

Slater-Marietta Elementary
2020—2021

Student Handbook
and Calendar

SLATER-MARIETTA ELEMENTARY

"Honoring the Past, Building the Future"

MISSION

The mission of Slater-Marietta Elementary School is to provide a quality education to build the foundation needed to grow academically and socially to empower each student as responsible, productive citizens and future leaders.

SCHOOL OFFICE HOURS

7:30- 4:00 PM Someone will be available to assist parents and/ or children. If special assistance is needed, please call to schedule a conference.

SCHOOL TELEPHONE

The school telephone number is **355-2000**. Messages can be taken for the students and teachers. It is not always possible to deliver them immediately. Parents may talk to teachers after school or leave a message and the teacher will call back during planning or after school. **Teachers cannot take telephone calls between 7:45-2:45**. Students may call home for emergencies only. **Without written notification, no changes in transportation will be granted. Due to safety and custodial issues, telephone calls will NOT be granted. Without WRITTEN notification, your child will go home as indicated. All guests must bring a photo ID in the building.**

SCHOOL IMPROVEMENT COUNCIL

Champlin, George – Principal

Stanton, Candice—Administrative Assistant

Eihl, Terry - Community Member

Catoe, Scott—Community Member

Patton, Greg - Teacher of the Year

Rawson, Summer—Past Teacher of the Year

Robertson, Sam—Parent

• Parent volunteers are always needed for SIC. Please contact Mr. Champlin for more information.

DAILY SCHEDULE 7:15 Students should be dropped off. They may **not** be walked to their classrooms. Those arriving before 7:40 and eating breakfast should

report to the cafeteria. 2nd-5th graders arriving before 7:40 and not eating should report to their grade level hallway. After 7:50 students should report to classrooms. **No students are allowed in the building before 7:15 AM.** 8:00 SCHOOL BEGINS. Students should be in their classrooms and ready to begin the school day. **If children are not in their classrooms by 8:00 AM, they are considered tardy.** 1:45 **Latest time to issue an early dismissal** 2:30 Dismissal. Bus riders exit at end of hall. Car riders wait in grade level classrooms. Vans report to the cafeteria.. Afterschool will go to the science lab at 2:30 Walkers leave from the art room at 2:35. Supervision by staff is provided from 7:15 AM until 2:45 PM. Students may not enter the building before or after these hours without permission. Parents who do not pick up their child by 3:00 will be need to sign their child out in the office. **Parents**

late picking up their child must bring the car tag or have a photo ID. Parents in the car line must have the Slater-Marietta School Tag. If you do not have the tag, you must park and go to the office with a photo ID. These students will not be called down until 2:45.

VISITORS Policy One: Visitors and volunteers must have a scheduled appointment to go beyond the office area except to eat lunch with their children. All visitors and volunteers must sign in, wear a pass, and be prepared to show their identification. **Policy Two:** Visitors may eat breakfast with students any day of the month between 7:20 and 7:45. They must check in, wear a pass, and may not walk students to class after breakfast. **Upon entering the building, a visitor must sign at the front office, provide a driver's license, and receive a visitor's tag. All VISITORS/VOLUNTEERS MUST WEAR A VISITOR'S BADGE AT ALL TIMES WHILE IN THE BUILDING. Only the main entrance of the school to the office should be used.**

REGISTRATION/STUDENT RECORDS Notify Slater immediately if address, phone number, or any other information on your child's initial registration form changes. This includes emergency numbers, job changes, or change in marital status. It is crucial that the information is current. **Names of person (s) to contact in case of an emergency are required for registration to be complete.**

TRANSFERS When a child is moving from Slater-Marietta to another school, the office must be notified. A transfer form will be prepared, which should be picked up by the parents the last day the student attends. Parents must sign a statement granting Slater-Marietta permission to send the student's records to the new school if school is outside Greenville County. School records will be sent to the new school upon request from that school.

ATTENDANCE The State Board of Education has established regulations defining lawful and unlawful absences. A child is considered truant when three (3) consecutive unlawful absences or a total of five (5) unlawful absences have occurred. These regulations require the school officials to immediately intervene to encourage the student's future attendance. As used in these regulations, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his parent or legal guardian to improve his/her future attendance. Students who miss school due to excessive, unlawful absences will be required to attend an intervention conference with an administrator to determine a plan for improvement.

