curlers, skullies, and do-rags may not be worn. Hats and sunglasses may be worn on the playground.
- o Shoes and sandals must be worn. Flip-flops (shower type shoes), thong-type shoes and high-heel shoes are not permitted.
- o Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- o Extraneous articles hanging from clothing such as chains are not permitted.
- o Facial jewelry is permitted on the ears only
- o Tattoos are not acceptable.

FIELD TRIPS

The teacher plans field trips with specific instructional goals in mind. Field trips are considered an extension of the classroom and are used to enhance a unit of study. Students should not be kept at home because a field trip has been scheduled. The means of transportation will be indicated on the permission form.

Under no circumstances will a student be permitted to go on a field trip without a signed permission form. Please help your student remember that this signed form must be returned to the teacher. Parents should contact the teacher or the principal if there is a reason they cannot pay for the field trip. A plan will be made so that the student can participate. Pelham Road Elementary School does not exclude students from field trips due to inability to pay the fees.

CHAPERONES

All school field trips must be properly chaperoned. Chaperones must pay to go on field trips that require a fee, and **MUST BE AN APPROVED LEVEL II VOLUNTEER.** Chaperones must complete an online volunteer application (which includes a background check) at least 2 weeks prior to a field trip. They also need to check in at the office with their driver's license within two days of the field trip. Parents serving as chaperones will be issued a pre-printed name badge the day of the field trip. This name badge must be worn during the entire field trip.

ADDRESS CHANGE

It is important that we have your current address and telephone number at all times. This information is especially important in case of emergencies. **Please notify the school immediately upon changing your address or telephone number.**

TRANSFERS

When a student is to be transferred from Pelham Road Elementary School to another school, please notify the school office at least a day in advance giving your new address. A transfer form will be prepared which the parent may pick up on the last day of the student's attendance. It will be necessary for you to sign this form before your student's records can be forwarded to another school.

AWARDS

Awards are presented at the end of the year for perfect attendance, honor roll, citizenship, and exemplary performances. Awards day programs will be held in individual teacher's classrooms or the cafeteria.

Pelham Road Awards for 2019-2020:

Outstanding Citizen Award: (K-5)

In order to receive this award, students are voted for by their peers who have shown good citizenship, hard work and kindness throughout the school year.

Rising Star Award: (K,2,3,4)

This award recognizes students who exude a positive attitude and have shown consistent effort and growth throughout the school year.

Perfect Attendance Award: (K-5)

Students must be marked present each day in order to qualify for perfect attendance.

Honor Roll: (2-5)

A Honor Roll – All A's in all subject areas excluding related arts for all four quarters.

A B Honor Roll – Combination of A's and B's in all subject areas excluding related arts for all four quarters.

Art Award: (K-5)

The Art Award is given to students who follow every direction to the fullest extent, works the entire period and does not need reminders to stay on task, the artwork is exceptionally neat and finally, the student exceeds expectations for their grade level.

Music Award: (K-5)

The music award is given to students who show excellence in the following areas: musical growth, positive and enthusiastic attitude, respect for others, performance etiquette, and consistent effort.

Physical Education Award: (K-5)

The PE Award is given to students who follow every direction to the fullest extent, works the entire period and does not need reminders to stay on task, plays by the rules, is nice and willing to help others and finally, these students exceed expectations for their grade level.

TASCK Force: (K-5)

The **All Star Compassion and Kindness Force** is committed to inspiring a positive All-star community by modeling compassion, teamwork and spreading kindness to everyone. Students are chosen through an application process as well as faculty/staff recommendations. These students are recognized each year for their dedication and passion they share with others through being a part of Pelham Road's TASCK Force.

Lego: (Grade 5)

This afterschool club is designed to engage children in meaningful learning that helps them discover the fun in STEM subjects. Students apply to be a member of the LEGO Club and are chosen based on the 'lottery system'. These children are recognized for their hard work and participation in the Imagination Celebration in downtown Greenville.

