



## **Parent/Student Handbook**

**2019-2020**

864-355-4480

864-355-4490 Fax

[www.greenville.k12.sc.us/sterling](http://www.greenville.k12.sc.us/sterling)

Facebook: [www.facebook.com/theSterlingSchool](https://www.facebook.com/theSterlingSchool)

Twitter: @SterlingSchool

Instagram: <https://instagram.com/sterlinggriffins/>

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# STERLING SCHOOL CHARLES TOWNES CENTER

*Engage, Explore, Inspire, ... Lead.*

## Parent/Student Handbook 2018 - 2019

### School Hours:

Doors open 7:25 a.m.

Breakfast served from 7:25 to 7:50

Students report to class: **7:45**

Students are tardy beginning at 8:00 a.m.

Elementary Dismissal 2:30 p.m.

Middle School Dismissal 2:45 p.m.

### Phone Numbers:

Main Line 355-4480

Health Room 355-4687

Guidance 355-7505

Lunch: 355-4692

Fax 355-4490

### Middle School Bell Schedule

1<sup>st</sup> 8:00-8:47

2<sup>nd</sup> 8:50-9:37

3<sup>rd</sup> 9:40- 10:27

4<sup>th</sup> 10:30-11:17

5<sup>th</sup> 11:20-12:07

Lunch:

12:10-12:35

6<sup>th</sup> 12:40-1:27

7<sup>th</sup> 1:30-2:17

HR: 2:20-2:45

### Lunch Schedule

Grade Level	Time
K-5	10:10-10:40
1 <sup>st</sup>	10:20-10:50
2 <sup>nd</sup>	10:55-11:25
3 <sup>rd</sup>	12:05-12:35
4 <sup>th</sup>	10:45-11:15
5 <sup>th</sup>	12:25-12:55
6,7,8	11:32-12:02

## MISSION:

The mission of Sterling School is to provide a differentiated, challenging education to meet the distinctive intellectual, social and emotional needs of our students.

## VISION:

Nurtured by a supportive environment students will surpass academic challenges, develop as leaders, form collaborative relationships with peers and learn to lead. Our graduates will be independent, productive, responsible and creative individuals capable of making original contributions to society.

## BELIEFS

To support an excellent education for our students we believe:

- Fostering a love of learning is a shared enterprise among home, school, community and student and that we will communicate openly and work together to support the intellectual curiosity and active participation by students in managing their learning,
- Students will obtain personal academic growth through self-evaluation of their approach to learning, in concert with assessment and feedback from their teachers.
- Self-esteem, honesty, fairness, respect, empathy, integrity, and cooperation are essential in our dealings with one another, as people and as lifelong learners.
- We should offer our students opportunities for service, leadership, appreciation of cultural diversity, creative expression, and activities that enrich their learning.
- All children learn at different paces and in different ways. As such, they deserve a personalized approach to learning that is of appropriate rigor, complexity, and depth in what they learn, as well as opportunities to demonstrate significant academic and intellectual growth.

## VALUES : Griffin PRIDE:

Positivity Respect Integrity Determination Empathy

Sterling has focused on teaching and developing Griffin PRIDE, a shared set of student and staff values. PRIDE stands for Positivity, Respect, Integrity, Determination and Empathy. The staff chose to focus on these values after a strategic review of our student and school needs. We know that the social and emotional skills of our students are the foundation of their education. We wanted to choose key values to build a shared vocabulary and skill base. While we shared the terminology, we made sure that the teaching and expression of the PRIDE values was developmentally appropriate at each grade level. Below you will see how the staff has interpreted each term.



**Positivity:** *At Sterling, we see the possibilities in every challenge.*

We look for connections, expand our vision, and find solutions that others may overlook-focusing on a successful outcome for all concerned. We learn from our mistakes and get better for our next challenge.

**Respect:** *At Sterling, Respect is given to all.*

We give respect. We treat others as we would want others to treat us. It does not matter what role a person plays. We value everyone. We know that every person contributes to the success of our students.

**Integrity:** *At Sterling, we do the right thing in everything we do.*

Integrity is the foundation of our relationships. We hold each other and ourselves accountable to act in the best interest of our students.

**Determination:** *At Sterling, we choose to challenge the status quo.*

We do what others do not do well. We are focused on ensuring student achievement and growth. This means we are not afraid to make mistakes. We constantly challenge our own thinking and approaches because we are determined to achieve uncommon results for our students.

