

Plain Elementary School

“A School Family – Positively Committed to Excellence!”



Parent-Student
Handbook
2025 - 2026

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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 three (3) 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 three (3) 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 three (3) 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. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful 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 unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. 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.

Student Arrival and Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

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. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, and working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 7:45 a.m. and ends at 2:15 p.m. for elementary schools and 8:30 a.m. to 3:15 p.m. for middle schools. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code ([Policy JCDA](#)) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

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's food service program)
- 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 parameters 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.
- Hoods, 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. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students

who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Discipline

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 II 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:	Warning to parent by school with review of future consequences
· First Incident:	
· 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

Plain Elementary School
Student-Parent Handbook 2025 - 2026

Mascot: Panda

Colors: Blue and silver

Mission: We cultivate relationships with all students in order to connect them to engaging and meaningful experiences that build essential knowledge and skills, while developing characteristics that contribute to positive participation in a civil society.

Vision & Identity Statement: “A School Family – Positively Committed to Excellence!”

OUR CORE VALUES

Teamwork – Serving and supporting each other

Respect – Treating others as you wish to be treated

Courage – Doing what’s right when it may not be popular

Honor – Knowing what is right

Integrity – Doing what is right

Loyalty – Remaining steadfast in our support for each other

Duty – Fulfilling our educational obligations

Selfless Service – Putting others first

BELIEF STATEMENTS: We believe...

Students achieve best in a safe and inviting environment where they are engaged in learning.

Students must have highly competent and caring teachers, principals, and support staff.

Students must have equitable and high quality educational opportunities that evolve and change to reflect the world around them.

A successful educational culture empowers students to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.

A successful educational culture develops life long learners who are empathetic, respectful, resilient, and act with integrity.

Recognizing and appreciating the qualities that make every individual unique and providing an environment where they are welcomed, valued, and engaged fosters student learning, development, and well-being.

Reading proficiency is a foundation of educational success.

Education is the shared responsibility of students, home, school, business, and community.

Curriculum and instruction must meet the needs of all students and prepare each student for success.

Our educational organization prepares students to value learning and contribute to society, which has a lasting positive impact on our communities.

***A School Family -
Positively Committed to Excellence!***

Message from the Principal...

Dear Parents and Students,

It is with great pleasure and excitement that I welcome you to the 2025 - 2026 school year! I look forward to working with you to ensure a positive and productive year for your child.

I know you are ready to face the challenges and excitement of a new school year. We will continue to focus on academic excellence for all students. Our students' safety and academic success will continue to be a top priority. We remain committed to maximizing the performance of each child while building a strong sense of self confidence.

We are looking forward to the 2025 - 2026 school year. We ask for your support, involvement, and commitment to the educational experience that lies ahead. Plain Elementary is thankful for our caring, collaborative, and positive school culture.

Our school handbook has been prepared for your convenience so you may have a quick resource with accurate information about school policies, procedures, and programs. A complete School District Code of Conduct can be found on the district web site at www.greenville.k12.sc.us. Please review our on-line Parent-Student Handbook with your child.

I encourage you to become actively involved in our parent volunteer program. You will receive a survey from PTA to choose ways you can best support Plain Elementary School. My door is open to you at all times. Please let

me know if you have any questions, suggestions, or concerns. I welcome your ideas on how to continuously improve our school.

Respectfully,

Mrs. Debbie Mihalic
Principal



Daily Schedule

7:00-7:30 Earliest time students may enter the building. Children arriving to school will

report to designated and supervised areas of the building.

7:05-7:35 Breakfast served (Universal Free Breakfast to all students ☺)

7:30 Teachers will be in their rooms to greet students. Students are encouraged to be in

their classrooms in order to prepare for the day.

7:45 School begins. After 7:45, students are tardy and must be signed in at the office by a parent before going to class. **Students must be in their classrooms by the 7:45 bell, or they will be marked tardy.**

7:50 WPES Morning TV Show (school-wide broadcast of announcements)

2:08 Afternoon announcements

2:10 1st Bell: Bus & Daycare Riders

2:12 2nd Bell: Car Riders

2:15 3rd Bell: Walkers & Bike Riders

Please note: Students must attend school for at least three hours to be counted as present for the day.

Supervision is provided by the Plain staff from 7:00 am until 2:30 pm. No student should

arrive on the school grounds before the doors are unlocked at 7:00. Parents and day care

providers should pick up students no later than 2:30 with the exception of traffic delays at the school.

School Office Hours

7:15 – 3:45 Office staff will be available to assist parents and/or children

Change of Address/Telephone Number

The school must have a student's current address and phone number at all times in case of emergency. If you change your phone number, please send a note to the office with your student's name, your name, and your new phone number. In order to change or add to the other emergency contacts for a student, a parent must come into the office and present valid identification. To change a student's address, a parent must provide **two** valid proof of residency documents. Valid proof of residency includes an electric, gas, water, or cable bill and/or a mortgage statement or lease agreement. A student who moves out of Plain's attendance area during the school year may remain at Plain for the remainder of the year if the parent provides proof of residency and completes a Change in Assignment Choice form.



Weather Closings

When inclement weather occurs before the school day begins, the district administrators will decide if schools will open or remain closed. That decision will be made by 5:30 AM. Please check the Greenville County School District website at www.greenville.k12.sc.us, local radio and television stations, (Charter Cable 14 or 99) or the INFOLINE at 355-3100. Please refrain from calling the school office for information. **eLearning will take place when school buildings and offices are closed due to inclement weather conditions.**

If inclement weather occurs during the school day, district administrators will decide if schools will close or remain open on a regular schedule for the remainder of the school day. Parents should be sure that students have an emergency plan in case the school closes early. This information will also be on the District website and local radio and television stations. Bus transportation will be provided for those students who normally ride the bus home.

Notes Required From a Parent or Guardian

The school requires written notes (not emails) from a parent or guardian for explanation of the following:

1. All absences
2. Request for early dismissal no later than 1:30
3. Request for excuse from recess or physical education
4. Response to notes from the teacher or administration
5. Permission to go home with another student
6. Changes in the usual method of transportation home. ***No ride changes will be accepted over the phone.**
7. Legal guardianship
8. Specific medical treatment of special health needs

In addition, disciplinary referrals should be signed and returned to school the following day.

Telephone Messages

The telephone system allows you to leave a message on voicemail for any teacher or staff member. **Do Not** leave messages regarding changes in the way your child goes home. You must send written notification to school with your child regarding all ride changes. Only in an emergency will a teacher or student be called to the phone during class time.