Absences (Lawful)

- Students who are ill and whose attendance in school would endanger their health or that of others. After the tenth absence, a doctor's excuse is required to be counted as a lawful absence.
- Students who have a serious illness or death in their immediate family.
- Students who are absent for recognized religious holidays for their faith.
- Absences for students whose parents/guardians are experiencing military deployment
- Absences due to activities approved in advance by the principal. **Note: Vacations do not fall in the lawful category and cannot be excused.**

EXCUSES A written excuse signed by the parent or guardian should be brought to the teacher on the first day the student returns to school after an absence. The parent or guardian must state the date(s) of the absence and the reason. **The excuse will not be accepted unless these procedures are followed.**

MAKE-UP WORK Making up school work missed during excused absences shall be worked out with the teachers concerned and at the earliest time possible but should not exceed five (5) school days after the student returns to school. Making up school work missed during unexcused absences may be approved only with permission of the principal.

TARDIES It is important that students start their day off positive. This means being on time to school! Students should be in classrooms by **7:55 AM**. If they arrive **in the classroom** after 8:00 AM, they are tardy and must receive a note from the office to enter class. Excessive tardiness will be addressed by school administrators, noted in student records, and reported to the district attendance officer. Students on special permission will only be allowed to continue at Slater-Marietta if attendance is not an issue.

EARLY DISMISSALS If it is necessary to request an early dismissal, the parent must send a note in the morning stating the reason and time the child will be picked up. No early dismissals are allowed after 1:45. Medical and dental appointments should be made after school hours when possible. No child will be called to the office until ride arrives. A child is not allowed to leave school grounds during school hours unless signed out in the front office by an authorized adult listed on the child's dismissal card. Must show your driver's license to office personnel. **Parents should not go to the classroom to pick up students. Greenville County Schools does not allow permanent early dismissals.**

GIFTED AND TALENTED PROGRAM (CHALLENGE) The School District of Greenville County provides

Enrichment programs for identified Gifted and Talented Students to challenge them with rigorous, complex classwork and research. Gifted students demonstrate high performance ability or potential in academic and/or artistic areas. Identification in academic areas will be made using multiple criteria. Students who meet the criteria in two of three dimensions are eligible for placement. All students in the program will continue to be served. Students may qualify with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, this process will screen them. 3rd grade students are served 125 minutes per week. 4th and 5th graders are served 200 minutes per week. For more information about the Gifted and Talented Program visit <http://www.greenville.k12.sc.us/district/support/tandl/gifted2.asp#faq>. Questions regarding challenge should be directed to challenge teacher and not regular classroom teacher.

RELATED ARTS PROGRAM- Art, Music, Physical Education, Media, and are compulsory and students must attend these classes. The teachers will work with the students for a period in each subject each week.

SPECIAL EDUCATION PROGRAM Special education resource classes are provided for students who qualify. Due process procedures are followed in placement: Written permission for a psychological evaluation and placement must be obtained from the parents, a staffing committee must recommend placement, and a written educational plan for the student must be provided. Students who are in the resource class may work with the resource teacher on objectives from their plan. Students who need speech services are screened and placed in a program to meet their individual needs. Students may be screened for speech, language, hearing, and vision problems throughout the school year.

INTERVENTION Intervention is a reading strategy that is used to support the challenges of at risk students in the classroom. Once identified, those students will receive individualized reading instruction as a part of daily intervention, and will also be closely monitored. As students reach their goals of improvement they are dismissed. However, if significant progress is not made, the team will follow a systematic protocol for further evaluation. Intervention is an added reading support system that has been successful for most students.

MEDIA CENTER (Library) The media center is the center for all teaching and resource materials, books, magazines, and audiovisual aids. It is also the center of the reading program. Books are checked out for a week and can be renewed. Payment must be made for the lost or damaged items. Final report cards will not be mailed to students who have lost or damaged library books or textbooks. **Remember to return all books if you plan to move from the school.**

RECESS Students will receive 20 minutes of recess daily. The students will be taken outdoors for recess unless the temperature is below 32 degrees Fahrenheit or the heat index is 95 or higher. Unless the school is provided with a doctor's note, the student is expected to go with the class outdoors.