**Empathy:** *At Sterling, we put aside our views and needs and listen for the needs of others.*

No matter what role a person plays at Sterling, putting ourselves in the shoes of those we serve is fundamental. We respect, value, and seek diverse viewpoints and backgrounds. This makes us better teammates, teachers, and role models for our students, parents, and community members.

Through a school-wide shared belief in the **PRIDE** values, all students and staff will work to develop the necessary knowledge and skills to be MINDFUL. Social Emotional Learning is a process through which children and adults learn to recognize and manage emotions, demonstrate care and concern for others, develop positive relationships, make good decisions, and behave ethically, respectfully, and responsibly. The core competencies of Social Emotional Learning ...

- self-awareness,
- self-management,
- social awareness,
- relationship skills, and
- responsible decision making.

## A

### ABSENCES & ATTENDANCE

**When your child is sick, they will be able to make up their work when they return to school. We will not send home assignments until they are back at school and get the missed instruction.**

The State Board of Education has established regulations defining lawful and unlawful absences from school for students.

These regulations require that (1) school officials immediately intervene to encourage a student's future attendance when the student has three consecutive unlawful absences or five unlawful absences and (2) the District Board of Trustees, or its designee, promptly approve or disapprove any student absence in excess of ten days. After **three unlawful absences**, parents **will be contacted** and a conference scheduled. Continuing to miss school will mean that a student's name will be turned in to the area attendance officer and possible denial of special permission to attend.

The guidelines for determining lawful and unlawful absences are listed below:

#### UNLAWFUL ABSENCES

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.
- Students who are absent due to suspension from school.

#### LAWFUL ABSENCES

Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance. Students whose immediate family has a serious illness or death to occur may also be excused from attendance. Students who are absent due to a recognized religious holiday of their faith may be

excused from attendance in school. Parent notes must be turned in within two days of the student's return to school in order to count as a lawfully excused absence.

#### TARDIES

**School starts at 8:00 a.m. If you are late, please bring your child to the front office to sign them into school. We want to make sure they get to class safely.**

#### ELEMENTARY TARDY POLICY:

- Students accumulating five (5) tardies and/or early dismissals will receive a letter from the school reminding parents of the importance of their child's full participation in the instructional day.

- Ten (10) tardies and/or early dismissals will result in an attendance conference with school attendance clerk/counselor and the classroom teacher.
- Fifteen (15) tardies and/or early dismissals will result in an additional conference with administration and being placed on truancy probation.
- Twenty (20) tardies and/or early dismissals will result in referral to district truancy officials and/or reassignment to your child's home-based school.

#### **MIDDLE SCHOOL TARDY POLICY (PER 9 WEEKS):**

Students are expected to be in class and ready to begin when the tardy bell rings. Tardies interfere with students' abilities to receive instruction, participate in learning, and may be disruptive to the overall learning environment in the classroom and/or school.

- One (1) tardy will result in a verbal warning.
- Two (2) tardies will result in a verbal warning and parent contact.
- Three (3) tardies will result in lunch detention and additional parent contact.
- Four (4) tardies will result in after school detention.
- Five (5) to seven (7) tardies will result in disciplinary referral and ISS and/or parent conference to determine an attendance intervention plan.
- Seven (7) or more tardies will result in out of school suspension at the discretion of administration.
- Twenty (20) or more cumulative tardies over the entire school year may result in referral to district truancy officials.

#### **MIDDLE SCHOOL PERFECT ATTENDANCE CRITERIA**

The definition of an absence at a Greenville County Middle School is missing more than one-half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one-half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance

## **ARRIVAL**

Unless you are a bus rider, **no** student should be dropped off earlier than 7:25 a.m. and no later than 7:45 a.m. Students who plan to eat breakfast at school will go directly to the cafeteria to eat and will then be dismissed to their grade level holding area. (Please be aware that the breakfast line closes at 7:50a.m.; this will allow students to eat and get to class on time.)

- Kindergarten & 1st grade students will report to their hallway..
- 2nd & 3rd grade students will report to their upstairs hallway.
- 4<sup>th</sup> and 5<sup>th</sup> grade students report to their hallway.
- Middle School students will report to the gym for holding.
- **Middle School: Students will be dismissed to their lockers at 7:45 AM.** Students are expected to be in their first period class at 8:00 a.m.. They will be marked tardy if they are not in the class by the 8:00 a.m. bell.