InfoLine (355-3100)

The School District of Greenville County sponsors the InfoLine. The InfoLine is a service center to provide information concerning schools, student registration, job vacancies and answers to other questions and concerns.

Websites

The School District and Plain Elementary maintain web sites with school and district news. The District site is www.greenville.k12.sc.us. The Plain site www.greenville.k12.sc.us/plaine

Phone Message System

On Sunday afternoon at 3:00, parents will receive a call from the district's automated phone message system. These are recorded messages from the administration and contain information about the upcoming school week. The phone message will go to the phone number listed as the student's main number. Please contact the office if you wish to change the number so you will receive these messages.

Weekly Updates

Each Monday weekly classroom updates are sent home in a communication folder. These updates include information about academic work for the week, as well

as information about PTA, field trips, and other class news. Please review this information carefully. If any parent does not receive the communication folder, the teacher should be contacted to determine the problem. The weekly updates can also be accessed on the teacher's web page.

E-Newsletter

A weekly e-newsletter, Panda Express, communicates important school-wide information. A link to register for this newsletter can be found at the bottom of the school web page.

Like us on **Facebook** - Plain Elementary
Follow us on **Instagram** - plain_elementary
Follow us on **Twitter** - @ElementaryPlain

School Pictures

A professional photographer will make pictures of each student for parents to purchase. Fall and spring pictures will be taken along with a class group picture later in the school year.

Publication Opt Out

Parents who do not want their child's picture used on the web page, in the yearbook, or the newspaper, must notify the school in writing by August 13, 2025.

II. POLICIES AND REGULATIONS

ATTENDANCE

In accordance with the South Carolina Compulsory School Attendance Law, Greenville County Schools adopted uniform rules to assure that students attend school regularly. Each day that a student is not at school, he/she misses hours of valuable instruction and opportunities for learning. 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.

The school year consists of 180 days. To receive credit, students must attend at least 170 days each year, as well as meet all minimum requirements for each course.

Students must attend school for at least three hours of instructional time in order to be counted as present for the day.

Excused Absences

A parent may provide up to ten written parent notes (not emails) excusing a student's absences. After ten parent notes, any subsequent absences must be supported by a physician's medical note or they will be marked as unexcused. All notes should be sent in with the student and given to the homeroom teacher. The teacher will forward the notes to the attendance clerk.

An excused absence is any of the following:

- Serious, chronic, or extended illness of the student certified by a physician.
- Serious illness or death in the immediate family requiring the presence of the student.
- Recognized religious holidays for students of a particular religious faith when pre-arranged.
- Pre-arranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- No more than 10 absences excused by a written parent note.

Attendance Awards will no longer be issued by our school.

Procedures for Makeup Work

Provisions for make-up of school work missed during excused absences shall be worked out with the teacher(s) involved at the earliest time possible but should not exceed five (5) school days after the student returns to school.

Tardiness

It is very important that students start their day on a positive note. This means being in school on time. Students are expected to be in their classrooms by 7:30 AM. If they arrive at their room after the 7:45 bell, they are considered tardy and must receive a note from the office to enter class. (Being in the parking lot or hallway does not constitute being punctual and to school on time.) Excessive tardiness will be addressed by the school administrators, notes in student records, and reported to the district attendance officer. It is the parents' responsibility to have their elementary school children to school on time. It is our belief if parents can be consistently tardy, they can be consistently on time and set a good example for their children. *Learning to be punctual is an important life skill we need to teach and model for our children.*

Early Dismissals

Only when it is essential for a child to be dismissed prior to the end of the day, **a note should be sent to the teacher indicating the time that the child will be picked up.** The student will be sent to the office at the time indicated on the dismissal note. The parent/guardian must sign his/her child out. If anyone other than the parent or guardian is picking up a student, the school must have previously received a signed note from the parent/guardian indicating the date, time, and reason for the early dismissal and the name of the person who will be picking up the student. If the individual attempting to pick up a child is not listed on the parent-completed Early Dismissal Form, school personnel will not release the child from the school premises. Please note that individuals picking up children will be required to show their driver's license as proper identification confirming who they are while in the front office. **EARLY DISMISSALS MUST BE BEFORE 1:30 PM.**

Only school nurses have the authority to send a sick child home.

If a student has excessive absences, early dismissals, and/or tardies, the following steps may be taken:

- Truancy Referral issued when a student accrues five unexcused absences
- Intervention letter and/or phone conference from Plain Elementary Attendance Administrator
- Attendance Intervention Conference with an Administrator
- Student referred to Greenville County Schools Attendance Supervisor for Educational Neglect
- Students attending Plain on Change in Assignment Choice may be required to attend their home based school if attendance, tardy arrivals, or excessive early dismissals are an issue.

Transfer from Plain

If a student is transferring from Plain, it will be necessary for the parent to come into the office and withdraw the student before enrolling the student into another school. All textbooks, library books, and Chromebooks are to be returned to Plain, and other fees paid before the transfer can be completed.



DISCIPLINE

Discipline Code

The Discipline Code of the School District of Greenville County is distributed to each home at the beginning of the year. Parents are encouraged to discuss the Discipline Code and classroom expectations with their children.

Philosophy

Most discipline problems will be handled between the teacher, student, and parent. While discipline is an individual matter, the School District is unequivocally committed to the principle that disorderly and disruptive behavior will not be permitted to interfere with the right of other students to pursue an education; nor will improper conduct be tolerated. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and the students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. Consult the school district's web page for additional information concerning the District's Code of Conduct.

Disruptive or disorderly conduct may result in removal of a student from school.

Suspension

SUSPENSION IS THE TEMPORARY REMOVAL OF A STUDENT FROM SCHOOL OR CLASS in order to 1) relieve a tense situation, 2) obtain a parent conference, and 3) correct unacceptable behavior. Students may not be suspended or punished for more than ten (10) consecutive days for any one offense unless expulsion is recommended. A suspended student may be readmitted on probation as determined by the school administration and/or superintendent on terms set down in writing.

Expulsion

EXPULSION IS THE REMOVAL OF A STUDENT FROM SCHOOL until readmitted by the Board of Trustees. Students who have been expelled may petition the Board for readmission. Students who otherwise qualify may be enrolled in certain other programs of the School District with Board permission.