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

PROGRESS REPORTS AND REPORT CARDS Progress reports and report cards are sent home quarterly. The last report card will be mailed home at the end of the school year. A self-addressed stamped legal size envelope must be provided at the end of the school year so those final report cards can be mailed. Parents may view their child's academic progress using the Parent Portal. Parents may receive their username and password in the front office.

GRADING GUIDELINES The district complies with the State Board of Education policy regarding a statewide uniform grading scale. The Uniform Grading Policy is effective for all students in grades 2-5 and is set out below.

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

The policy requires that the lowest grade given to a student at the end of a course is a 62. This grade would be considered a "floor" grading. Elementary (grades 2 – 5) and middle schools will have a floor of 50 for each quarter. Kindergarten and first

grade students have portfolios, assessment checklists, and other work samples. They receive a standards-based report card beginning the 1st nine weeks using the following indicators: M = Consistently meets or exceeds end-of-year expectations P = Shows expected growth/progress B = Beginning to progress N = Needs intensive support

SCHOOL AND DISTRICT POLICIES You may access all district policies and rules at

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

OpenFrameSet and click the policy tab.

EQUAL OPPORTUNITY IN EDUCATION No students 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 due to any handicapping condition.

ARTICLES PROHIBITED IN SCHOOL Anything that might be a hazard to the safety of children or may interfere with school procedures may not be brought to school. Such items including, but not limited to, electronic devices, cell phones, paging devices, firearms, knives, other weapons or "look-a-like" weapons (including toy weapons), matches, lighters, tobacco products, pornographic materials, non-prescription drugs or pills, and alcoholic beverages are not permitted and if brought to school, serious consequences will follow. If these items are brought, they will immediately be confiscated, given to administration, and a parent will be required to come to the school and pick up the item. Violation of this policy will be handled according to school district policy and local and state law guidelines. **See policy JCDA, JCDAC, JCDA**

RELIGIOUS HOLIDAYS AND RELIGION IN SCHOOL Request to honor specific religious holidays should be made in advance in writing to the principal. Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov/Speeches/08-1995/religion.html>.

FREEDOM OF SPEECH Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression. **Gang Activity and Association** at or near School is Prohibited. **See Policy JCDAE**

OTHER FORMS OF EXPRESSION Any expression that advertises or promotes the use of drugs, alcohol, or tobacco is prohibited. No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom, and transportation activities.

PROFANITY Profane and vulgar expressions (oral, written, or nonverbal e.g., gestures), including those communicated on clothing, are forbidden on school property. Consequences: student counseling, parent notification, detention (during or after school), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences. Schools and other school locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity 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.

HOMEWORK Homework is an extension of the classroom. It provides needed practice, while developing responsibility. Students could possibly have homework each day except Friday. Teachers adhere to the following guidelines for total daily assignments. K5-2nd grade 15-30 minutes per day. Third grade 30-45 minutes per day, and 4th and 5th grades 45-60 minutes per day. Students should read at least 20 minutes nightly. This time should not be considered part of homework and should include a variety of types of reading. Students are expected to begin work on long-range projects as soon as assigned to avoid running out of time when the assignment is due. The parent's role is to provide time and space for quiet, productive work, as well as, to provide encouragement and reinforcement if the child encounters difficulty.

HARRASSMENT, INTIMIDATION, AND BULLYING Reporting Bullying, Discrimination, Harassment and Intimidation The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDA, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting. All reports should be filed with the principal or his/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 All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential. If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student. The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee. For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request. <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

DISCIPLINE CODE Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in **Parent Express**, the Greenville County Schools' parent newsletter, which will be mailed in early August. The Greenville County Code of Conduct states: **"Education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a collaborative effort among home, school and community."** It also states: **"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 in the school's sphere of influence, using suspension and/or expulsion only as a last resort." The types of disciplinary action are in the Discipline Code. **See policy JCDA**

DISOBEDIENCE AND DISRESPECT Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense. Consequences: Parent notification, detention (during or after school), counseling, restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences. See policy JDD, JDE

STEALING/THEFT Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district. Consequences: Restitution and parent notification are required. Additional disciplinary action may be taken, including in-school suspension, suspension, recommendation for expulsion, and other sanctions.

