

Simpsonville Elementary School

“Academics + Fitness “Seal” Our Success”



Parent-Student

Handbook

2021-2022



Message of Welcome

Welcome to Simpsonville Elementary School and the 2021-2022 school year! We are so excited to have all of our students return to school this year after experiencing a year where some students had to remain virtual. As a Leader In Me School, we strive to build leaders of today and tomorrow at Simpsonville by incorporating the Seven Habits. We are excited to embark on this journey to transform our school into LEADERS! This handbook is intended to provide beneficial information regarding practices, policies, procedures and programs. Thank you for joining us in our mission to help all Simpsonville Seals accomplish their academic and personal goals.

The Eight Habits

Principles are timeless and embedded into our everyday life at Simpsonville Elementary.

Habit One: Be Proactive

Habit Two: Begin with the End in Mind

Habit Three: Put First Things First

Habit Four: Think Win-Win

Habit Five: Seek First to Understand, Then to be Understood

Habit Six: Synergize

Habit Seven: Sharpen the Saw

Habit Eight: Find Your Voice

Simpsonville Elementary School Faculty and Staff

Principal: Jackie Earle

Assistant Principal: Nicholas King

Secretary: Sharon Farrow

Office Clerk: Lynn Osborn

Attendance Clerk: Kara McDowell

K3/4 Special Education:

Melanie Grieve-Beal

Patricia Idarrage (Assistant)

Alissa Welch (Assistant)

K4

Amy Hill

Stacie Adams (Assistant)

Kindergarten (K5):

Joy Floyd

Suzy Mefferd (Assistant)

Amber Risell

Angie Wilkins (Assistant)

Belverly Ollis

Emily Skitt (Assistant)

Cheryl Ritter

Leigh Ann Bishop (Assistant)

Allison Landreth

Paula Mauer (Assistant)

First Grade:

Antoinette Brown

Lindsey Gordon

Abi Hobbs

Becky Hunter

Mary Mabry

Kristen Pickens

Lauren Polk

Pam Reece

Second Grade:

Jamie Cannon

Amy Kozakiewicz

Molly Mathews

Lisa Shelf

Hannah Tedstone

Third Grade:

Amanda Arms

Heather Bolt

Kelsey Mitchell

Melissa Smith

Angela Watts

Fourth Grade:

Tania Laemmel

Kelly Mangum

Ashleigh Miller

Rachel Vincent

Lucy Wright

Fifth Grade:

Angela Grissom

Skye Miller

Carrie Moore

Jean Wender

Special Education:

Charmain Madison

Carin Ayala

(Assistant)

Amy Bartley

(Assistant)

Katherine Fowler

Gina Raneo

(Assistant)

Chip Shelf

(Assistant)

Resource:

Zoe Hudson

Sally Given

Shannon Miller

Challenge:

Teresa Finchum

ESOL:

Becky Valencia

Related Arts:

PE: Roth Mathews/Mitch Bopp

Art: Ashley Sims/ Rebekah Welborn

Music: Cheri Owensby / Adam Cochran

Computer: Sharon

Golembesky/Lindsey Collins

Guidance Counselors:

Christie Carlson / Kelley Latta

Media Center:

Carrie McAlister, Librarian

Leslie Bak, Media Clark

Instructional Coach:

Jennifer King

Literacy Specialists:

Sharon Clyborne

Intervention:

Hannah Brown

Jessica Burton

Cassie Lemus

School Nurse:

Melanie Johnson

Speech:

Shannon Forman

Fran Toth (Pre-school)

Food Service:

Regina Humes, Manager

Amanda Mayson, Manager

Barbara Daigle, Laurie Hackett, Phally

Hoeung, Teresa Kennedy

Custodial Staff:

Larry Merritt, Plant Engineer

Florida Carpenter, Donald Greer,

Amber Jackson, Ronnie Oliver

Communication

Simpsonville Elementary Mission Statement

We are...

Successful citizens

Empowered with 21st century skills

Academic achievers

Leaders and life-long learners

Simpsonville Strong

Our Vision

The vision of Simpsonville Elementary is to prepare students to be productive, respectful, and responsible.

SCHOOL MASCOT: Seal

SCHOOL PTA NEWSLETTER: Seal-O-Gram

SCHOOL COLORS: Blue and White

Facebook: @SimpsonvilleES

Twitter: @SimpsonvilleE

#simpsonvillestrong

ACADEMICS + FITNESS "SEAL" OUR SUCCESS

Goals

We at Simpsonville Elementary School have the following goals:

1. To create in all students the desire to learn.
2. To strive to meet the mental, emotional, physical and social needs of all students.
3. To provide academic opportunities that will prepare students to be productive in a changing world.
4. To help students develop good health habits, physical fitness, and proper nutrition.
5. To help students appreciate art, music and literature.
6. To encourage appropriate student behavior by creating an environment that promotes positive self-esteem and self-control.
7. To help students develop good citizenship habits through an understanding of family, community, state and country.
8. To foster an appreciation for differing values and cultural norms.
9. To encourage the active involvement of parents in their child's education.

Desired Results in Student Learning

These learner standards define what the school expects its students to know and be able to demonstrate at the completion of fifth grade.

The student will demonstrate:

1. Proficiency in basic academic knowledge and skills.
2. The ability to listen, speak, read, and write effectively.
3. The ability to apply mathematical and scientific principles.
4. The knowledge of the history and principles of a democratic society.
5. The ability to select and apply technology.
6. Knowledge of visual arts.
7. The knowledge and skills necessary for physical fitness.
8. The ability to gather and use information to solve problems.
9. The ability to reason logically and think creatively.
10. Respect, responsibility, and integrity.
11. The ability to work independently and with others.
12. Knowledge of the different types of work and the contribution of each to society.
13. The ability to set goals and to develop plans for achieving them.
14. The knowledge and skills necessary to meet entry requirements for the global workforce and for further education.

Parents and Visitors

Parents and visitors are welcome to visit the school, however, for the safety of our children and staff after just coming through a year where we have had so many regulations due to the pandemic, we are making few adjustments for the safety and well-being of our students and their families. If you would like to volunteer, we ask that you contact the PTA representative for guidance and information.

Parents will not be able to join students for lunch due to limited space in the cafeteria unless the school has a special event planned and has made accommodations for this event. Please do not send foods to be shared with other students, such as birthday cake, or cupcakes unless the items have been prewrapped by the manufactory. All parents and visitors must enter through the office, sign in with a photo ID and get a visitor's pass before leaving the front office and entering the building. Added security measures include having to ring the doorbell and identify yourself before you will be buzzed into the office. You will also have to be buzzed out of the office to get to the hallways. It is essential that we know who is in the school at all times in order to protect students and school property from harm.