## **B**

### **BREAKFAST**

Students who are eating breakfast at school should report to the cafeteria as they arrive, eat breakfast, then report to their grade level holding area. Please be aware that breakfast will be served between 7:25 and 7:50. After 7:45, there will be no talking so that students can finish eating and go to class. Students must remain in the cafeteria to eat. All food must be finished by 7:55 so that students can go to class. Students are not allowed to bring in outside food for breakfast. Breakfast provided by the cafeteria is free to everyone. Additionally, there will be **NO BAGGED** meals or food (from inside or outside the school) allowed in classrooms.

## **C**

### **CAR RIDERS/DISMISSAL**

There will be staff members and safety patrols in front of the building to welcome and dismiss students. Students will be picked up at 2:30 (Elementary) or 2:45 p.m. (Middle School). Cars will be **SINGLE** stacked at the front of the building for



elementary car riders (RIGHT HAND LANE). Middle school car riders will form a second line following the **left lane** entering the parking lot. Their line will not be called until after 2:45 p.m. Students will be called to the car line by an administrator or teacher using the student dismissal number system. Parents or guardians who do not have their student dismissal tag must park and show a photo ID in the front office. After 3:00 p.m., all parents must enter the front office to sign out their child.

It is imperative that parents pick their students up from school in a timely fashion. Our teachers and administrators have trainings, parent conferences, and other meetings/responsibilities that take their time after school. If late pick up becomes a routine problem, a meeting with the school's administration will be scheduled to address and rectify the concern.

## COMMUNICATION WITH THE SCHOOL

Send a note or call the school office if you need your child to go home a different way than usual. **ALL CHANGES SHOULD BE MADE PRIOR TO 2:00 PM.** Parents need to bring any messages, money, books, or assignments by the office during the school day. Please do not take them directly to your child's room. The office will deliver these items to your child. Please do not ask your child's teacher for class rolls, addresses, or telephone numbers. **We are not permitted to release this information. You may receive this information in the Student Directory when it is available.**

## CHANGE OF ADDRESS

It is necessary that the school office have on file your current address and phone number. **Please notify the office immediately if you change your address or phone number.** *Have an unlisted number?* We will not release it. We want to be able to get in touch with you to support your child.

## COMPUTER USAGE: Greenville County Student Acceptable Use Policy Agreement (Additional Chromebook Policies will be addressed separately for 3-8)

### Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

#### I. INTRODUCTION

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

#### A. LEGAL REQUIREMENTS

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network and devices are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary to fully cooperate with the appropriate authorities in the civil and/or criminal process.

The District is committed to ensuring accessibility and functionality of its website and online content in accordance with state and federal law, including Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. An individual who has a concern pertaining to accessibility or functionality should contact the District's Webmaster (see <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=accessibility>). If an individual continues to have difficulty accessing content after notifying the District's Webmaster, that individual should notify the appropriate District administrator as detailed in Board Policy and Administrative Rule JCDAG.

## **B. ACCEPTABLE USE**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

## **II. STUDENT ACCEPTABLE USE**

This section is intended to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

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

### **A. COMPLIANCE WITH COPYRIGHT LAWS**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to teachers or administrators at their school.

### **B. FILTERING AND MONITORING COMPUTER RESOURCES**

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

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. PROHIBITED USES OF GCS RESOURCES**

Students are prohibited from engaging in the following uses of GCS computer resources:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any instrument or tool that can be used for "computer hacking" as defined in the South Carolina Computer Crime Act on school property, on any District premise, or run or loaded on any District system
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

### **D. AGREEMENT OF USE**



Students, parents and guardians agree that GCS computer equipment must be handled with care and respect. Similar to textbooks, damaged or lost Chromebooks will result in fines up to the cost of replacement (approximately \$300.00). Insurance policies are available for \$25.00 to cover one time loss or accidental damage per school year.

#### **E. CONSEQUENCES**

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

### **III. GCS INTERNET SAFETY & OTHER TERMS OF USE**

#### **A. GENERAL ACCESS**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research or for an other lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **B. EDUCATION, SUPERVISION, & MONITORING**

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

#### **C. PERSONAL SAFETY**

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

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

#### **D. EXPECTATION OF PRIVACY**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

Individuals are prohibited from using any electronic device, including a cell phone, to take pictures, record video/audio, or otherwise capture images of others in bathrooms, locker rooms, and other locations when individual privacy is reasonably expected. Students will be disciplined in accordance with Board Policy JCDA, including up to and including expulsion, for engaging in this conduct. Law enforcement will be contacted if any individual engages in conduct that could potentially be criminal in nature. The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

# D

## DISMISSAL

Students will be dismissed into the custody of parents, guardians, or others only with proper verification. All parents and students will be provided with dismissal numbers and students will only be dismissed to those who have matching dismissal numbers. Failure to provide a matching dismissal tag will result in having to sign children out through the main office with proper photo identification.