Infractions for which administration may recommend expulsion and refer to police:

1. Fighting/aggravated assault
2. Threatening to or inflicting bodily harm upon another person/weapons offense
3. "Ganging" or participating as a member of a gang in threats to inflict or the infliction of bodily harm upon another person. A "gang" shall consist of two or more persons. "Participation" shall include watching as the threat or infliction of bodily injury takes place.
4. Use of any alcoholic beverages, illegal drugs, or toxic substance, as evidenced by scent or actions, on school property at any time.
5. Other offenses that disrupt the educational process and operation of a school, such as stealing, obscene language or gestures, disobedience, unauthorized walk-outs, blackmail, destruction of property, repeated offenses of any degree, and other similar offenses.

6. Conduct away from school that is detrimental to the best interests of the school.

The next several pages have been added to all Parent-Student Handbooks in the
School District of Greenville County.
(Pages 10 – 13)

- Reporting Bullying, Discrimination, Harassment and Intimidation
- Board policy related to student concerns, complaints, and grievances.



Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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 parents. 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.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>



Book	Policies
Section	J - Students
Title	Student Concerns, Complaints and Grievances
Number	JCDAG
Status	Active
Legal	
Adopted	December 19, 2006
Last Revised	December 13, 2011

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. 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.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint

on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 18-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

Non-students on School Grounds

Persons who are expelled or suspended and those who are not students shall not be allowed to come on school grounds or loiter around schools, interfere with students and/or teachers, or disturb the school in any way.

*Corporal Punishment is not administered in District Schools.

Possession of Items Resembling Weapons

To ensure the safety of everyone, it is important for parents to remind their child that no items resembling a weapon (toy guns, knives, Chinese stars, etc.) will be allowed at school for any reason. If a child has a "real" or "toy" weapon in his/her possession, he or she will be suspended from school. Any items of this nature will become the property of the school district.

Profanity Free Zone

Schools and other school system locations are profanity-free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student or adult using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

DISTRICT/SCHOOL DRESS CODE

Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work, become distracting to other students, or violate health and safety guidelines.

The following minimum standards apply throughout the Greenville County School District and will be vigorously enforced. Principals may make additions to these standards.

Student dress and grooming must be neat and clean.

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.

Students shall not dress in such a way that partially or totally exposes underclothing.

Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.

Skirts should fit and be in good taste and not be shorter than mid-thigh.

Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh.

Hats, sunglasses, hoods, hair curlers, skullies, or do-rags may not be worn inside the building.

Clothing or jewelry that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols is not permitted.

Extraneous articles hanging from clothing such as chains are not permitted.

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

Shoes must have straps in the back for safety purposes. Flip-flops will not be worn to school at any time. Avoid high heels, please.

Perfume, cologne, and strongly scented lotions should not be worn to school due to possible allergic reactions from students and staff who have asthma or other medical concerns.

No muscle shirts or cut-off shirts are permitted to be worn to school.

COMPUTER USE

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

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- Willful destruction of any computer equipment will be considered vandalism.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times.

- Keep your password secret.
- All students in grades 2-12 are issued filtered email accounts.
- The District has the right to review any email account.
- Email accounts should be used for education and district purposes only.
- Do not give out personal information on the Internet.

TRANSPORTATION

After School Dismissal

Please send a signed note at the beginning of the school year to your child's teacher indicating how your child is to go home in the afternoon (i.e. car rider, bus rider, walker, or day care van). **If this is to change, even for one day, send a signed note designating how the child is to go home and the length of time for the change (i.e. temporary until a designated date, or permanent).** All students must be picked up by 2:30 PM. If you arrive **after the pick up line has cleared**, you should plan to come into the building to sign your child out of "late stay." Please bring your ID with you.

***Due to safety reasons, ride changes will not be accepted over the phone and all car riders must have a 2025 - 2026 assigned car tag displayed in the windshield.**

Bus Transportation

According to state law, bus transportation to and from school is provided for students who live more than 1.5 miles from the school. Parents must provide transportation for students who live less than 1.5 miles from school or who are attending the school on special permission. All bus drivers are properly certified and licensed by the state and come under the supervision of the Department of Transportation. All bus routes and stops are subject to the approval of this agency. School officials have no authority to alter bus routes or stops.

The telephone number for the Bus Supervisor's Office is 355-5280.

Before a student can ride a bus, the parent/guardian must complete a transportation form. This form can be obtained on our school web page or in the school office. After completion, the form will be reviewed by the Transportation Department and the parent/guardian will be contacted as to when the student can start riding the bus. **Please allow 2-3 days for this process to take place.**

At the beginning of the school year, all students who are transported to and/or from school by bus will receive a letter regarding school bus safety rules and appropriate behavior. Parents are asked to review this with their student. Our goal is to ensure that all buses provide safe transportation and students who ride the bus exhibit good citizenship while on the bus. All policies of The School District of Greenville County regarding school bus safety are strictly enforced by the administration of Plain Elementary.

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

State Law requires the following of parents:

Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus driver deactivates all pedestrian safety devices.

Section 59-67-420: The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which a student resides.

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 stop in their place. The designee may be another adult or student designee (4th grade, or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as a designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

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

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 15th prior to the beginning of school. Student information submitted after this time may not allow the student to be assigned to a bus prior to the opening of school.

All students will receive a numbered ID tag from the school to be secured on backpacks in addition to a lanyard ID. As kindergarten and first grade students depart the bus in the afternoon, the driver will collect the student's lanyard. 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:

Front:

Back: Student Address

Student Name

Unique number

Student designee name (4th grade, or above)

Route number

For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.

Upon submission of a complete Tag Application by a parent, the school will provide them with four (4) numbered cards that will match the numbered ID tag on their child. When a parent wishes to select another individual to be their designee at the stop, the parent will provide that designee with one of the four numbered cards that were provided by the school.

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 offense- Warning to parent by school with review of future consequences

Second Offense – 1 day off the bus and parent conference

Third offense – 3 days off the bus and parent conference

Fourth offense – 5 days off the bus and parent conference

Fifth offense – removal from the bus for the remainder of the 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.

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.

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 the school. The bus 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.

Summary of Tag Procedure

Parents obtain and return completed Tag Application to their appropriate school. The school will provide the parent with three numbered cards which match the numbered ID tag that will be on their child.

The parent will then distribute the numbered cards to any responsible person that they determine to be eligible to receive their child. If they also want to designate a student who is in 4th grade or above, they would indicate that on the Tag Application and a special indicator (with name) will be marked on the student's ID tag.