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 United States Constitution, the District protects private expression, including religious expression, by individual students as long as 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.

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

Principals may make additions to these standards. **Parents are expected to adhere to the dress code while on school property**

or at school functions.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted. Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed
- Hats and sunglasses may not be worn in the building.
- Attire must not show membership or affiliation with a "gang" in any sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. **See Policy JCDAF** The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again.

Dismissal Procedures:

TRANSPORTATION Transportation arrangements should be made with students *before* they leave each morning.

All bus transportation questions should be directed to the Bus Supervisor's office: Berea Bus Center, 355-7291.

The driver of the bus is in full charge of students and bus. Students will follow rules and regulations for school bus riders that are mailed from district office at beginning of year. Students may be suspended from riding the bus if rules and regulations are not followed. Parents would be notified if action becomes necessary. **Please refer to bus rules in this handbook.** If you have a question or complaints about school bus services, please call **school bus supervisor at 355-7291.**

According to South Carolina Department of Education guidelines, riding a school bus to and from school is a privilege, not a right. Students are required to obey school bus rules and to respect the authority of drivers and other school personnel. Failure to do so constitutes a disciplinary offense. Students are to refrain from unnecessary conversation with the driver. The District's Student Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities (such as field trips). Thus, all students will be held accountable for complying with the District's Student Behavior Code, as well as the safety instructions and behavior rules set forth below. If a bus is late in picking up at a stop in the morning, the Bus Supervisor's office should be called at **355-7291**. It is imperative that each child understands the importance of going straight home after school and not stopping at a friend's house unless previously planned. If a child misses the bus at the end of the school day, we will call the parents and/or the emergency contact(s). Bus transportation to and from school is provided by the state for all children who live **more than 1.5 miles from the school.**

STUDENT BEHAVIOR CODE ON A SCHOOL BUS A. **Be on time at the bus stop.** The bus will not wait for those who are late. Never run after the bus if you are late. Drivers have been instructed not to stop for anyone running after the bus due to traffic and safety concerns. B. Wait for the bus to come to a **complete stop** before trying to board or depart. If you must cross the road, wait for the driver to signal you across with his/her hand when he/she has determined all traffic has stopped and it is safe. Always **cross at least ten (10) feet in front of the bus**, whether boarding or departing. C. After boarding the bus, **sit in your assigned seat** and remain seated until the bus reaches your stop or your school. D. Any hostile physical conflict between individuals is forbidden on the school bus. **Pushing, tripping, kicking, etc. will not be tolerated.** E. Possession, sale, distribution or consumption of alcohol, illegal drugs, prescription medication, toxic substances, unauthorized possession, use, or distribution of a **controlled substance or medication or intoxicating inhalants is prohibited.** Possession of drug paraphernalia also violates school district policy. It is also forbidden to come onto school district property [school buses] after having consumed any of the above. Violation of any of the above will result

in suspension from the school bus and also result in a recommendation for expulsion. F. **Smoking, possession or use of tobacco products and smoking paraphernalia on the school bus is prohibited.** G. **Profane and vulgar expressions** (oral, written, or nonverbal e.g., gestures), including those communicated or displayed on clothing, **are forbidden on the school bus.**

