

# Simpsonville Elementary School



Parent-Student  
Handbook  
2022-2023



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## **Message of Welcome**

Welcome to Simpsonville Elementary School and the 2022-2023 school year! If you are new to Simpsonville, we extend a warm welcome to our school family and we are excited to have all of our returning students as well. We are a Leader In Me School and last year we received Lighthouse recognition. Here at Simpsonville Elementary, we not only focus of academics but we strive to build leaders of today and tomorrow by incorporating the Eight Habits. This handbook is intended to provide you with beneficial information regarding practices, policies, procedures and programs that are specific to Simpsonville Elementary. Thank you for joining us in our mission to help all Simpsonville Seals accomplish their academic and personal goals. Please do not hesitate to contact me if you have any questions or concerns.

Jackie Earle, Principal

## **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 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 COLORS:** Blue and White

**Facebook:** @SimpsonvilleES

**Twitter:** @SimpsonvilleE

#simpsonvillestrong

## 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 Special Education:**

Melanie Grieve-Beal

Patricia Idarraga (Assistant)

Alissa Welch (Assistant)

### **K4**

Erica Anderson

Stacey Adams (Assistant)

### **Kindergarten (K5):**

Joy Floyd

Suzy Mefferd (Assistant)

Allison Landreth

Paula Mauer (Assistant)

Joanna Morris

Kayla Timms (Assistant)

Amber Risell

Angie Wilkins (Assistant)

Cheryl Ritter

Leigh Ann Bishop (Assistant)

### **First Grade:**

Antoinette Boller

Lindsey Gordon

Abi Hobbs

Becky Hunter

Mary Mabry

Kristen Pickens

Lauren Polk

Pam Reece

### **Second Grade:**

Jamie Cannon

Jennifer Johnson

Ryan Juell

Molly Mathews

Katherine Schultz

Lisa Shelf

### **Third Grade:**

Heather Bolt

Amanda Forrester

Skye Miller

Kelsey Mitchell

Melissa Smith

### **Fourth Grade:**

Angela Grissom

Tania Laemmel

Kelly Mangum

Ashleigh Miller

Rachel Vincent

### **Fifth Grade:**

Noel Couch

Marley DeMarco

Amy Pedroza

Jean Wender

Patricia Workman

### **Special Education:**

Charmain Madison

Carin Ayala

(Assistant)

Gina Raneo

(Assistant)

Abbey Fowler

Amy Bartley

(Assistant)

Chip Shelf

(Assistant)

### **Resource:**

Zoe Hudson

Sally Given

Shannon Miller

### **Challenge:**

Chloe Walters

### **ESOL:**

Becky Valencia

### **Related Arts:**

**Art:** Ashley Sims / Rebekah Welborn

**Computer:** Sharon Golembesky /

Lindsey Collins

**Music:** Cheri Owensby / Adam

Cochran

**PE:** Roth Mathews / Mitch Bopp

### **Guidance Counselors:**

Christie Carlson

Kelley Latta

### **Media Center:**

Carrie McAlister, Librarian

Leslie Bak, Media Clerk

### **Instructional Coach:**

Jennifer King

### **Literacy Specialist:**

Sharon Clyborne

### **Intervention:**

Jessica Burton

Amy Kozakiewicz

Cassie Lemus

Angela Watts

### **School Nurse:**

Donna Whitmire

### **Speech:**

Shannon Forman/Regina Sitton-Thomas

Fran Toth (Pre-school)

### **Food Service:**

Regina Humes, Manager

Amanda Mayson, Assistant Manager

Barbara Daigle, Phally Hoeung, Natali Pisane

De Souza, Jessica Snyder

### **Custodial Staff:**

Larry Merritt, Plant Engineer

Donald Greer, Head Custodian

Florida Carpenter, Ronnie Oliver, Kenneth

Chisolm

## **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 habits and become life-long leaders.
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 and well-being of our staff, students and their families we have implemented some guidelines. If you would like to volunteer, we ask that you contact a PTA representative for guidance and information. Parents are able to join students for lunch; however, due to limited space in the cafeteria a student may have no more than two lunch visitors per day. We request that you not send foods to be shared with other students, such as birthday cake, or cupcakes unless the items have been prewrapped by the manufacturer. 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 in order to be buzzed into the office and having 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 staff from harm.