The school will ensure that the child is wearing their numbered ID tag when they leave the school building at the end of the day. The driver will ensure that the numbered ID tag is visible on the child before leaving the school. At the bus stop, the driver will

match the numbered ID tag on the student with the corresponding numbered card shown by the person receiving the child. If the numbered ID tag indicates a student designee (4th grade, or above), they will release the tagged student to the student designee (4th grade, or above). The driver will retain the numbered ID tag and return it to the school the following day.

Walkers

Only walkers will be crossed at the crosswalk. The Crossing Guard and school personnel will ensure your child crosses safely. All kindergarten and first grade walkers will be tagged each day. A designated staff member will meet a parent or designee at the crosswalk on the corner of Neely Ferry Road and Seminole Drive and match the student's tag number with the card issued through the school. The designee may be a 4th or 5th grader. Any kindergarten or first grade walker who does not have a designee present, will be taken back to the school office. The parent or designee will be required to come to the school office to pick up the child. Walkers and bike riders will be dismissed at 2:15.

Bike Riders

Each student is responsible for the security of his/her bike. Bikes should be secured with locks at our bike rack in front of the school. Students should walk their bikes on school grounds. By request of the South Carolina Highway Patrol and Greenville SAFE KIDS, we recommended that all children wear a bicycle helmet if they ride their bicycle to school.

Car Riders

Parents of car riders should remain in their cars in the morning and drive through the drop-off lines. Please pull forward as far as possible. Safety patrols and staff members are available to ensure students get to their classrooms safely. Children must not be dropped off in the parking lot or on the side of the road next to the crosswalk. This is for the safety of everyone. Students should enter the building without an adult/parent escort. Some kindergarten children and students new to Plain may require the parent to initially walk them to class. This is perfectly fine for the **first day** of school. **After the first day of school, children are expected to walk without their parents into the building.** This guideline is for everyone's safety at school. Staff members will ensure children get to their classroom safely. Children gain a sense of pride and confidence when they walk themselves to class.

Children should be ready to exit their cars during morning drop-off. Many cars are delayed when last minute activities take place in cars while going through the drop-off area. Having your child/children prepared will expedite drop-off and assist in reducing the number of tardy students. Focus on having your child to school by 7:30 so that your child has sufficient time to get to the classroom and take care of the morning activities

such as unpacking backpacks, choosing lunch, turning in homework, etc. This will give your child an unrushed and organized start to each school day. Parents of car riders should remain in their cars in the afternoon and drive through the pick-up lines. Adults may not gather under the covered area in front of the school to meet their children at dismissal time. It is difficult for staff members to ensure students are leaving with the correct person when adults are among the children in our dismissal area. All students riding home in a car must be picked up in the carpool line.

The drive-through lane in front of the school will be closed from 7:45 AM until 1:45 PM each day. Parents are asked not to arrive and get in the line to pick up until 1:45.

It is suggested that parents form a line in the Beth Haven Church parking lot on the corner of Capewood Road and Neely Ferry Road and wait until buses pass before attempting to enter the bus circle to pick up their children. Cars may enter the bus loop at approximately 2:15 once the buses have cleared. Cars coming from Georgia Road are not permitted to enter the bus circle. Those cars will drive through the car loop which circles around the parking lot.

Parents must have an assigned school tag in the windshield identifying the students being picked up along with their number. Assigned car tags can be picked up in the school office. All students will need to have this tag in order to leave campus by car. Staff members will use this tag to dismiss students from supervised areas. Students will only be dismissed to parents or designees with the assigned tag. The car line moves quickly and clears most days by 2:40.

Cars exiting the parking lot at the main entrance in the right lane **must proceed straight** ahead between the hours of 7:15 – 7:45 AM and 2:15 – 2:45 PM. Cars exiting the main entrance in the left lane **must turn left** toward Georgia Road. Cars exiting the bus circle **must turn right** toward Capewood Road.

Our parking lot will be closed from 7:00 - 7:45 AM and 2:15 - 2:45 PM. Teachers will not schedule conferences prior to 2:45. This will ensure the safe dismissal of our daycare vans that exit through the parking lot. **Visitors must park in designated parking areas when visiting the school.** Parking is not allowed in the drive through lanes or the lawn in front of the school. Be advised the Simpsonville Police may issue citations for illegal parking.

Smoking is prohibited on school property. This includes in your vehicle while on school property.

Alcohol is not permitted on the premises including teacher appreciation gifts.

Using cell phones in the drop-off and pick-up lines is discouraged. Our focus must be on operating our vehicles safely.

Drive slowly while on the school premises. We cannot compromise the safety of our children and adults simply because of being in a hurry or running late.

Bus Loop

Our bus loop is open only to buses from 6:45 - 7:15. Cars cannot enter the bus loop until 7:15 when all buses have arrived. This is a state regulation and strictly enforced for safety reasons.

Passing a school bus while the bus is loading or unloading in our bus circle is prohibited unless specifically directed to do so by a staff member.

These guidelines have been developed in order to ensure the safety of our students and adults on the campus of Plain Elementary School. Thank you for your cooperation and assistance.