Conferences with Teachers

Conferences with teachers are encouraged and welcomed. Please call the school office at 355-8300 and request a conference. The teacher will contact you to schedule a time. If you wish a telephone conference, call the school and leave your number. The teacher cannot be called to the phone during the day. We request that parents not call the teacher at home unless the teacher has sent a number and invited parents to do so. Parents are strongly encouraged to attend the scheduled conferences and to initiate other conferences to discuss their child's progress. However, we ask that you do not drop-in for a conference without an appointment. Please call the school office (355-8300) or write a note requesting a conference at a time mutually convenient to the parent and the teacher. Please give a 24-hour notice in advance for observing in the classroom. Teachers are generally available immediately after school except on Wednesday afternoons, which are reserved for faculty meetings.

Report Cards

Report Cards are made available in Parent Backpack four times a year at nine-week intervals. Each report will present the student's progress in reading, mathematics, language, spelling, handwriting, social studies, science, health, art, music, and physical education. Please access your child's backpack account to view your child's grades.

Backpack

If you need to create a parent backpack account: you will need an e-mail address. You can obtain a free email account at Outlook, Gmail, or Yahoo. Go to the <https://parents.gcsbackpack.com>. You will see the screen below. If you already have a Parent Backpack Account, please proceed to Number 4 to add a student to your account.

1. Please go to <https://parents.gcsbackpack.com>

Greenville County Schools Backpack for Parents

Sign in First Time Here?

Email/Username Need help?

Password Need help? Show

I'm a Student

I'm a Parent *

* Parents/legal guardians or non-residential guardians

Click on this button to create your account

2. You will see the Sign Up for Parent Account.

Enter your primary email address for your backpack sign in.

Email

Password Show

One lowercase character
One number
Ten characters minimum

One uppercase character
One special character
No three or more repeated characters

Parent Information

Full Name

(Legal) First Last Middle
Legal First Name Last Name Middle Name (Optional)

You will be required to click on the link in the verification email being sent to you after clicking 'create my Parent account' below. You will not be able to sign in until you've confirmed your email address.

Cancel Create My Parent Account

You enter your email address

You will need to create a 10 character password following the rules listed.

Fill in your name and click the Create My Parent Account button

3. You will receive an email to verify the account.

backpack for parents

Hi

Thanks for signing up for backpack. Get started by activating your account using the link below.

ACTIVATE YOUR PARENT BACKPACK ACCOUNT

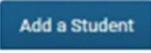
Backpack provides parents and guardians of students a way to view their students' information, manage contact and address information, help apply their student(s) to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.) and more. To learn more, visit parents.gcsbackpack.com.

Be sure to hold onto this email as a reference to the information you provided at sign up in case you ever forget your email used at sign up.

Click on the button to activate your Account.

It will take you back to the log in screen. Use your email and password that you created above to log in.

4. You can now link your students to your account by clicking on My Students  My Students (you will need your Student's ID Number).

5. Once on My Students screen, click . Fill in your Student's information, click



If your information is correct, you will receive this message.

Request to Add a Current Greenville County Schools Student



Your student request has been successfully submitted to the administrative clerk at your student's school for review.

What's next?

You will now need to visit your student's school to verify your identity and/or proof of custody as a parent guardian or non custodial guardian for the student. You must bring at least one of the following to verify your identity:

- State/County issued birth certificate
- Government Issued Photo ID
- Divorce/Separation Documents (if applicable)

This will direct you to go to your Student's school and what documentation that you will need to bring to set up your Decision Maker/Parent Account for your Student. If you have any questions or concerns, please contact the front office at 864-355-8300.

Parent –Teacher Communication

Each teacher will send home information concerning each child's progress once a week. The procedure for sending home this information may vary from teacher to teacher. Often, an accumulation of each week's work is sent home on a particular day. Some teachers will also attach a "progress report" of the student's work habits. The parent's signature may be required before returning various papers. Teachers are asked to respond to any message within 24 hours. If you do not get a response to your message, please feel free to contact administration.

Mutual Trust

Believe in your child's teacher. All of the teachers at Simpsonville Elementary are sincerely doing their best to provide your child with the best education possible. Remember also, that sometimes your child may get angry with you as well as the teacher when he doesn't get his way or is reprimanded. Realize that your child reports facts from his viewpoint. Your child may not be aware of all the facts. If your child reports an injustice at school, please be open-minded as you find out all of the facts. Positive parent / teacher relationships help children learn respect for others. As adults we must be good role models and show respect for each other.

If your child comes home angry or upset please contact the teacher to gain more information about the situation. Helping our children grow to be responsible citizens takes everyone working together.

General Communication with the School

1. Please make after-school bus/car arrangements before your child leaves in the morning. If there is a change from the normal routine, please send a note.
2. Listen to your radio or television for information about closings. Our phone lines need to remain open so that district personnel can contact us with updated information.
3. Holidays, workdays, and teacher staff development days are indicated in this calendar. Refer to your child's class newsletter for updated information.
4. Please send a note if:
 - a. Your child needs medicine during the day. We cannot give medicine without written instructions signed by the doctor.
 - b. Your child needs to leave school early.
 - c. You want the teacher to call you (if you do not receive a call by the 2nd day, assume the note was not received).
 - d. Your child is not able to ride the bus, day-care van, or usual carpool.
 - e. Your child is absent due to illness, religious holiday, or death.
5. Do not ask the office to deliver messages to your child unless it is an emergency. Children cannot be called from class for phone calls. If an emergency changes travel plans for a child, we get the information to the student on a limited basis.
6. Classes may not be interrupted to deliver money, books, assignments or lunches. Please do not take them directly to his/her room. The office will notify your child when things are delivered. Many deliveries to school could be avoided if children were delegated more responsibility for remembering the items that are to be brought each day. Children will not learn to accept responsibility if others assume it for them.
7. Please do not ask your child's teacher for class rolls, addresses or phone numbers. We are not permitted to release this information. We ask that if party invitations are given out at school, every student in the room must be given one. The student is responsible for distributing the invitations at the end of the day. Staff members are not permitted to pass out invitations or place them in book bags.
8. Remember, the Parent Portal contains information regarding your child's grades, attendance, address, etc. If you do not have an access password, please see the office.