H. **Sitting in a seat on the bus that is already at capacity (3 indicates capacity) is not permitted.** I. Keep all parts of your **body inside of the bus** at all times. J. **Throwing anything in or out of the bus** windows is forbidden. K. Eating or drinking is **not permitted** on the bus. L. Bringing animals, reptiles, insects, etc. on the bus is prohibited. M. **Possession of any kind of weapon is not permitted on the bus.** "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. Consequence: Student will be suspended from the bus indefinitely and recommended for expulsion. N. Treat the school bus with respect. **Vandalizing, damaging, or destroying of buses, is forbidden.** The student may lose privileges, be suspended, be required to re-reimburse the school district for damages and receive other disciplinary sanctions. O. **Keep the aisle clear.** Store personal items on your lap. P. **Keep the bus clean.** A waste container is provided at the front of the bus for all trash. Use this container when boarding or departing the bus only. Do not get out of your seat while the bus is in motion. Q. **Use handrails** when boarding or departing the bus. R. **Threats** of force, threats of injury, harassment, intimidation, blackmail, and hazing **are forbidden** and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate. S. **In the morning, students will be dropped off the bus only at their designated school.** T. **In the afternoon, students will be dropped off only at their home or regularly designated stop of which they are currently living.** U. Sexual harassment/misconduct of a sexual nature is not permitted on the school bus. **Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation** when they are of a sexual nature and are **unwelcome by those exposed to them are forbidden.** Any student who believes he or she has been subjected to such behavior should immediately alert the school bus driver. V. **Consensual participation in any sexual act involving physical contact is forbidden.** Students will be suspended from the bus and recommended for expulsion. W. **No student should be subject to harassment and/or bullying.** This protection applies on the school bus. Any student who believes that he/she has been the victim of harassment and/or bullying should promptly report the incident(s) to his/ her bus driver. Switching routes is not permitted. **A child who is attending Slater-Marietta under special permission is not eligible for bus services.**

BUS TAG PROCEDURES The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur. The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K, or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the stop in their place. The designee may be another adult or student designee (4th grade, or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as a designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop. If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS). All 4K, 5K and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the students before afternoon bus dismissal. Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year.

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule: First Incident: Warning to parent by school with review of future consequences Second Incident: Parent conference with (3) days loss of bus privileges. Third Incident: Parent conference with (5) days loss of bus privileges. Fourth Incident: Parent conference with (10) days loss of bus privileges. Fifth Incident: Loss of bus privileges for the remainder of the school year. Please note that the above table of

incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

Walkers:

Students who are coded as a walker in the Students Dismissal System should be walking to and/or from school. Parents should present their child's dismissal tag in order to retrieve their child from the designated staff members escorting walkers. Walkers will exit out the side door near the bus loop and escorted to the side walk nearest the school sign. Parents are not permitted to park cars near the perimeter of the school in an attempt to avoid the car line. This is a violation of school policy! Students will be escorted inside the building and the parent will be asked to join the carline to retrieve their child. This policy is for the safety of both our students and those waiting in the carline to retrieve students. Parked cars during dismissal along the perimeter of the school is a violation of school policy.

HEALTH ROOM A Licensed Nurse is in the Health Room from 7:30 AM until 3:00 PM daily. The nurse keeps a record of each student's visits, will take temperatures and perform minor first aid. The nurse keeps the Student Emergency Form on file for a list of existing medical problems and contact information in case of emergencies. It is important that parents keep this information updated. If a student has a chronic illness such as asthma, allergies, diabetes or seizure disorder, it is the parent/ guardian's responsibility to provide the appropriate medication and instructions to properly treat the child in an emergency. Students who report to the health room with the following symptoms will be sent home:

- Fever of 100 degrees or more - Student must be **fever-free** for 24 hours **with- out fever-reducing medication** before returning to school
- Vomiting - Student must be free of vomiting for 24 hours before returning to school.
- Rash of unknown origin
- Ringworm of the scalp
- Ringworm of the body that cannot be covered.
- Open or draining sores, lesions or rash that cannot be covered
- Live head lice The only medications that are kept in the health room are the ones provided by the parents. Medication guidelines are as follows:
 - Parents must provide ALL medication. Health room does not supply any medication for students. This includes, but is not limited to, Tylenol, antibiotic ointment, Calamine lotion, etc.
 - Each parent is responsible for providing any medication needed by their child during the school day. Parents must complete the Parental Permission form for ANY medication to be given at school. This form is available in the health room or online at the Greenville County Schools website.
 - Any prescription medication must also have the permission form signed by the prescribing physician.
 - All medications, including over the counter medication, must be brought **by the parent** to the health room in the **original** container. Medication not in the original container will not be accepted. Students are not to bring medication into the school. Any medication brought to the health room by the student will not be given to the student. The medication will be held until a parent picks it up and provides appropriate paperwork for the administration of the medicine. All medications must be kept in the health room. Students cannot keep medication with them unless specifically ordered by the physician to do so. If a student must self-administer emergency medication at school, both the parent and physician must complete the Self-Administer Prescription Permission Form. **Only emergency medications may be ordered as self administer. In case of an accident, authorized school personnel will give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. If no parent can be reached, the school follows the instructions provided by the parent on the Student Emergency Form**