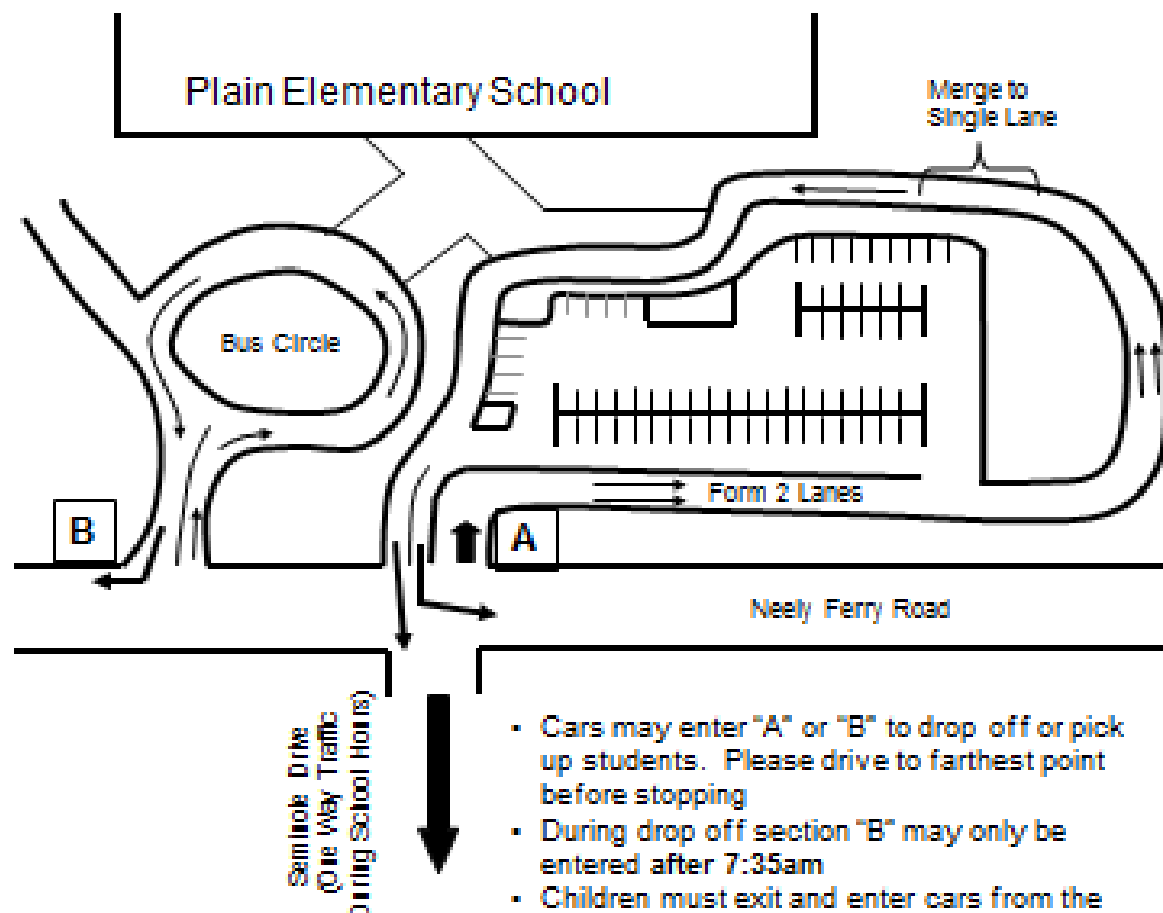
Change in transportation

Please let your child's teacher know **in writing** of any change in your child's transportation home. Do not leave transportation change requests on teachers' email or voice mail. Ride changes will not be taken over the phone so please do not attempt to call the front office attempting to secure a last minute ride change. This guideline is for the protection of all children.

Safety Patrols

Fifth grade students who are chosen as patrols will be stationed around the school to assist students with entering and exiting the building safely. These patrols are there for each child's protection and should be respected and obeyed at all times.

Traffic Patterns During Drop-off and Dismissal



- Cars may enter "A" or "B" to drop off or pick up students. Please drive to farthest point before stopping
- During drop off section "B" may only be entered after 7:35am
- Children must exit and enter cars from the sidewalk areas on the right side of the vehicles
- Cars dropping off in section "A" must exit by making a LEFT turn onto Neely Ferry Road or going STRAIGHT onto Seminole Drive. NO RIGHT TURNS from section "A"
- Cars using section A should form 2 lanes above the parking lot entrance and merge to a single lane at the designated location on the map, once students are dropped off/loaded and the line begins to move
- Cars dropping off in section "B" must exit by making a RIGHT turn onto Neely Ferry Road. NO LEFT TURNS from section "B". Cars may only enter section "B" after 7:35am
- Cars using section "B" in the afternoon for pick up must wait for all buses to clear before entering the bus loop.
- Please place a large sign in your car window with all children listed that you are picking up

HEALTH AND SAFETY

Health Room

If a student does not feel well enough to attend classes, he/she should req

Health Room

If a student does not feel well, he/she requests a pass from a teacher to report to the health room. The student's parents will be called if the student has a temperature of 100 degrees or greater, is vomiting, has uncontrolled diarrhea, has an undiagnosed rash, or has a contagious illness.

The health room is staffed for minor first aid and to monitor students until a parent arrives. Parents of students needing to take medications at school must see the health room nurse to complete a permission form.

Parents of students requiring any type of medication (Orajel, Tylenol, prescription, etc) must inform the school nurse and bring the medicine to the health room, along with written authorization from the legal guardian for the medicine to be administered.

1 .Written authorization is required for any medication brought to school. Such written authorization must include:

- Student's name and current date
- Name of the medication
- Time of day to give the medicine and the amount to be given
- Signature of parent/legal guardian
- Telephone number of parent/legal guardian during school hours, should contact be necessary

2. If a student has been prescribed an inhaler, parents are responsible for making one available in the health room.
3. Prescription medications must have physician and legal guardian authorization with the same information as above. Forms are available in the health room.
4. Due to Reye's Syndrome, no aspirin, or products containing aspirin can be given to students without a physician and legal guardian's written permission.
5. All medications including prescription and over the counter drugs, inhalers, and epipens must be stored in the health room. Medication must be labeled and in the original container. No medication will be given from envelopes or plastic bags. The nurse will administer medication to students.
6. Unauthorized possession of any type of medication is against school policy and is grounds for suspension or expulsion.
7. The school does not and will not supply any form of medication to students.
8. Any procedure must have a physician's order with instructions on it. This includes nebulizers, dressing changes to wounds, diabetic procedures, wisdom teeth extractions, etc. The order must have a current date and how long to perform these procedures. The nurse will assist with these procedures.
9. Emergency forms need to be kept current. Please notify the nurse or front office of any phone, address or medical changes. Please complete all information requested on this form, especially contact and medical information.
10. Health room hours: 7:30 AM – 2:30 PM Health room phone number: 355-7707

Health Room Emergency Forms

A Health Room emergency form is kept on file in the health room for every child. This form supplies vital information to the nurse about whom to call in case of an emergency or special health problems a child may have. Therefore, it is necessary that the school be given the information requested on the Health Room form at the beginning of each school year and updated as changes occur. When a student is ill, the nurse will notify the parent and follow the directions on the health form and enrollment form. In case of an accident, first aid is given by the school nurse or authorized school personnel. In all cases of serious accident or illness, the nurse follows the parent's directions on the health form. Please make sure all information is current. Inform the office about changes in your phone number, address, place of employment, family doctor and names of persons to contact if a parent cannot be reached.

Prescription Drugs or Other Medication

If a child must take a prescription drug or **any** other medication during the school day, please note the following guidelines:

1. Medication must be brought by a parent/guardian or other designated adult to the nurse in the Health Room.
2. Medication must be in the original container labeled with the child's name.
3. A note stating the dosage required, the time the medication is to be given and the possible side effects that may be caused by the drug must accompany the medication.
4. The nurse cannot administer any over the counter medications without written permission, including antibiotic and antifungal ointments, lotions for rashes, & treatment for sore gums.