Student Behavior and Discipline

The Greenville County Discipline Code is sent to each home. It states "...disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education: nor will illegal 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 its 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." Types of authorized discipline are presented in the Discipline Code.

The following are examples of student behavior that might lead to disciplinary action: stealing, profanity, disobedience, fighting, possession of harmful objects such as knives, firecrackers, etc., destruction of school property, cutting classes or school, violation of bus rules, and gross misbehavior.

Most discipline problems can be effectively handled between the teacher and student. However, if the offense is serious or if inappropriate behavior persists, the student's parents will be informed. It is the intent of the school to follow procedures that reflect the concerns of all parents.

An orderly, disciplined school atmosphere will exist when students are responsible and are accountable for their actions. Each student is expected to behave with respect toward each individual in the school.

Playground Rules for Students

1. Make sure that you are where your teacher can see you at all times. (If you can see her, she can see you.)
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.
6. Do not go near animals that have strayed onto the playground. Tell the teacher if you see any animals on the playground.
7. Report any injuries to your teacher immediately.
8. Play safely.

Daily Schedule for Grades K4 - 5th

7:00 a.m. - Student supervision begins as students are allowed to enter the building.

7:00- 7:30* - Students arriving before 7:30 are required to report to the hallways for quiet work under the supervision of teachers. Your child to bring a book to read during this time. Students eating breakfast are to report to the cafeteria upon arrival at school.

7:30 – 7:40 – Students are to report to their classrooms as the teachers greet them at the door.

7:40 (bell)– All students should be in their room ready to begin class.

7:45 (bell)— School Begins - Students arriving after this time must be escorted by the person bringing them to school into the office for a tardy slip before entering class.

The classroom teacher can notify you of your child's daily routine upon request.

2:00 – Afternoon announcements

2:10 (bell) – Students prepare for dismissal

2:15 (bell) – Students dismissed – We ask that all student be picked up no later than 2:45.

We ask the students not be allow back into their classrooms once they have left in the afternoon because classroom doors will be locked.

* Please note that parents are not allowed to drop-off students before 7:00 a.m.

Policies and Regulations

Equal Opportunity in Education: No student in the School District of Greenville County 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.

School Safety Act of 1996: Any student, who commits a non-aggressive assault and battery on school grounds, or at a school-sponsored event against any person affiliated with the school in any official capacity, is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000, imprisoned for not more than one year, or both. Judicial, law enforcement or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high an aggravated nature against a school official, and of other “violent crimes.” Information concerning convictions of these crimes will be included in the student’s permanent record. The student’s teachers will be notified annually of conviction of these crimes. Any school official that reports a school-related crime in good faith is immune from criminal liability arising from the report. Also, it is against the law for students or adults to threaten public school officials.

Civil Rights of Minors: No student shall be subject to sexual harassment during the school day or any extracurricular event. A violation of this policy will subject the violator to disciplinary action.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct: The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student’s parent. If the allegation is against the school’s administration, the student or parent should file a report directly with the District’s Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

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 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.

The School District of Greenville County

Student Acceptable Use Policy Agreement

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support 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.

Parents, who do not want their children having access to the internet, must notify the school in writing by August 29, 2020. 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 29, 2020.

Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- Treat computer equipment with care and respect-Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of the local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way
- Do not use school computers for illegal activities such as planting viruses or hacking
- Do not use school computers for commercial purposes
- Follow copyright laws at all times-If you have any questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret-You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way-All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for education and district purposes only.
- Do not give out personal information on the Internet-Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

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 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.

- 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 29, 2020.
- Parental consent form must be completed and signed in order for your child to be able to use third-party software programs and web-based services utilized by our school. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.
- Please be advised without receipt of this signed form we cannot provide your student any educational resources offered by web-based educational programs and services. Please note that students who do not have access to the Internet will not be able to access web-based programs that teachers will be using in class.
- Willful destruction of any computer equipment or software will be considered vandalism and may warrant involvement of local officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times.
- Keep your password secret-You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friends and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible. All online communication must be polite and not threatening or offensive in any way. All students in grades 2-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts.
- Email accounts should be used for education and district purposes only.
- Do not give out personal information on the Internet-Never give out your phone number, social security number, full name, age, home address, or any other personal information.

Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

Student Speakers at School-Sponsored Activities

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

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

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

Attendance Policies

Arrival: Children should not arrive at school before 7:00 a.m. All students will go to their grade level's hallway to sit and read until the 7:30 bell. If a student eats breakfast, he/she will report directly to the cafeteria. Breakfast will be served from 7:00 until 7:30 a.m. Please do not drop students off in the parking lot. Use the drop-off lanes directly in front of the school when dropping off students. If you choose to pull into the parking lot, you must walk your child completely across the crosswalk for their safety. The parking lot closes from 7:40-7:45 and you must use the car loop to drop off students during this time. Students are not allowed to be dropped off in the back of the school.

Tardy: It is very important that students start their day on a positive note. This means arriving at school on time. Students are expected to be in their classrooms by 7:40 AM. If they arrive after the 7:45 bell, they are considered tardy and must be escorted into the building to receive a late pass. By practicing the 7 Habits, you can be punctual and it is an important life skill that we need to teach and model for our children.

Unexcused Tardies and Seat Recovery Time

If a student comes in tardy without a doctor's excuse, that tardy is unexcused.

- 5 unexcused tardies: letter is sent home
- 10 unexcused tardies: seat recovery time* is assigned
- 15 unexcused tardies: attendance referral is issued

* Seat recovery time is assigned before school from 7:15 a.m. to 7:45 a.m. in order to make up assignments missed due to loss of classroom instruction. The parent/guardian is responsible for bringing the student into the office at 7:15 on the assigned day.

Absences

South Carolina school attendance law states that absences because of illness, serious illness or death in the immediate family and certain religious holidays (if prearranged with the teacher and principal) will be excused if a parent sends a note to the teacher explaining why the child was absent. Notes must be sent within two days of the child returning to school. Absences without a note, as well as all other absences, with or without a note are considered unexcused. A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. Once a student has accumulated three consecutive unlawful absences or a total of five unlawful absences, a student is entered into our computer as a truant. A disciplinary referral must be completed. An elementary student will remain truant even if additional unlawful absences occur. An intervention conference should be conducted with the parent(s) or guardian(s). According to S. C. Compulsory School Attendance Law no more than 10 days per year may be excused for any reason on parent's notes. After the eleventh (11th) day of absence, only doctor's notes are excusable. More than 10 days total unexcused absences may cause the child to be retained in the same grade next year and may result in legal consequences for the parent. A doctor should verify an extended illness of more than one week within two days of the child's return to school.