## Backpack for Parents

We recommend that you create a parent backpack account. This allows you to follow your student's grades, attendance, etc. You will need an e-mail address. You can obtain a free email account at Outlook, Gmail, or Yahoo. When you go to <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

Email/Username Need help?

Password Need help? Show

First Time Here?

I'm a Student

OR

I'm a Parent \*

\* Parent/legal guardian or noncustodial guardian

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 Legal First Name

Last Last Name

Middle 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.



Hi [redacted]

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


Click on the button to activate your Account.



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](https://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.

It will take you back to the log in screen. Use the 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

- Teachers may be reached by email (available on our school's website) or by sending in a note with your student. If you call the front office to speak to your child's teacher, please note that you will be put through to the teacher's voicemail so you may leave a message. The teacher cannot be called to the phone during class.
- Parents are strongly encouraged to attend the scheduled conferences and to initiate other conferences to discuss their child's progress as needed. However, we ask that you do not drop-in for a conference without an appointment. Please contact the teacher to schedule a conference at a time mutually convenient to both you and the teacher. Teachers are generally available after school except on Wednesday afternoons, which are reserved for faculty meetings.
- Please give a 24-hour notice in advance for observing in the classroom.
- 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.

## **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.

## **Health-Related Information**

The health room is 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. 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.

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. 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. 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.

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

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.



## Immunization Requirements for Attendance in South Carolina Schools

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. For details, contact the Health Department or your physician.

If your child does not have a valid certificate, take his/her shot records to your physician or the county health department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

## Attendance (Addendum to GCSD Handbook)

**Absences:** 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.

**Tardies:** 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.

## 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.
- Car riders are not allowed to be dropped off in the back of the school.

## Dismissal

- School is dismissed at 2:15 p.m.
- **Car riders:** All students must be picked up no later than 2:45 p.m. At 2:45 p.m., parents must come into the office with their ID to get their child and sign the Late Pick-up Register before a child can be released. 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.
- **Walkers:** 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.
- **Bus riders:** Please contact the School District Transportation Office at 355-5280 for information regarding late buses.
- **Changes in dismissal:** 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. In general, teachers send children home by the regular method (car/bus/daycare) unless they know positively that other arrangements have been made.

## Dismissal Numbers

- All students will receive a dismissal number, including car riders, bus riders, daycare van riders, and walkers.
- **Car riders:** All cars will display the dismissal card by hanging it from the rear-view mirror or in the front window of the car. Please do not park in parking lot and walk across to pick up your child. This is a safety hazard. No parent is to park or pick up from the back of the school in the bus loop.
- **Bus riders:** Pre-kindergarten, kindergarten and first grade students will not be let off the bus unless an adult is at the bus stop with the student's dismissal card.
- **Walkers:** Pre-kindergarten, kindergarten and first grade students will be released to an adult with the student's dismissal card.

## Early Dismissal

Please send a note to the teacher if your child must be dismissed early. The parent must come into the office with their ID to sign their child out on their early dismissal card 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

- 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.
- Make-up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
- 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.

## Student Behavior and Discipline (Addendum to GCSD Handbook)

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.
9. If a student brings a ball to school to use at recess it must be contained in a bag.

### **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.

### **Articles Prohibited at 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. Cell phones may only be used after school has been dismissed. If a cell phone is misused, it may be confiscated, and a parent or guardian may be asked to come pick up the device.

### **Dress Code (Addendum to GCSD Handbook)**

- 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/hoods and sunglasses, may not be worn inside the building.
- 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 (i.e. purple, pink, blue, etc.)
- Extraneous articles hanging from clothing, such as chains, are considered inappropriate and will not be permitted.
- Facial jewelry is only permitted to be worn on the ears.
- Rolling backpacks are NOT permitted – due to safety concerns, lack of storage space, and disruption to the learning environment.
- Only plain headbands may be worn. No tiaras are allowed
- No costumes, masks, or headbands containing ears, horns, etc.