## DISMISSAL/EARLY

Early dismissals are excused and classified according to the explanations given for attendance and absences according to the school district policy. Students who need to leave school early must present a note written by a parent or legal guardian to the office by 8:30 a.m. Notes must contain the following information: **date, student's full name, reason and time of dismissal, name of person transporting student and telephone number of a parent who can be reached to verify dismissal, if needed.** The parent, guardian, or designee must come into the office to sign out their child. If anyone other than the parent or guardian picks up the student, identification will be required before the student is permitted to leave. To ensure safety, the school administration reserves the right to disallow any request for dismissal that cannot be properly verified. **Dismissals need to be made before 2:00 p.m. unless there has been administrative approval. Unless there is an extreme emergency, parents may not call the school after 2:00 p.m. to change dismissal of a student.**

## DISMISSAL/LATE

It is imperative that parents pick their students up from school in a timely fashion. Our teachers and administrators have trainings, parent conferences, and other meetings/responsibilities that take their time after school. We will provide supervision for all children while on our premises, but we recognize that to do so requires certain resources (time, people, etc.). Parents will be charged \$5.00 per half hour that they are late picking up their child after 3:00 for elementary or 3:15 for middle school. All money collected will be distributed to our afterschool program.

## DISCIPLINE

Sterling School is a learning community where students are responsible and respectful. Students are expected to follow classroom and school expectations. Most discipline issues can be resolved between the teacher and student. If an offense is serious or if the behavior persists, the student's parents will be informed. There may be times when the student's parents are required to come to school for a conference.

### Student Behavior (Policy JCDA)

The Board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by state law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

## Application of this Policy

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

## Student Conduct Away from School Grounds or School Activities

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action, which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

## Levels of Offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions, which should be taken as a result of such offenses being committed.

### **Disorderly Conduct - Level I**

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct, which may include, but are not limited to, the following:

- verbal reprimand
- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)

### **Disruptive Conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s), which are directed against persons, or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aides or chaperones)
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying

whose responsibilities include supervision of students

- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct, which may include, but are not limited to, the following:

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- expulsion
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Criminal Conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person, property, or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

#### Note Regarding Students Under the Influence:

*In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.*

#### Note Regarding Recommendations for Expulsion:

*Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstances, and totality of the incident.*

The principal must recommend students for expulsion if they have committed offenses, which are underlined. If a student commits an offense that is not underlined, the principal may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct, which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- expulsion
- temporary removal from class
- out-of-school suspension
- assignment to alternative school
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

#### Extenuating, Mitigating or Aggravating Circumstances

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

#### Discipline of Disabled Students

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

#### Cell Phone/ Electronic Device

Sterling School will issue all students in grades 3-8 a Chromebook for educational use. All usage of the Chromebook must comply with the district acceptable use policy outlined in district rule EFE and in this handbook under computer use. As such, it is no longer necessary, nor is it permitted, for students to bring their own electronic devices to school. Students may bring cellphones to school at their own risk for after school communications with parents, but must turn them off and keep them in their cubbies or lockers during the school day. Neither Greenville County School District nor Sterling School is responsible for theft or damage. A student found with a phone or other electronic device will have the device confiscated for the remainder of the school day and be subject to a level I disciplinary offense and consequence. Non-compliance with a teacher directive to hand over the device will be treated as refusal to obey and result in a disciplinary referral and either in-school or out of school suspension, regardless of



level of offense. Parents needing to contact their child during the school day may do so through the office at (864) 355-4480.

### **Suspension (Summary of Policy JDD)**

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators.

Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled in a manner consistent with federal and state law and with procedures established by the Board.

### **Missed Work**

Students who miss work due to suspension may makeup their assignments consistent with the excused absence makeup policy. They have 2 days per each day suspended to turn in work for no penalty. Other arrangements may be made in advance at the discretion of the teacher(s).

### **Expulsion (Summary of Policy JDE)**

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion.

A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

### **Harassment, Intimidation, and Bullying (Summary of Policy JCDAG)**

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school

premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

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

### **Definitions**

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

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

### **Sexual Harassment (Summary of Policy JCDAG)**

All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, is encouraged to file a complaint in accordance with JCDAG. A parent may also file a complaint on behalf of his/her child. Students will not be subject to retaliation or reprisal for having filed a complaint.