Peer Buddy Club: (Grade 5)

Students apply to become a Peer Buddy for our special needs classrooms/students. This honor requires two references, teacher recommendations, as well as qualities of being a good citizen and helpful and kind to everyone.

Recycling Club: (Grade 5)

Students are chosen for the Recycling Club through an application process. Students chosen for this club establish and reinforce environmentally sound practices of recycling, thus giving them the opportunity to continue this behavior as adults. These students are recognized for their hard work, dedication and service given to this practice.

Leadership: (Grade 5)

The Leadership Team is comprised of fifth grade students. Members are chosen by their classmates at the beginning of each school year. The team's goal is to support local charities through fundraising and collection drives at the school. Team members participate in charitable activities throughout the year. Team members are recognized for their service at Fifth Grade Awards Day.

Safety Patrols: (Grade 5)

Students apply for and are selected for participation in the Safety Patrol program at the end of their fourth grade year. Grades, attendance, leadership ability, and behavior are considerations for selection. Students receive a certificate of recognition at the end of their 5th grade year for their completion of the year-long Safety Patrol program.

BETA Club: (Grade 5)

Beta Club Members promote the ideals of academic achievement, character, service and leadership. This award recognizes students who go above and beyond the service requirements.

Presidential Education Excellence: (Grade 5)

(85 percentile reading or math, 4th or 5th grade; 3.5 GPA 4th and 5th combined)

This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average and choice of state tests or teacher recommendations. Students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

1. **Grade Point Average:** Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade. Note: Elementary schools are not to include K-3 in their computations.

2. **School Criteria/Standards:** Standards for the award are to be established by each school that reflect a 90 percent level or higher on the traditional grading scale. The primary indicators of excellence must be based on academic achievement. School personnel is to consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment.

3. **In addition to A or B,** schools are to include one or more of the following criteria to determine their selected students:

1. State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests.

2. **— OR —**

Recommendations from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is

comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

Presidential Achievement: (Grade 5)

This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles.

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.

Presidential Citizenship: (Grade 5)

Students who receive this award exude the following qualities:

- Participate in school and/or community service
 - Show a positive attitude toward classmates, school, and the community
 - Display an understanding and appreciation of civic responsibility
 - Possess strength of character and the courage to do what is right
 - Promote citizenship with their school or community through other activities

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired at the expense of the offender. Parents' cooperation is essential in helping us teach students to respect school property, materials, furnishings, equipment, and the building itself.

LOST AND FOUND

A lost and found area is maintained at Pelham Road School. Please make a habit of checking for your student's belongings when you are in the building. Unclaimed articles are donated to needy children. Please put your student's name on all jackets, coats, sweaters, hats, boots, etc.

MONEY SENT TO SCHOOL

Students should not bring money to school except for specific purposes. The school will not accept responsibility for lost or stolen money or personal items.

MySchoolBucks.com is available for all payments that are collected by the school, including field trip fees, student fees, and yearbooks. The school can also accept cash or checks payable to Pelham Road Elementary School. **Any money sent in with a student for payment should be exact change.**

BIRTHDAY & OTHER CELEBRATIONS

Cupcakes or treats may be shared with an entire class at lunch to celebrate a student's birthday. A single cake or box of ice cream is not appropriate because it takes too long to serve. Invitations to a birthday party must include the **entire class, all of the boys** in the class, or **all of the girls** in the class if they are given out at school. Also, please do not bring balloons to 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.

LUNCH ACCOUNTS

Deposits into a student's lunch account can be made each day in the cafeteria from 7:30 am to 7:55 am. Parents can also view and make deposits into a student's lunch account through the My School Bucks software on the Greenville County School District website.

The cost of a student lunch is \$2.50 per day or \$12.50 per week. Adult lunches are \$3.80 per day. Greenville County Schools will now offer Universal Free Breakfast to all students, regardless of the student's free and reduced meal status.

Any money that is unpaid is carried over to middle school. If the balance due is not paid in middle school, it then carries over to high school and must be settled before graduation. It is best to take care of these charges as soon as possible.