HEAD LICE POLICY At the first occurrence of active head lice, the student will be sent home with a letter requesting treatment and nit removal. The student may return to class when lice are gone. If nits are still present, a recheck (for

possible re-infestation) will be done within 10 days. A second occurrence will follow the same procedure. If a student is found to have nits only, the parent will be sent a letter requesting nit removal. The child will be rechecked within 10 days to be sure lice are not present. On the third occurrence of lice, and thereafter, the student will be dismissed and a letter will be sent to request treatment and inform the parents that ALL nits must be removed before the student may return to class. It is the responsibility of the parent/guardian to monitor their student for head lice. As always, any student who exhibits signs of possible lice infestation should be sent to the Health Room to be checked.

IMMUNIZATIONS ALL students must have a current and valid South Carolina Certificate of Immunization from the doctor or health department before entering school. Special Ex- emptions/ extensions will NOT be given to students transferring from a Greenville County School. Students transferring from OUTSIDE Greenville County will be given two weeks to secure and submit a valid immunization certificate.

INSURANCE Insurance is offered to students during school hours or for 24-hour protection. Information will be sent home with students in back-to-school packets. The policy is for a one-year period from August through July. School-time protection applies only when a student is in school, traveling to or from school, or while on a school- sponsored activity. Claims must be made and submitted by the attending doctor, hospital, or parent. The school does not process claims.

NO SMOKING Greenville County School District Policy prohibits the use of tobacco, alcohol, or other drugs on all school district property and in all school district buildings. It is against this policy to use these substances at all school events or in your car while on school property.

FIRE AND EMERGENCY DRILLS In accordance with state laws, fire drills are held without warning on a regular basis. Each teacher is responsible for instructing students in behavior and route of exits. Instructions and drills are provided in preparation for tornadoes, severe weather conditions, earthquakes, lockdowns, and the evacuation of buses.

PLACEMENT OF STUDENTS

Classroom teachers and the principal do the groupings and placement of all students.

NOTES REQUIRED *Important*

A note is always required, if your child:

- Is absent due to illness, death in the family, or advance of a religious holiday.
- Is tardy
- Needs to be picked up before dismissal (please designate dismissal time)
- Needs to take medicine during the day
- Needs to be excused from recess or physical education
- Changes from usual transportation including going home with another student by car. ****Changes should be infrequent****

DISTRIBUTION OF MATERIALS Students may only distribute non school related materials during their recess time or before/after school. The principal, prior to distribution, must review the material. The principal retains the right to prohibit any material deemed to be obscene and material likely to be substantially disruptive.

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER In the event that an emergency dismissal is required, a bulletin is broadcast on TV and radio. Information can also be obtained by calling 355-3100 at the Greenville County Schools office. Parents should prearrange with their children as to what they should do in the event of an early/emergency dismissal . If school must be cancelled or delayed, this information will also be on local TV, radio, and the district website: <http://www.greenville.k12.sc.us>. ***Please DO NOT call the school office.***

FIELD TRIPS Field Trips are encouraged and they are considered a part of the classroom. The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Field Trips are planned for each grade level of students at Slater-Marietta School. Younger or older brothers and sisters are not permitted to participate in off campus trips. Parents are encouraged to participate as space is available. The availability of slots for parents will be determined after all student needs are met. **All students attending a field trip are required to leave and return to school on the transportation arranged by the school. Any alternative arrangements are discouraged and must be requested in writing and approved by the principal in advance of any field trip.**

TECHNOLOGY Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks will contain the District's Acceptable Use Policy.

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 child's 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. 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 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 activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times – See District copyright policies for more information. If you have 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 – The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational 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. **No student will engage in the following activities while using the Internet:**

1. Sending, displaying, or requesting offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, threatening, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial purposes

Consequences: Restriction or loss of access to computer and other disciplinary action which may include parent notification, counseling, detention (during or after school).