### **Reporting Bullying, Discrimination, Harassment and Intimidation** **(Summary of Policy and Administrative Rule JCDAG)**

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

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

### **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#>**

### **Gang Activity or Association (Summary of Policy JCDAE)**

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in, or affiliation with, any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in, or affiliation with, any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory, which the District has determined to be a gang indicator.

### **Searches, Student Interrogations, and Arrests (Summary of Policy JCAB)**

The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and state law.

#### **Searches**

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

### **Contacting Law Enforcement**

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon firenotice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code).

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

### **Interrogations by School Personnel and School Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances, which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

### **Weapons in School (Summary of Policy JCDA)**

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items, which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

### **Weapons (firearms)**

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of the Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

### **Alcohol Use/Drug Use (Summary of Policy JCDAC)**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

**NOTE:** In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

### **Tobacco Use (Policy JCDA B)**

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. The term "tobacco products" includes electronic cigarettes and vaporizers. Disciplinary actions will be handled in accordance with the Behavior Code.

### **Participation in Extracurricular Activities**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of the student's school; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

### **Dress Code (Policy JCDA F)**

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.

- 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 evidence membership or affiliation with a "gang" in any negative 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.

### **Sterling Dress Code Policy additions**

**ID Badge** \*(Middle School) Must be worn on a break-away lanyard around the neck at all times while on campus-this includes entering the building at the beginning of the school day and at all extracurricular events (8th grade dance excepted).

**Hats** \*No non-religious head coverings are permitted in the building.

**Shirts** \*No skin (midriff) should ever show between the shirt and pants.

\*Shirts should not have cut-outs or holes between the shoulder and waist

\* No cleavage or undergarments should be visible (no spaghetti straps--3 finger guide/rule for shoulders)

\* No tank tops, jerseys, or sleeveless shirts allowed unless a t-shirt is worn underneath.

**Pants** \* Pants should fit and be worn at waist level.

\* Pants must not sag.

\* Pants should not have holes above the knee.

\* No pajama pants allowed.

\*Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type pants may not be worn without a shirt, sweater, blouse, dress, or tunic that goes to mid-thigh.

### **Shorts and Skirts**

Shorts and skirts must be in good taste and be no shorter than mid-thigh even with leggings underneath.

- No athletic shorts allowed in middle school except during physical education classes. No bathing suit shorts, birddogs, chubbies, or similar brands/material are allowed.

**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 is inappropriate for school in accordance with this policy, the administration either will require the student to change and will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **Transportation Rules**

The School District of Greenville County must ensure that the bus ride to and from school is safe. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- follow the driver's directions
- sit in the assigned seat
- keep hands, arms, legs, and objects to himself and inside the bus
- refrain from cursing, name calling, gestures, or loud talking
- refrain from pushing, shoving, or annoying other students
- refrain from eating, drinking, chewing gum, or littering
- obey all points of the Student Behavior Code

Appropriate disciplinary action will be taken for incidents, which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal. Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Total restitution must be made or the bus privilege will be lost. Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at <http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp>.

## **F**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**



## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected. School officials will assist parents or eligible students with the interpretation of records if needed. In addition, a parent or eligible student may receive copies of educational records if circumstances exist that prevent the inspection of records.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or institution in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purposes related to the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers

FERPA are:           Family Policy Compliance Office  
                          U.S. Department of Education  
                          400 Maryland Avenue, SW  
                          Washington, DC 20202-4605

## FIELD TRIPS

Field Trips are an extension of classroom learning. The school requires written permission from the parents before a child is permitted to participate on a field trip. Transportation will be by bus. Field Trips are planned for the grade level students. **Younger or older brothers and sisters cannot 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 participants attending a field trip are required to leave and return to school on the transportation arranged by the school.

### Field Trip & Chaperone Requirements:

- The field trip is for Sterling students only. No siblings are allowed to accompany the trip
- Adults who are chaperoning must arrive 30 minutes prior to the bus leaving to sign in (with ID) at the front desk.
- Chaperones must accompany the field trip to and from the destination on the bus.
- All adults participating in a field trip must first be screened as a chaperone. No other adults (parents, relatives, and friends) may join the field trip at the destination.
- Students who present a safety risk to themselves or others may not be permitted to participate per administration.
- Disciplinary situations that arise during a field trip may require parents to retrieve their children at their own expense.

These safety precautions will ensure that teachers and chaperones give their full attention to our students since they will be able to easily assess who has been properly screened for the field trip.