The school year consists of 180 days. By state law, (Section 59-65-10) to receive credit, students must attend at least 170 days of school as well as meet all minimum requirements in the classroom. Student absences without a doctor's note that exceed ten (10) days during the school year, whether they are excused with a parent note or unexcused, must have a doctor's note thereafter.

In order to keep parents informed, a letter is sent home when a student reaches 5 absences. When a student reaches 10 absences a letter will be sent home reminding parents that medical excuses are required for the remainder of the school year. If a student has 3 consecutive or a total of 5 unexcused absences a parent conference is required.

Dismissal

School is dismissed at 2:15 p.m. All students must be picked up no later than 2:45 p.m. At 2:45 p.m., parents must come into the office to get their child and sign the Late Pick-up Register before a child can be released. If your child walks home from school, please explain and demonstrate to your child how to properly cross streets when coming to and going from school. Discuss with them the importance of obeying the crossing guards at these intersections. Safety while walking and driving is a number one concern for everyone at our school. Please do not encourage your child to run across the street to you. Please make sure your child knows how they are getting home each day and who is picking them up if they are a car rider. We ask that if you must change procedures of how a child gets home, you send a note to the classroom teacher or in emergencies, you call the front office prior to 12 noon.

Car Numbers

Please do not park in parking lot and walk across to pick up your child. This is a safety hazard. Please use the car line whenever possible. All students will receive a number, including car riders, bus riders, daycare vans, and walkers. These numbers must be given to a teacher at dismissal in order to leave school. All cars will display the car pick-up number by hanging it from the rear-view mirror or in the front window of the car. No parent is to park or pick up from the back of the school.

Early Dismissals

Please send a note to the teacher if your child must be dismissed early. The parent must come into the office and sign the Early Dismissal Register before a child can be released. At that time, the child will be called to the office for dismissal. Early dismissals must be prior to 1:45 p.m. (exceptions will be made for emergencies). Medical excuses are required for any dismissal over seven, or be pre-approved by an administrator. No early dismissals the last half hour of school on the half days at the end of the year. NOTE: Students must attend school for at least half of the school day to be counted as present for the day – a total of 3 hours of instructional time.

In case of early dismissals called by the superintendent, we will follow parents' instructions on the school form, which you completed for the teacher. Please help us keep up-to-date information by notifying the school front office as well as the homeroom teacher immediately upon changing your address, phone number, or cell phone number.

Procedures for Make-Up Work

1. Provisions for make-up or school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed (5) five school days after the student returns to school.
2. Make-up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
3. Parents should call prior to 10:00 a.m. for students' work after absences of more than one (1) day. The teacher will have the assignments in the office by 2:30.

School Closing

Closing school due to extreme weather or severe emergencies will be announced during the early morning hours to all Greenville County radio and TV stations. Bad weather dates will be made up later.

During winter weather the possibility exists that school could close early due to icy conditions. Please inform your child how he/she will get home on such occasions. Often during these times, the phone lines are either busy or, in some cases, not in order. Please listen to your radio or TV.

Grading Guidelines

All students will receive a numerical grade rather than a letter grade on their report card. First grade will receive their first report card the second nine weeks. The grading scale is as follows:

100 – 90 = A and/or E 89-80= B and/or S 79 – 70 = C and/or S 69 – 60 = D and/or N
59 – 0 = U

Homework

Homework is an extension of the classroom and should be challenging and meaningful. Teachers at each grade level will explain their homework policies. If you have questions at any time, please contact your child's teacher. The purposes of homework are to provide additional practice while developing responsibility and maturity and to help create good study habits; preparation for upcoming lessons, activities, and tests, and as an enrichment activity (i.e. special reports, and simple research work). Daily homework assignments for primary level students (K-2) should not exceed 30 minutes, including 20 minutes for reading. Students in grades 3-5 shall not exceed 60 minutes.

Homework for absentees can be arranged by calling the office by 10:00 a.m. and leaving a message for the teacher requesting assignments to be picked up after school after the student has been absent for more than one day.

Promotion and Retention

The curriculum at Simpsonville Elementary is such that the children are able to make continuous progress regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain criteria are followed during the retention process. Parents are informed if the child is not doing grade level work. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal.

Students who have accumulated more than ten unexcused absences during a school year may be retained.

Student's Responsibility for Work

Students are responsible for their own work. Cheating and copying of work belonging to another student are violations of school rules as well as personal ethics. The lender and borrower will each receive a zero on any such work and possible additional disciplinary action may result.

Textbooks

Students must handle and use textbooks with care. By authority of Section 59-31-290 of code of Laws of South Carolina: State Board of Education Regulations require payment for the loss of or damage to any book, ordinary wear and tear excepted. Schools may require pupils, parents, or guardians to pay for lost or damaged books. In the event of non-payment, the school may deny further benefits of the Free Textbook Program. The final report card will be withheld if any fees have not been paid.

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 forms must be signed by the parent and returned to the school before a child can participate in a field trip.

Students should remember that they represent the school while they are away from the campus. Therefore, their behavior should be appropriate. Students who repeatedly misbehave on field trips may be denied the privilege of participation in future trips. Parents who attend field trips with their child are requested to find childcare for younger siblings.

All field trip volunteers must be a volunteer level 2 with the Greenville County School District prior to attending the field trip. We highly recommend all parents and family members receive this level 2 status at the beginning of the school year, just to be prepared! Follow this link for more information: <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>

Field trip fees cannot be returned if a student has been counted in the original number. Charges for trips are determined by the number of students who go and once individual fees are set the school cannot refund the fees. Exceptions will be considered on an individual basis.

Transportation

Buses: Routes and schedules are designated according to guidelines from the State. Regular buses begin picking up children at 6:45 a.m. More exact times may be established with the individual drivers as the year progresses. Mini-bus students are picked up at their homes according to schedules set by the drivers. Children attending Simpsonville Elementary by special permission may NOT ride any bus.

Each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation will wear a tag with the appropriate information (Name, number, name of designee(s), and route number. The school will supply the parents of these children with four numbered cards that match their student's bus tag. The parent/guardian or designee must meet the bus with one of the four numbered cards before the driver will allow the child to get off of the bus.

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

- 1st Incident: Parent conference with warning of loss of bus privileges
- 2nd Incident: Parent conference with 3 days of loss of bus privileges
- 3rd Incident: Parent conference with 5 days loss of bus privileges
- 4th Incident: Parent conference with 10 days loss of bus privileges
- 5th Incident: Loss of bus privileges for the remainder of the school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of school administration.