SPECIAL PROGRAMS

Challenge

Third, fourth, and fifth grade students meeting the South Carolina criteria for the academically talented, participate in the Challenge Program. This program is designed to extend and enrich the skills of these students.

Speech

Professional therapists provide speech therapy. They provide instruction for students who have problems with delayed language, articulation, stuttering, and voice disorders.

All Star Chorus

This group is made up of approximately 70 musically talented fourth and fifth grade students who audition in the fall. The chorus practices two afternoons a week from 3:00 until 3:45 p.m.

Safety Patrols

The Pelham Road Safety Patrol is comprised of twenty-five fifth grade students. Their fourth grade teachers nominate these students in the spring of their fourth grade year. Students are chosen according to their responsibility, punctuality,

dependability, and desire to help others. They must maintain at least a “C” average and keep up with all their schoolwork.

Pelham Road Safety Patrol students must be available from 7:15 am until 2:55 pm. The patrols assist with opening car doors, raising and lowering the flags each day, and help in any other way needed in and around the school. The duties and offices rotate each month. Mark Hobbs, the PE teacher and Judy Goodrick, the Art teacher are in charge of the Safety Patrols.

*See page 21 for drop-off procedures for Safety Patrols.

Beta Club

The Pelham Road Chapter of the National Junior Beta Club is a club for 5th grade students who are invited based on their overall grades in 4th grade.

Members must be formally inducted in the fall, pay required membership dues, maintain excellent grades and behavior, and serve 10 hours of community service. The mission of the National Beta Club is to promote the ideals of academic achievement, character, service and leadership among elementary and secondary school students. The Beta Club is led by teacher sponsors, Jessica Earley (5th grade) and Luberta Gilmore (4th grade), and has meetings once a month after school. Members are expected to be role models among their peers as they demonstrate our motto: *Let us lead by serving others.*

Leadership Team

The Leadership Team is a service organization comprised of fifth grade students. Four student representatives from each fifth grade class are elected by their classmates. Throughout the school year the Leadership Team sponsors various collection drives for charitable organizations such as the Harvest Hope Food Bank and the Angel Tree Project. We also have Slushy sales, Ghost Gram and Valentine Gram sales to raise money. The proceeds from these fundraisers are given to local charities. Last year the school raised money for the Make-a-Wish Foundation and Last Chance Animal Rescue. Mrs. Grace Coan (4th grade), and Mrs. Lezlie Peck (5th grade) are the teacher representatives for the Leadership Team.

AFTER SCHOOL PROGRAM
Directors: Mary Garrett and Kim Davis

Mission Statement

Our mission in the After School Program is to provide a safe, healthy environment where your child participates in the daily schedule of child-centered events. We maintain this service of childcare to benefit all parents of Pelham Road Elementary School.

We also provide the students with enrichment opportunities under the supervision of a knowledgeable staff. All of the children in the program will be treated with respect and assisted with homework.

Fees

Children attending the After School Program must register and pay the \$40 (per family) registration fee.

Extended Day Program Rates 2019-2020			
# of Children	Week	Half Week	Daily
1	\$46.00	\$29.00	\$18.00
2	\$74.00	\$52.00	\$29.00
3	\$97.00	\$75.00	\$40.00
4	\$122.00	\$97.00	\$52.00
5	\$142.00	\$120.00	\$64.00
<p>*Half Week = 2 day week as determined by the school calendar. (ex. Thanksgiving week is considered Half Week). Parents may opt for their children to stay only 2 days per week; this would be considered Half Week rates. Inclement weather may cause a Half Week. In this case, the following week parents would be charged the reduced rate.</p>			

There will be no After School Program on school holidays, teacher work days, snow days or the day of Spring Fling (the school carnival) on the first Friday of May.

Drop-Ins

We must have a twenty-four hour notice for Drop-Ins before bringing your child. We will let you know as soon as possible if we have the space and staffing to accommodate your child.

A complete handbook of the program is available upon request.