Students may not bring medication to school or keep any medication in their possession. All medication will be kept in the health room and administered only by the school nurse or authorized school personnel.

Immunization Requirements

A child cannot be admitted to any school or child development program without a valid South Carolina State Certificate of Immunization or a valid medical, religious or special exemption.

Immunization requirements include diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps and rubella (German measles). A second measles shot must be documented on the immunization certificate. A child who has documented evidence of having had measles or proof of measles immunity is not required to have the shot. Hepatitis B (3 dose Series) is also a requirement for all students in K4 - 5th grade. Children entering a child development program (four year olds), kindergarten (five year olds), and first grade must have a Chicken Pox immunization or have had chickenpox.

If a child does not have a valid certificate, all of his/her shot records should be taken to a physician or the County Health Department. A student under the age of 16, requiring shots, must be accompanied by a parent.

New residents may temporarily enroll their children in school for thirty (30) days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of the thirty (30) day period, the student will no longer be allowed to attend school.

Fire and Emergency Drills

In accordance with state laws, fire drills are held once each month. Drills are held without warning. Each teacher is responsible for instructing students on the manner and

route of exit during drills. These rehearsals are necessary for helping children react quickly and responsibly to emergencies. Instruction and drills are also provided in preparation for tornadoes, severe weather conditions, lockdowns, and bus accidents.

Playground Rules for Students

1. Make sure that you are where your teacher can see you at all times.
2. Play only in the area designated by your teacher.
3. Stay within the schoolyard. Do not bother other classrooms while they are working.
4. Fighting is not allowed.
5. You must request permission to go inside the building & be accompanied by an adult.
6. Do not go near animals that have strayed onto the playground.
7. Report any injuries to your teacher immediately.
8. Play safely and never throw rocks.
9. Report cases of bullying or arguments to a teacher immediately.
10. No footballs permitted.

Medical Excuses from Recess or Physical Education

Sometimes after an illness or accident, a parent may wish to have a child excused from physical education or recess. Please send a note to the teacher stating the reason for this request. If the student will need to miss recess or physical education for more than a few days, a doctor's statement is needed. Please make your child's teacher aware of any special health problems.

Accident Insurance

Student accident insurance is offered as a service to parents through the school. Information regarding this insurance will be sent with the student information packet at the beginning of the school year. Enroll online at www.studentinsurance-kk.com (You can find further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force on this web-site.)

CAFETERIA POLICIES

Cafeteria contact: Lynn Tollison – Manager 355-7708

Breakfast and lunch are free to all students.

Visitors at lunch or breakfast

Parents may have lunch with their child/children on occasion. Parents eating in our cafeteria are expected to purchase a school lunch or to bring lunch from home. **The Plain Café, just like any other restaurant, requests that food items from outside eateries (fast food, etc.) not be brought to our restaurant.** Nourishing, well-balanced meals are served each day for students by Food and Nutrition Services.

If you are planning to eat a school lunch, please send a note to the teacher stating the lunch selection, arrive five minutes prior to the child's lunch time, and sign in at the office with your driver's license to receive a green visitor's pass. Please plan to meet your child in the cafeteria and do not go to the classroom. Classroom instruction cannot be disturbed. There is a special area in the cafeteria designated for students and visitors to eat together. Visitors should not sit at the class table unless they are covering lunch supervisory duty for the classroom teacher. Students/class friends may not join the parent/child table during lunch. Guests are expected to leave the school through the office when the class enters the atrium area. Visitors may not accompany the class back to their classrooms.

Delivering lunch to school

If your child forgets his/her lunch and you wish to bring it to school, please bring it to the office. The office staff will make sure your child gets his/her lunch. Your child's name should be on the bag or box.

Student behavior in the cafeteria

Students are to walk into the cafeteria quietly. There should be no talking while students are waiting to be served.

Students will eat silently for the first ten (10) minutes of the lunch period (Red cone). They may talk quietly during the remainder of their lunch (Green cone).

Students who bring their lunch should bring nourishing meals. Carbonated drinks are **NOT** permitted and students DO NOT HAVE ACCESS TO A MICROWAVE OVEN OR REFRIGERATOR. If students choose not to drink milk, they should bring a water bottle from home.

Insulated Water Bottles

Students are permitted to bring insulated bottles to school so they can drink water throughout the day. However, due to incidents of water damage to library books, chrome books, and textbooks, we are requiring students to hand carry their water bottles to and from school. Teachers will have a designated place in classrooms for students to store water bottles during the instructional day.

Minute of Silence

South Carolina state law mandates that all schools provide a minute of mandatory silence at the beginning of each day. Plain will observe a minute of silence each morning after our Pledge of Allegiance during our WPES televised news program.

Students' Expression of Religious Beliefs

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please see the U.S. Department of Education guidelines regarding religious expression in public schools at www.ed.gov/Speeches/08-1995/religion.html

Legal Guardianship

The school releases children equally to both parents unless there is a court order with proof of custody on file in the child's permanent record. The custodial parent needs to notify the school in writing about persons who are authorized to pick up their child.

Permanent Records

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and accessible only to the professional staff and the student's parents or guardians. Please schedule an appointment with the guidance counselors at 355 - 7704 or 7706 if you desire to review your child's permanent record. When a student transfers to another school, the records will be forwarded upon receipt of a written request from the new school.

Money Sent to School

All money sent to school should be placed in a sealed envelope marked with the child's name and the purpose for the money.

Individual checks for fees, field trips, lost/damaged textbooks, etc. should be made payable to Plain Elementary School and given to the homeroom teacher. When paying with cash, exact cash is necessary since district policy does not permit schools to make change. My School Bucks on-line payment is available, as well.

Checks for lost/damaged library books should be made payable to Plain Elementary School and given to the media specialist.

Checks for PTA sales should be made payable to Plain Elementary PTA.

The student will receive a receipt for all money sent to the school. All receipting is done by the homeroom teacher. **Please send all money with the student to school so**

that it can be receipted before class begins. Payments cannot be accepted in the office.

Items Prohibited in School

Items which are hazardous to the safety of others or interfere in some way with school procedures may not be brought to school. Items such as toys, beepers, toy guns, caps for guns, bean shooters, knives, look-alike weapons, matches, lighters, cigarettes, razors, razor blades, pornographic materials, non-prescription drugs, and alcoholic beverages are not permitted and will be taken from students. Parents will be contacted for a conference concerning their child's possession of any of these items. Possession of illegal drugs, alcohol, and weapons will result in a discipline referral to the superintendent.