New directives from the State Department of Education regarding the transportation of students' states:

"The 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." Buses will no longer be picking up at each individual house, but at designated stops in the area.

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 is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

Also, students are limited to what can be transported on the school bus. "Baggage and other items transported in the passenger compartment should be stored so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.

Children may ride only the bus to which they are assigned. Children may not ride home with a friend unless they are assigned to the same bus, and the parents have written a note stating where the new stop will be. Exceptions are made only in emergency situations in which a child may be staying temporarily in another home (parent in hospital, out of town, etc.) You may make such arrangements by sending a note to the assistant principal prior to the day your child will need to ride the bus.

If your child usually rides the bus, please send a note to the teacher if you do not want him to ride on a particular day. In general, teachers send children on the bus unless they know positively that other arrangements have been made.

Disciplinary action for misconduct on the school bus will be taken. A school bus disciplinary report is filled out by the bus driver and submitted to the assistant principal for appropriate action. A copy of the disciplinary report is sent to the parent and filed with the bus supervisor in the school office. After due warning has been given to the student and parents, the principal or assistant principal may suspend the student from bus transportation.

Each bus rider is expected to:

1. Follow the driver's directions
2. Sit in the assigned seat
3. Keep hands, arms, legs, and objects to him/herself
4. Refrain from cursing, name calling, gestures or loud talking
5. Refrain from pushing, shoving, or annoying other students
6. Refrain from eating, drinking, chewing gum, or littering
7. Abide by the school district's discipline code.

If students violate these rules, certain consequences will follow:

- 1st incident – driver warns student
- 2nd incident – driver has conference with student
- 3rd incident – driver changes student's seating assignment
- 4th incident – driver refers student to principal

Upon referral to the principal or assistant principal, the following will occur:

- Contact the parents by referral to be signed
- Suspend the student from riding the bus for 1-5 days
- Suspend the student from riding the bus for 5-10 days
- Suspend the student from riding the bus for 10-15 days
- Suspend the student permanently from riding the bus.

The number of days students are suspended from the bus is non-negotiable.

If a student damages a school bus, appropriate charges will be levied to offending student(s). The student responsible for the damage will be suspended from riding the bus until restitution has been made. Prices are subject to change. *Fighting, drugs, or weapons on the school bus will result in immediate and severe consequences.

Suspension from the bus is a hardship for parents; however, safety for children on buses is important. Please impress on your child that proper behavior on the bus is mandatory. Absences because of suspension from the bus will be considered unexcused.

Late Buses: Please call the Golden Strip Transportation Office at 355-4490 or the School District Transportation Office at 355-1289 for information regarding late buses.

Bicycles

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

Procedures for Car Riders

Children may be dropped off and/or picked up in the front of the school in the parent drive-through area by entering from Morton Avenue.

Parents are welcome to walk their children to class the first two days of school, however the students will be assisted to class by staff member or safety patrol if needed. We ask that parents drop off their students in the car line.

Students arriving before 7:30 a.m. who wish to eat breakfast will report to the cafeteria. Those not eating breakfast will report to their appropriate grade level hallway.

If your child needs to go home a different way than usual, you must send a note to the teacher so he/she can be sure the change has your approval. Please do not call the office with a change in the student's method of transportation home, unless it is an emergency. Simpsonville Elementary has over 800 students and the office is a very busy place from 1:45-2:15 and it is very difficult to get a message to your child at the end of the day. If you must change your child's method of transportation, please call the school before 12 noon. Be sure to call daycare centers to notify them of any changes.

For safety purposes, please remain in your car in the car line in the afternoon. DO NOT get out of your car and walk over to pick up your child.

Cafeteria Guidelines

Breakfast and Lunch: Breakfast is free for all students. Breakfast is served daily from 7:00-7:30 in the cafeteria. Lunch is \$2.50 daily and reduced lunch price is \$.40. If your child would like to purchase an extra milk it is \$.65. An adult breakfast cost is \$2.55 and an adult lunch is \$4.00.

Lunch may be purchased daily, weekly or monthly. If lunch is purchased weekly/monthly, please have your child bring the money to the cafeteria on the morning of the first day of the week. It is advisable to place the money in an envelope with the child's name, lunch number, and teacher's name on the front. This is essential for K5 – 2nd graders and advisable for older children. In the event of holidays, lunch may be purchased for the number of days of school that week/month. If the student is absent, there will be a balance at the end of the week/month that will be used the following week/month.

Free and reduced-price lunches are available through proper application. Students qualifying for free or reduced lunch will also qualify for the breakfast program on the same basis. Parents are responsible for paying for a child's lunch until free/reduced lunch is approved by the school district.

Borrowing Lunch Money: If a student forgets his lunch money, he will be permitted to borrow from the cafeteria manager; however, this privilege will be limited. Money should be returned the next day. If a student has a balance due, they will be given an alternative lunch to eat until the balance has been paid. A letter will be sent home to the parent notifying them of the amount due. The student may call home to have the money brought to the school. Students will not be allowed to participate in Field Day Activities if monies are owed to the school.

Delivering Lunches / Money to School: If your child forgets his lunch and you wish to bring it for him, please bring the lunch box to the office. We will make sure that your child gets the lunch. Be sure that the child's name is on the bag or box. Please do not bring fast food or carbonated soft drinks for your child's lunch. Money may be left with the cafeteria manager. Again, please place money in an envelope with the child's name and teacher's name on the front, along with the student's lunch number.

Health Information

The health room will be staffed with a licensed nurse. Any child who is not feeling well or has been hurt will be sent to the health room by his/her teacher. The health room nurse keeps a record of each child's visits, will take temperatures, and perform minor first aid. The nurse does not have any types of medication and cannot administer any without written permission... Parents are always contacted if the child has a fever of 100 degrees or more.

An emergency form must be on file in the health room for every child. This form supplies vital information to the nurse about special health problems a child may have and whom to contact in case of emergency. It is requested that parents keep this information updated. If and when a home, cell, or work phone number for any parent or guardian changes, please submit the new number to the school as soon as possible.