BREAKFAST & LUNCH PROGRAMS Nourishing and balanced meals are prepared daily in the school cafeteria. Students may eat a school lunch or bring a lunch from home. Carbonated drinks are not allowed in the cafeteria. Parents are encouraged to send money by the week or the month. Lunch money should be placed in an envelope with the child's name, grade level, teacher's name, and the amount enclosed written on the outside. Online payments may be submitted by going to www.myschoolbucks.com If students owe lunch money, they may not charge snacks. Students should use a thermos to keep food warm. Students may not use the microwave or have a teacher use the microwave for them. Students are not allowed to borrow lunch money from the cafeteria. Those without funds will be provided an alternate

meal. Applications may be made for free/reduced priced meals. Applications are processed in the Food and Nutrition office. If your child forgets his/her lunch and you wish to bring it to school, please leave it in the office. Be sure that your child's name and teacher's name are on the bag or box. Do keep in mind; however, that everyone's classroom interruption directly impacts the effectiveness of the instruction taking place. The school does offer a breakfast program. Breakfast is served from 7:15 AM to 7:50 AM each morning.

MEAL PRICES FOR SCHOOL YEAR (Please go to SMES Website under Parents and Lunch to access online prepayment) **Slater-Marietta will remain on free breakfast and lunch for all students for at least two or three more years.**

Breakfast -Adult \$2.00

Lunch —Adult \$ 3.50

BIRTHDAYS AND OTHER PARTIES Lunch treats for birthdays and other occasions must be pre-arranged with the teacher in order to avoid having multiple treats on the same day. In an effort to support our healthy school initiative, please consider the option of selecting a healthy treat. These activities should be conducted during the lunch period. Invitations for a birthday party may only be handed out in class if every child in the class is receiving them. **Class parties are allowed for Winter Break and End of the Year.** Students will be permitted to bring Valentines and there will be a time to exchange Valentines, but there will not be a Valentine's Day party. Treats are permitted at lunchtime.

LOST & FOUND

A Lost & Found container is maintained in the school cafeteria. **To help minimize lost articles, student names should be put on items. Unclaimed articles are donated to charity once a month. Please check on lost and found periodically.** Any money or jewelry should be turned in to the office.

MONEY SENT TO SCHOOL Children are discouraged from bringing money to school except for specific purposes. Please remind students they are not to exchange money or items with each other. Neither the teacher nor the school can be held responsible when money or personal items are lost or swapped.

PARENT TEACHER ASSOCIATION (PTA) Active in virtually all facets of school life, the PTA relies heavily on its incredible parent and community supporters to offer a wide-range of programs. At least five PTA general sessions are held during the school year. PTA Board meetings are held once a month. A Nominating Committee is formed in March to fill Board positions each year. Information on volunteer opportunities is sent home with each student on the first day of school. Notifications of upcoming activities and events for the family to enjoy is sent home in newsletters, special flyers, emails, and on the website. Among the events sponsored by PTA are Fall Festival,

spirit wear, and spirit nights. Students also have the opportunity to participate in the National PTA Reflections Program., where they show their creative talents by expressing themselves with original works. PTA provides vital financial and personal support to the total school program. All persons who are interested in the welfare of the school and its students are invited to join PTA. Please Show your support. Friends of Slater-Marietta is a fundraiser in which PTA will keep 100% of donated money.

SCHOOL IMPROVEMENT COUNCIL (SIC) The council is composed of parents, teachers, and community members. The principal serves as an ex-officio member. Monthly meetings of the council are held each year. **All meetings are open to the public.**

The purposes of the council are:

1. To gain knowledge concerning the purpose and goals of the school.
2. To disseminate information to other parents and citizens within the community and to clarify information concerning the school programs.

3. 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.

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

DELIVERIES TO CHILDREN DURING SCHOOL Messages, money, books, homework, etc. are to be brought to the office for delivery to your child. Please do not interrupt the instructional program by going to the classroom. Extra trips to the school by the parent should be infrequent if the student is to develop into a responsible individual. Do remember that each time the classroom is interrupted, so is the instructional program.

PARENT-TEACHER CONFERENCES A fall conference between the child's teacher and the parent will be scheduled usually after the first reporting period. All parents are expected to attend this most important conference. In the Spring, we have student led conferences in which students share their cumulative portfolio. Parents are encouraged to initiate conferences at any time by contacting the child's teacher.

Honoring the Past, Building the Future