## **Transportation (Addendum to GCSO Handbook)**

### **Buses:**

- Students attending Simpsonville Elementary by special permission may NOT ride any bus.
- Students are limited to what can be transported on the school bus. Items must be held so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.
- Students 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.
- 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.

### **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.

## **Student Use of Technology (Addendum to GCSO Handbook)**

### **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 no 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**

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- 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.

## **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.

## **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 \$3.07 and an adult lunch is \$4.81.

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. Free and reduced-price lunches are available through proper application and can be found online at gcsfans.com. 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 reaches a negative balance of \$20, they will be given an alternative lunch of deli sandwich, fruit, and milk to eat until the balance has been paid. A letter will be sent home to the parent notifying them of the amount due. This will begin September 27, 2022.

## **Miscellaneous**

**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.

**Calendar** The school calendar contains school holidays, teacher staff development days and other important information. It may be found on our website or the Greenville County Schools' website. Refer to your child's class newsletter for updated information.

**Class Interruptions** 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.

**School Closings** Closing school early or cancelling school due to extreme weather or severe emergencies will be announced on all Greenville County TV stations and on the Greenville County School District website and Facebook page. In addition, the school district will send out a phone message to the primary contact number provided by the parent/guardian at the beginning of each school year.

**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.

**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.

**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 students, parents, or guardians to pay for lost or damaged books.

**Money and Personal Items Sent to School** Children are discouraged from bringing money to school except for specific purposes such as buying lunch, 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.

### **Distribution of Materials**

- Simpsonville Elementary does not distribute materials for outside groups directly to students. Items may be placed in the office with prior approval.
- The individual/group responsible for the material should be clearly identified on the material.
- No sales or solicitations are allowed.
- Material must be age / grade appropriate.

### **Celebrations**

**School parties:** 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.

### **Birthdays**

- 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 that they invite the entire class. The students are responsible for passing out their own invitations. School staff or other adults may not hand out 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.

**Please Note:** If your child does not attend school that day, they are not allowed to attend class parties or other extra-curricular activities.

## **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.

## **Computer**

We are very fortunate to offer two opportunities for students to be instructed through the use of technology. One class that both primary and intermediate students will attend will address the proper use of their Chromebooks and the use of “DreamBox” (find more information about DreamBox on page 17). Another class that the intermediate students will have is a Robotics Class. Simpsonville Elementary has obtained various types of robots that the students will learn to use and be able to interact with.

## **Guidance (Graduation Plus)**

The 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 books, DVD’s, and CD’s.

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 7:30 and 2:30 daily.
- 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 is determined by grade level.

- 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 and 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.
- 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 that 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 shoes/sneakers are preferred. Please avoid hard-soled shoes and open heeled sandals or clogs.

### **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](http://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.

### **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.

### **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.

### **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.

### **Challenge Program**

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, an achievement test, and The Cognitive Abilities Test (CogAT), and aptitude test, are administered to all public-school students enrolled in grade two. These results are available by mid-January, and parents are notified of their child's performance on these tests.

Beginning in grade three, students who meet the state criteria may be placed in the academically gifted and talented program. 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.

The School District of Greenville County provides programs for state identified 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. Administrators, parents, teachers, and students may make referrals for students to be screened.

However, students must meet the state criteria before being placed in the Challenge program. Identification in academic areas will be made using multiple criteria. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

- In 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.

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

- In Dimension C - Intellectual/Academic Performance Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising third, fourth, fifth, and sixth grade students may be eligible to take the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning at the end of grade 5, students can meet the criteria in Dimension C with a 3.75 GPA on a 4.0 scale. This means that a student will make at least three A's and one B in the four core content courses: ELA, Math, Science, and Social Studies.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program.

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