The nurse will administer prescription and over-the-counter medication if an appropriate written permission is on file in the health room. ALL medications to be administered at school will require a physician's order/authorization. NO EXCEPTIONS. This means EVEN cough drops. An adult must bring the medicine into the nurse, in the original container (NO BAGGIES!), labeled (student's FULL name, dosage, time to administer, duration of administration) & already have the medication authorizations form completed with the parent's and physician's signature. The nurse WILL NOT accept the medication without all of this done. School district policy states that students are not to bring any medications to school. Disciplinary action will be taken if a student is found with medication in his/her possession or belongings. At the end of the year parents are responsible for picking up any remaining medications. Those not picked up will be discarded, per DHEC guidelines.

Please make every effort to keep sick children at home. Temperatures over 100 degrees, vomiting, diarrhea, chicken pox, strep throat, or bronchitis may be contagious. Your child will be more comfortable resting at home. Please contact the school nurse if you have any questions.

Accidents and Emergencies

In case of an accident, first aid is given by authorized school personnel. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs first aid.

Insurance

Insurance will be offered to students for school-time or 24 hour protection. The policy period is for one year from August to August. School-time protection applies only when a student is in school, traveling directly to or from school or is on a school-sponsored activity. There is no District coverage for student injuries.

Enrollment forms will be available online. Claims for insurance must be made and submitted by the attending doctor, hospital or parent. The school does not process claims, only supplies the claim form. The parent must process the claim directly with the insurer.

Immunization Requirements for Attendance in South Carolina Schools

The South Carolina State Law now requires the following immunizations prior to school attendance:

1. Three (3) doses of any combination of DPT, DT, DTP-HIB, DTap, or Td vaccine with at least one (1) dose on or after the fourth birthday.
2. Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
3. One (1) dose Rubella (Measles) vaccine received on or after the first birthday. Any child in K5, 1st, 2nd, 3rd, 4th or 5th grades must have two (2) doses of Rubella (Measles) vaccine received on or after the first birthday and be separated by one month.
4. One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
5. One (1) dose Mumps vaccine received on or after the first birthday.
6. Three (3) doses of Hepatitis B vaccine for all children admitted to K5, 1st, 2nd, and 3rd grades.
7. All students must have the varicella (chicken pox) vaccine, or a parent note giving the date the child had the disease.

If your child has not had any of these immunizations, the Greenville County Health Department gives them for FREE.

Medication

ALL medications to be administered at school will require a physician's order/authorization. NO EXCEPTIONS. This means EVEN cough drops. An adult must bring the medicine into the nurse, in the original container (NO BAGGIES!), labeled (student's FULL name, dosage, time to administer, duration of administration) and already have the medication authorizations form completed with the parent's and physician's signature. The nurse WILL NOT accept the medication without all of this done. School district policy states that students are not to bring any medications to school.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

It is important to notify school personnel and the health room staff at the beginning of the year if your child has any recurring health problems. Sending a note for the health room files, as well as one for the school office files, would be beneficial.

*Medications in the possession of students during the school day will be considered a violation of district school rules and regulations, and South Carolina state law 08/06, and subject to appropriate disciplinary action.

Dress Code

"The principal of each school is responsible for developing acceptable standards of dress for the students. The general guidelines for developing standards are that student dress be conducive to promoting a business-like work atmosphere within the school rather than a bizarre atmosphere." (School District policy JCDB) Under these directives, the dress code will be that each student will dress in a decent, acceptable manner with clean clothes while on school property or representing the school. This was detailed in the Parent Express that you received prior to school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. For safety and sanitary reasons, all students will wear shoes at school. Shorts are permitted during hot weather, but short shorts, halters, and revealing shirts are not appropriate for school. Shoes and clothing should be suitable for active play. Clogs, boots, high heels, etc. invite cut feet and sprained ankles. Dressy clothes should not be worn on PE day. Students cannot wear clothing or jewelry, which display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or items illegal for use by children or other inappropriate phrases or symbols, which cause a disruption to the learning environment. All students and parents are expected to dress appropriately.

- Student dress and grooming will be neat and clean.
- No flip flops (shower shoes)
- No shoes with wheels, lights or speakers.
- No stomach showing.
- No spaghetti straps, tank tops, halter-tops, or vests without shirts will be permitted. Shoulder straps must be a minimum of three inches wide.
- No sagging pants (must be worn at waist level).

- Clothing may not drag the floor.
- Shorts / skirts no shorter than mid-thigh (fingertip length).
- No spandex, bike shorts, or cycling pants.
- If leggings are worn, the top must be long enough to cover as is you were not wearing leggings.
- No see-through or mesh garments may be worn.
- Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Non-human colored hair is not permitted.
- Extraneous articles hanging from clothing, such as chains, are considered inappropriate and will not be permitted.
- Facial jewelry is only permitted worn on the ears.
- Rolling backpacks are NOT permitted – due to lack of storage space and disruption to the learning environment.
- Only plain headbands may be worn.
- No costumes, masks, or decorative headbands, including ears or horns.

Money and Personal Items Sent to School

Children are discouraged from bringing money to school except for specific purposes such as buying lunch tickets, field trip expenses, etc. Neither the teacher nor the school can be held responsible when money is lost or exchanged. Children should not bring toys, cards, games, valuables, electronic games, etc. to school unless it is for a class-related assignment. These items could be damaged and the school cannot be responsible. Teachers will assist students with procedures to keep possessions secure. Personal items brought to school without prior teacher approval may be confiscated.

Articles Prohibited In School

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, pagers, laser lights, lighters, cigarettes, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health Room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension.

A cell phone may be brought to school but must be kept turned off and inside the student's bookbag. The student must obtain permission from an administrator before using it in an emergency situation.

Otherwise, the cell phone may only be used after school has been dismissed. If a cell phone is misused, it will be confiscated and must be picked up by a parent.

Distribution of Materials

SES does not distribute materials for outside groups.

1. Requests for permission to distribute materials from the PTA must be made in writing to the principal at least one week in advance.
2. Copies of all materials going home to every student should be sent to the office to keep on file.
3. The individual/group responsible for the material should be clearly identified on the material.
4. No sales or solicitations are allowed.
5. Material must be age / grade appropriate.
6. There must be one copy for each child in the class.
7. Distribution of invitations to parties must be given to the teacher before school starts for distribution at dismissal time. There must be an invitation for every child in the room, or the teacher will not distribute them.

Curriculum and Programs

Art Program

It has often been said that “To all children of all ages, art is a necessary mode of expression and communication, which helps provide an outlet for emotions and ideas. Without such expression, life itself would certainly be less beautiful and less meaningful.”

All students in grades K through 5 attend art for 45 minutes weekly. Art class consists of projects designed to teach the basic skills of art and the use of mediums. Through projects, discussion and critiques, children learn to understand art and its form, as well as the beauty in the world around them.