A. The following items should not be brought to school:

- Toys, games or electronics unless specifically requested by the teacher.
- Fidgets
- Personal two-way communication devices – Examples: Cell phone, Apple Watch, iPad, IPod
- Baseball or similar trading cards.
- Anything of value, such as expensive jewelry.
- Money, other than what is needed to purchase lunch or during special school events.
- Alcohol for teacher/staff appreciation gifts.

B. Neither the school nor the teacher will be held responsible when money or personal items are lost.

C. Students may bring items appropriate for class projects as assigned and approved by the teacher.

D. Kindergarten or first grade teachers may ask students to bring items to illustrate colors, letters, etc. In this instance, toys may be appropriate.

E. **Cell phones should not be brought to school.** If a student must have a cell phone at school for emergency reasons, it must be silenced and in the student's backpack at all times. Teachers will confiscate any cell phone that is used during school hours.

F. Due to limited space, safety, and flooring concerns, **no rolling book bags** are allowed at Plain Elementary School.

Care of School Property

Vandalizing, damaging, or destroying school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses is forbidden. **Consequences:** Parents or guardians will be informed, and restitution for the damage will be required. Failure to pay the district for damages could result in court action by the district. The student may lose privileges, be suspended, be recommended for expulsion, or receive other disciplinary sanctions.

Visitors in School

Visitors are always welcome at Plain Elementary. All visitors must sign in on our School Check in System with their driver's license and wear a green and white name tag while in the building. Please let the office staff know the purpose of your visit. We value instructional time and work to reduce classroom interruptions. If you are joining your child for lunch, plan to meet him/her in the cafeteria. Classroom visits **must** be pre arranged with the teacher and/or the administration. If you are delivering a "forgotten" lunch, back-pack, or other school work, leave these items in the front office and members of our staff will deliver them to your child. *If a parent signs in and the office is notified that he/she has interrupted instructional time by going to a location other than what was communicated to the office staff, there will be serious parental consequences.* Parents **may not** visit our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and school administrator.



Parties/Birthday Celebrations

The PTA sponsors two parties during the school year. The first party will be prior to winter break, and the second party will be in the spring.

Parents may bring cupcakes or other treats to celebrate a child's birthday. The teacher needs to be notified in writing prior to these being brought to school. In the event that two children have the same birthday and treats are brought for both, the teacher will use his/her discretion about when the treats will be eaten. Do not bring balloons or have deliveries sent to the school. Special deliveries, such as flowers, balloons, stuffed animals, or floral arrangements will not be accepted for students. Invitations for private parties may not be passed out in the classroom unless **all** students are receiving invitations. The child is solely responsible for distribution of all invitations.

Hallway Procedures

When in the hallway, students are to stand or walk on the second square from the wall, have their body facing forward, and remain quiet.

Chewing Gum

Students are not permitted to chew gum during the school day while on the premises or on field trips.

Field Trips

Field trips are considered to be an important educational tool. Through these experiences, students get an opportunity to experience real-life activities related to the subject matter being taught in the classroom. Permission slips must be signed by the parent or guardian and returned to school before a child can participate in a field trip. Students should remember that they represent the school while they are away from campus. All policies and guidelines practiced at school are expected to be observed during field trips by both parents and adults. (Siblings may not accompany chaperones on field trips.) Charges for trips are determined by the number of students to attend and once individual fees are set the school cannot refund the fees. Exceptions will be considered on an individual basis only in extreme circumstances. **Students must return to school on the bus following a field trip. Chaperones may return to school and sign their children out in the office if they wish to take their child home after the field trip.**

Parking During School Hours

Parking in front of the school under the portico is prohibited. All vehicles must be parked in a parking space during school days and school functions. Parking is not allowed in the drive through lanes in front of the school. Please do not park behind the school administrators' vehicles or next to the curb.

No Smoking Policy - Tobacco use & Vaping are prohibited on school grounds

III. CURRICULUM AND PROGRAMS

Program Description

Plain Elementary offers a rigorous scholastic curriculum enriched by instruction in art, music, media technology, and physical education. The core curriculum meets all

standards of the School District, and the State Department of Education. Writing is integrated throughout the entire curriculum. Topical studies are planned by classroom teachers and related arts teachers, connecting learning activities in academics with the arts. Chromebooks are issued to students in grades Kindergarten through 5th to enhance personalized learning opportunities and enrich the curriculum.

Equal Education Opportunity

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

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Student Speakers at School-Sponsored Activities

The Greenville County School District 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 accordance 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 the basis that either favors or disfavors religious speech. When 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.



Kindergarten requirements

All children who will be five years old on or before September 1 should attend public or private kindergarten. Parents who do not wish for their child to attend kindergarten must sign a waiver at the school. Due to space limitations, Plain serves only those students who are assigned to attend Plain or have special permission approved by The Greenville County School District.

First Grade requirements

All children who will be six years old on or before September 1 are eligible to attend first grade in public school.

Homework

Homework is an extension and reinforcement of classroom instruction and should be an activity or study that the student can accomplish independently. It should also address the student's needs and abilities. Students should be taught the techniques of how to study, including the wise scheduling and use of time. They should also learn to incorporate long-range assignments into their daily study schedules.

The following guidelines should be used to determine the amount of time a student should spend on homework each day:

Grades K5 – 2nd	Should not exceed 30 minutes including 20 minutes of reading
Grades 3rd – 5th	Should not exceed 60 minutes

If a student has spent this much time and has not completed his homework, the parent/guardian may write a note to the teacher certifying the amount of time spent on homework. **Long term assignments such as book reports or projects should be worked on within a reasonable time frame.**

STUDENT SERVICES

Speech/Hearing/Vision Screening

As part of student services, students may be screened for speech, language, hearing and vision problems. If you have any questions, please call the school at 355-7700.

Resource/Special Education

Resource/Special Education services are provided under IDEA (Individuals with Disabilities Act). Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services defined in the Individual Health Care Plan for the student during the school day if needed.

Medical Homebound Instruction

Medical Homebound Instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition and will benefit from home instruction. The physician must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school system will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, call 355-2076.

Speech Therapy

The speech / language program at Plain serves those students who have been identified as needing extra help in the areas of articulation, phonology, voice, fluency and / or language. Students in kindergarten, new students to the school district and students referred by classroom teachers and parents are screened by the speech / language pathologist. Parents of those students identified in the screening as needing extra help are contacted if further testing is indicated.