On Track Team

The purpose of the Simpsonville Elementary On Track Team is to provide immediate support to teachers in dealing with individual students' learning, attendance, or behavioral problems. This team functions as an intermediate step between the recognition of a problem by the classroom teacher and a formal referral for testing and a parent meeting.

The team meets as needed to discuss the problems, generate possible remedial action and recommend specific intervention strategies. These strategies may include use of a parent volunteer, student tutor, change in instructional materials, preferential seating, modification of classroom materials, assignment to different instructional groups or remedial programs, attendance plans, and/or a behavior modification program. If satisfactory progress is not made, a screening is

conducted for speech, hearing, vision, and pre-psycho-educational testing. The team then decides if a referral for psycho-educational testing by a school district psychologist is needed.

Resource/Special Education

Sometimes children need extra help in order to aid them in the learning process. Resource/Special Education is a related service provided under IDEA (Individuals with Disabilities Act). In Resource/Special Education, the child receives small group assistance to meet their individual needs. Based on the results of an appropriate psycho-educational evaluation, systematic observation, and review of the child's history by professionals, an Individualized Education Plan (IEP) is developed to meet the child's needs in the least restrictive environment.

Challenge Program

The School District of Greenville County 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 and/or artistic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred from any source are screened during the first quarter of each school year to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained.

In November of each year, the State Department of Education provides testing for students in grade two to determine their eligibility for Gifted and Talented Programs. 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 mid-January, parents are notified of their child's performance on these tests.

Students must have one qualifying item in two different dimensions. It is also possible to qualify for Challenge if the child's composite aptitude test score is 96NP (National Percentile) or greater. In this case, no other scores are required.

Grades are not used in elementary school. At the end of sixth grade, a student's GPA of 3.75 or greater meets the criteria for Dimension C, Performance. Only students who are partially qualified (have a qualifying score in one dimension) will be re-tested. Private testing is not accepted for identification and placement of students for our gifted and talented programs. There are no parental overrides for admission into gifted classes. Students from another state who have participated in gifted classes must meet the state GT for South Carolina.

In Dimension A – Aptitude

Composite (Total) 96 NP automatically qualifies student

Cognitive Abilities Test (CogAT) or another approved aptitude test

Verbal 93NP or higher

Nonverbal 93NP or higher

Quantitative 93NP or higher

Composite 93 NP or higher

In Dimension B – Achievement:

MAP, PASS, ITBS or another nationally normed achievement test

Math 94 NP or higher (grade 2: Total Math; other grades: Math Problem Solving

Reading Comprehension 94NP or higher

Specific Scores on PASS MATH OR pass Reading (to be decided each year)

In Dimension C – Performance:

Performance Task Test

STAR Tests

Students who meet the state criteria may be placed in the academically gifted and talented program beginning in the third grade. This program is called “Challenge” in Greenville County. At the elementary level, Challenge is a pull-out program. In third grade, students attend Challenge for at least 125 minutes each week. Students in grades four and five attend Challenge for at least 200 minutes per week. Each school receives a Challenge teacher based upon the number of qualified students in that school. Students are taught in classes with a teacher-pupil ratio of 1 to 20 or less.

Guidance (Graduation Plus)

Simpsonville Elementary 1.5 guidance counselors offer a variety of services and programs to help children learn more effectively and efficiently. Classroom guidance, individual and small group activities, and character education are a part of the guidance program. Other guidance services include assisting with registration of rising sixth graders, as well as assistance with the standardized testing program. The guidance department will also teach career and college readiness skills as a part of the district’s Graduation Plus (G+) initiative. We are a National RAMP school. Schools are awarded this distinction for successfully aligning its counseling program with the ASCA National Model, therefore delivering a comprehensive, data-driven program in an exemplary educational environment.

Library / Media Center

The library serves as the media center for the school, providing materials, equipment and services for students and teachers. Its main purpose is to support the needs of the classrooms and to provide interesting, stimulating and challenging materials for pleasure, hobbies and varied interests.

Appreciation of good literature is stressed with guidance offered for reading as well as building personal libraries. The media center operates on a fixed/flex schedule so that students have unlimited

access to materials. All students are encouraged to use the media center frequently, and are taught to use it independently, with emphasis on selecting and using a variety of materials suitable for their age and ability levels.

Materials include printed material – books, magazines and pictures and non-print media— tapes, videos, DVD's, CD's and software.

Teaching students the pleasure, the care and responsibility of using, enjoying and returning library materials best describes the goals of the library program.

Library Procedures for Students

Students may come to the library between 7:00 and 2:30 daily. They should have a library pass issued by the teacher.

All grade levels are either on a fixed/flex schedule and come to the library for literature enrichment, reference skills, or research skills, or research as teacher and librarian plan activities.

Books (except reference) may be taken home.

Books are checked out on the basis of need or pleasure. They should be returned as soon as the student finishes with them.

The number of books (not to exceed two) is determined by need and teacher's permission.

Books kept out longer than one week are overdue and must be returned before other books can be taken out.

A book must be brought to the library to be renewed.

It may be renewed no more than twice, unless special permission is granted.

Students are responsible for books they check out and are requested to pay for lost or damaged books. However, we prefer to have a book returned than to have payment. With rising costs, seldom can a book be replaced for the original price. Students will not be allowed to participate in Field Day if money is owed to the school.

There are other library regulations that students, teachers, and the librarian understand and follow cooperatively. Children are encouraged to use the media center frequently.

Music Program

Our aim in the music program is to provide children with an understanding of music and knowledge of the mechanics of making music with their voices, hands, and their body movements both individually and as a group. Many styles and periods of music are incorporated into our program. So each student can experience success in some area of musical growth we participate in a wide variety of activities. These include singing, creating, moving, and playing both melody and percussion instruments.

Spring Sing –Five percent of 5th grade gifted singers will be selected to participate in the after school district chorus called Spring Sing. The Pleasantburg Rotary Club sponsors it. A team of music teachers comes to the school to audition the students selected by the music teacher. Area rehearsals are conducted one day a week in the afternoons at designated elementary schools from February until their performance in May at the Peace Center.

Physical Education

The purpose of Physical Education is to develop positive attitudes toward regular physical activity that will enhance a person's health. Our Physical Education program is an educational age-appropriate and comprehensive program that will improve the skills, attitudes, and knowledge that are needed to develop and maintain a physically active lifestyle

The program is sequential over grades K through 5. It begins with fundamental movement patterns and motor skills and then progresses to ball handling, game skills, educational dance, recreational and fitness activities. The instruction recognizes that every student has different needs and abilities and will provide opportunities for enjoyment, challenge, social interaction and self-expression. Emphasis is placed on good sportsmanship and responsible personal and social behavior in a physical activity setting.

The South Carolina physical Education Curriculum Standards are used when planning the grade level units and lessons. Other resources include materials from SC Governor's Council on Physical Fitness, The American Heart Association, American Red Cross, National SAFE KIDS Coalition, Risk Watch, and the Greenville Hospital System.

Uniforms are not required for our Physical Education classes; however, the student should wear clothes that are comfortable and appropriate for play. Appropriate footwear is necessary for active participation. Tennis shoe/sneakers are preferred. Please avoid hard-soled shoes and open heeled sandals or clogs.

Field Day

During one week in May, all grades participate in Field Day. Volunteers will be needed to set up and assist with the activities. Details of this event will be given to your student in May. Please note that all fees to the school must be paid before students may participate in Field Day events (lunchroom fees, lost books, etc.).

Reading Program

The methods and techniques for teaching reading are adapted to the different age levels and diverse educational needs of the students. Some of the methods employed are individualized instruction, small group activities, and large group instruction. Within these formats, a variety of instructional techniques are utilized including demonstrations, games, activities, phonics lessons, exploratory activities, thematic units, centers, discussions, lectures, and independent study.

Our school believes that children who are good readers and writers will be better, happier students and citizens. We have made a commitment to do all that we can to ensure that all of our students will

be good readers and writers. Because our school recognizes that all children learn differently, we know that we must find ways to reach children no matter what their strengths and weaknesses might be. We use a balanced literacy approach which includes reading and writing workshop. Students engage in small groups for the guided reading portion of the program. We also offer small group reading intervention to students who qualify in grades K -3.

DreamBox Math Program

DreamBox is a program purchased by Simpsonville Elementary to help acquire, reinforce, and retain essential math skills, as well as develop problem solving, critical thinking, and communication skills for K5 through 5th. Students can access this program both at school and at home by going to play.dreambox.com/login/64r6/spcf and entering in the username and password provided by their teacher. This research-based program has been shown to dramatically increase not only math testing scores, but also confidence and ability in everyday mathematics. We highly encourage using it at home as much as possible and celebrate the classes and individual students with the highest usage.

Speech

The speech / language program at Simpsonville 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.

Extra-Curricular Activities

Chorus

A chorus composed of approximately 50-80 fourth and fifth graders. Fifth grade chorus meets the first two nine weeks and fourth grade chorus meets the third and fourth nine weeks. Emphasis on part singing, diction, correct vocal production and choral techniques results in a group that performs successfully on many occasions during the school year. Members are required to attend all rehearsals. There will be a winter and spring concert with at least one performance outside of school. Chorus practices will be on Monday afternoons from 2:30 – 3:15 in the chorus room. All chorus members are required to attend practices and performances.

Morning News

The morning news is broadcast first thing each morning. It is orchestrated by our librarian. Students are selected to anchor and produce the news. Students in all classrooms are invited to participate in our news program.

Safety Patrol

The Simpsonville Elementary Safety Patrol is composed of 5th grade boys and girls who demonstrate maturity, responsibility, leadership, scholarship and good attendance. These students work diligently

to keep other students safe in the mornings. Two teams of patrols assist students at car drop-off each morning. Their classroom teachers nominate fourth grade students at the end of the year.

Student Light House Team / Beta Club

The Student Light House Team is an organization of K5-5th grade students who were chosen by teachers and then interviewed to represent the student body. Students must have a C average and be a positive leader both at school in the community to be part of the light house team. Student Council assists with Red Ribbon Week, and other school-wide and service learning projects.

Beta Club will be for eligible 5th graders only. More information will be sent home with these students.

Special Recognitions

WIGS

Each student works on setting an academic and personal wildly important goal (WIGS) that they work toward achieving throughout the school year. As students achieve their goals, they are recognized for all of their hard work!

Awards Day

The Simpsonville Elementary faculty, staff and PTA feel it is important to recognize outstanding students for their achievements academically and physically, as well as their efforts to perform to the best of their ability in related arts. Awards will be given throughout the year and third through fifth grade students will have an official Awards Day at the end of the year.

Honor Roll

Students achieving the A & B and A Honor Roll are recognized for their hard work and effort.

Parent's Opportunities

Parent Lighthouse

The parent lighthouse composed of Simpsonville Elementary School parents. Monthly meetings are held each year

The goals of the parent lighthouse team are:

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information.
- To offer for consideration to the school principal suggestions concerning program improvements with respect to student needs and program operation within the individual school, area or district.

- To assist in the preparation of the Annual School Reports as required by the School Finance Act of 1977 and ACT 135 of 1993.

National PTA / PTA App

All parents and other supporters of the school are invited to join the Simpsonville Elementary PTA and become actively involved in all school activities. The PTA sponsors many worthwhile programs and events throughout the school year and we need your help. In your child's first day packet, you will find a volunteer sign up sheet. Please take the time to complete it and return it to the school. A volunteer orientation breakfast will be held in the first weeks of school. Please refer to your calendar in the back of this handbook for the specific date. Please join the PTA board as the volunteer opportunities and calendar are explained.

The PTA has an app that can be downloaded from the App store or Google Play. This will give alerts and notify of events. Also, follow them on Facebook, @SimpsonvillePTA.

PTA Meetings (General Assemblies)

The Simpsonville Elementary School PTA holds General Assemblies throughout the year. These meetings are open to every PTA member-parents, teachers, students and staff, and include important discussions as well as voting issues regarding the school year budget and setting the PTA calendar in September, and voting for next year's board members in May. The General Assemblies are held during the year; please check your calendar for these dates and plan to join the SES PTA family in making a difference at our school!

PTA Board Members

President: Lindsey Barb

Secretary:

Vice President:

Treasurer:

School Parties and Birthday Treats

We will hold two parties each school year, the last day before winter break in December, and one at the end of year. There are special guidelines for these events and will be communicated to the parents through a School Messenger and class newsletters.

If your child is celebrating their birthday, we ask that most of the celebration take place at home. If they choose to hand out party invitations, we ask they invite the entire class and they are responsible for passing out their own invitations. We ask that no balloons, flowers or cupcakes be brought to school for this event. If you do choose to send something, please send something that is individually wrapped by the manufacturer.

Also, if your child is too sick to attend school, they are not allowed to attend class parties or other extra-curricular activities.