GRADING GUIDELINES

Grading Scale

Academic progress in reading, language arts, spelling, handwriting, social studies, science, math and health will be graded in the following manner for grades 2 – 5:

A	Excellent	100 - 90
B	Above average	89 - 80
C	Average	79 - 70
D	Below average	69 – 60
F	Failure	59 or below

Report Cards/Progress Reports

Report cards are issued every nine weeks. Report cards are sent home in special envelopes that are to be signed by the parent/guardian and returned to the teacher. Progress reports are only required to be issued if a child has a below average or failing grade based on the grading scale above.

Conferences

It is a priority at Plain to have open and frequent communication between parents and teachers so that student progress can be monitored. During the year there will be at least one formal conference between teachers and parents, usually at the end of the first reporting period. All parents are expected to attend these conferences or

participate in a teleconference if necessary. Parents are also encouraged to initiate a conference at any time by sending a note or calling the teacher to set up an appointment. Teachers may also request special conferences. Please do not drop-in for a conference without an appointment.

Promotion and Retention

The promotion and retention policy of The Greenville County School District assures students reach minimal academic standards at each grade level before they are promoted. Without the necessary skills, social promotion will only increase a child's academic problems.

For a child to be successful in school, Greenville County Schools emphasize the basic skills, especially in the primary grades. The decision to retain a student is not, and should not be a last minute decision. To be promoted, the student must reach certain levels of achievement. Final responsibility for promotion and retention rests with the principal.

Guidance Department

Guidance in the elementary school is concerned with the mental, emotional, social, physical, and educational needs of the student. The following services are provided and available as needed:

Counseling: Individually and in groups

Consulting: Through teacher in-services, parent study groups, and parent and teacher conferences.

Coordination: New student orientation, coordinator of standardized testing programs, and special education referrals.

An elementary school counselor is all of the following: (1) a helping person for all children; (2) a resource person for the teachers; (3) a liaison with outside agencies; (4) a professional staff member; (5) a coordinator of state testing services. Our counselors can be contacted by calling at 355-7704 or 355-7706.

Challenge Program

The School District of Greenville provides programs for 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 areas based on criteria set by the South Carolina State Department of Education. When a student meets the requirements for this program, written parental permission is required.

In November of each year, the State Department of Education provides testing for students in second grade to determine their eligibility for the Gifted and Talented Program. This program is called "Challenge" in Greenville County. The Iowa Test of Basic Skills, an achievement test, and the Cognitive Abilities Test (CogAT), an aptitude

test, are administered. As soon as results are available in January, parents are notified of their child's performance on these tests.

Students may qualify automatically with an extremely high aptitude or IQ score at the 96th percentile or higher for their age group. If students do not qualify solely on aptitude, the following process will be used for screening:

Dimension A-Reasoning Abilities: Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative, and/or a composite of the three.

Dimension B-Academic Achievement: Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instrument.

Dimension C-Intellectual/Academic Performance: Students must demonstrate a high degree of interest in a commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge, and creative, productive thinking. Rising third, fourth, fifth, and sixth graders may be eligible to take the Performance Task Test in March **if they have already met the criteria in Dimension A or B. Students must meet the criteria in two of these dimensions to participate in the Challenge Program.**

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

Students who meet the State criteria may be placed in the Challenge Program beginning in the third grade. At the elementary level, Challenge is a pull-out program, meaning students are removed from their regular classroom for at least 125 minutes each week in the third grade and for at least 200 minutes for fourth and fifth grades. Each school receives a Challenge teacher based on the number of qualified students in that school. Students are taught in classes with a teacher-pupil ratio of 1 to 20 or less.

If you have questions regarding the Gifted and Talented Program, please contact Mrs. Gina Yount, our challenge teacher, at 355 -7764.

Media Center

The media center functions as an integral part of the whole school program. The media center supports the curriculum of the school through the variety of its material and the flexibility of its program. The primary objectives are to help students learn by providing books and other media to correlate with the curriculum, to create in students a lifelong interest in reading, and to teach students how to utilize the media center for study, research, and enjoyment. The media center is open from 7:45 - 2:15. Students are

encouraged to come any time during these hours for reference work, studying or recreational reading.

It is the responsibility of each student to return library books in the best possible condition. If a book is damaged or lost, the student will be responsible for the damage fee or price of the book.

IV. PARENT AND COMMUNITY INVOLVEMENT

School Improvement Council

The School Improvement Council (SIC) is composed of interested parents, teachers, and community representatives who serve as a support and advisory committee for the school. If you are interested in being a part of our SIC, please contact the office at 355 – 7712.

Parent Workshops

Plain will offer informal parent workshops during the 2024 - 2025 school year. Varied topics such as understanding the severity of allergies (e.g. food-nuts, chocolate, lactose, etc.), internet safety, and life with a special needs child (autism, ADHD, ODD, etc.) will be addressed. If you are interested in speaking, conducting a session, or have a suggestion for a parent workshop, please contact our guidance department at 355-7704.

Parent Teacher Association (PTA)

Members of the Plain Elementary PTA include parents who supervise lunch and volunteer their time and innovative ideas in support of the school. They work with children, chaperone field trips, make copies for teachers, plan social activities, and sponsor events. PTA meetings are typically the second Monday of designated months beginning at 6:00 pm in the atrium. Programs include student performances, speakers, and workshops of interest to parents and teachers. Membership dues are \$5.00 per person. With the help of the PTA, Plain is able to provide many special opportunities for our students. The PTA can be reached at 355-7701 or 355-7702.

Volunteers

Working as a school volunteer can be exciting and fun. By volunteering you can help meet the needs of students and teachers in many ways. Even if you cannot be at the school during school hours, there are volunteer activities that can be done at home and after hours. Contact the volunteer coordinator at 355-7701 or 355-7702 if you are interested. Below are a few examples of volunteer opportunities at Plain:

**Assisting with copying
School beautification
Class parties
Career Day
Tutoring or Mentoring
Supervising during lunch**

**Media Center assistant
Field Day
Field trips
Assisting with bulletin boards
Room Parent**

Volunteers are required to sign in through the school check-in computer in the office each time they enter the building for work and to wear a yellow name tag at all times.

You are an important part of the school team and are asked to cooperate with the school staff in the following ways.

- Sign in with your driver's license each time you come to the school.
- Always wear your volunteer badge and yellow Hall Pass tag.
- Respect the confidentiality of anything you learn in the classroom or around the school.
- Dress appropriately for a school environment.
- Follow our safety guidelines.