## FOOD SERVICE

2019-2020	Breakfast	Lunch
Reduced Students	FREE	\$
Paid Students	FREE	\$
Adults	\$	\$

The following guidelines will be adhered to when parents fail to pay back money for meals charged:

- All students will be offered a reimbursable meal. Meals may be charged up to three days.
- If a student fails to pay back money after three days, a letter will be sent home to the parent notifying them of the charges.

## Birthday Snacks

A major emphasis of our school wide health initiative is to help children make healthy food choices. In the past, parents would bring in doughnuts, cupcakes and sweets to share with classmates on their birthday. **Again, this year, we are requesting parents NOT send in birthday treats for their children to share.** As a school, we celebrate birthdays in other ways. Join us in helping our children make healthy decisions.

# G

## GUIDANCE

The purpose of guidance services is to help students or parents with education, social, or personal problems. The counselor will meet students and/or parents individually or in small groups according to, but not limited to, the surveys returned in the fall.

Students who are transferring to another school must be checked out through the counselor and/or attendance office. The guidance counselor and/or attendance clerk will arrange for the records to be transferred and will give transfer papers to enable the student's enrollment in a new school. All books and materials should be turned into the homeroom teacher at that time. If there are problems and/or other difficulties at home that the parent feels may hinder the student at school, the counselor will be glad to work with the parents to assist the student in appropriate ways.

Everyone is encouraged to use the counseling services provided at Sterling School. Students may visit the guidance office by appointment or with permission from the teacher. **You may reach Ms. Duncan (4K-2<sup>nd</sup>) at 355-7515, Ms. Moretti (3<sup>rd</sup>-5<sup>th</sup> Sterling) at 355-7543, Ms. Benvenuto (3rd-5th CTC) at TBD, or Ms. Noble (6th-8th) at 355-4476.**

## GRADING SCALE

The School District of Greenville County complies with statewide requirements. Middle and high school students will receive a numeric grade. The grading scale provides consistency across South Carolina. Grades from high school credit classes such as Algebra, Geometry, Spanish I, Spanish II, English I and Desktop Publishing will be used in the calculation of a student's high school GPA.

### Statewide

A 90-100

B 80-89

C 70-79

D 60-69

F 50-59

# H

## HEALTH ROOM

The purpose of the Health Room is to provide short-term care in the event a student becomes ill or injured while at school. Every effort is made to keep your student at school if possible. If it is determined that your student is too ill to stay in school, please make arrangements to pick him/her up as soon as possible. Children must be free of fever, vomiting, and/or diarrhea with no medicine for 24 hours before returning to school after an illness. **Our Nurse can be reached at 355-4687.**

## HEALTH CARDS

At the beginning of each school year, parents are required to fill out a health card for each student during orientation. In the event that a child becomes ill, it is imperative that the information be current for job locations and home telephone numbers. The back of the card has a place for parents to designate someone other than himself or herself who may pick up the child in case of illness. All efforts will be made to locate the child's parent or guardian, but in the event that it proves impossible, the individual listed will be called. For this reason, it is asked that any changes in the information given be updated by parents as soon as possible. Please return this information to the school as soon as possible.

### STUDENT EMERGENCY CARDS

1. Complete front and back of card. Remember to date, sign, and return immediately.
2. Update when changes occur by sending a note or calling the school office.
3. Indicate who your emergency people listed are, such as Friend, grandparent, etc.
4. Tell your child who you have listed as a person who may pick him/her up in your absence.

### MEDICATION Policy

All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. If your child brings over-the-counter medication, it must be brought to the Health Room before school starts. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips.

### For your child's safety please remember:

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. Form MED-1.
- All PRESCRIPTION MEDICATION must be administered as labeled and OTC medications may not exceed package directions.
- ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- OVER THE COUNTER MEDICATIONS may be provided by the parent if it is in the original container, clearly labeled with the student's name and is accompanied by written parental permission. Form MED-3.

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication passed the expiration date.

### ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.

School nurses are legally required to administer only medications with FDA approval.

No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications. If your child forgets to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose. Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing doctor and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (stimulants, pain relief medication, antidepressants for example) the school district may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions. Please use form MED-2.

### **Contacting Parents**

If your child comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. This is why it is so very important that we have current information about how to contact you at all times. If your child has an emergency or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called IF we cannot reach a parent first. Please understand that this is for your child's protection.

### **Student Emergency Information Form**

On the first day of school, your child will be given an Emergency Information sheet to be completed by a parent. This is very important. Please print all information clearly. This will be the only way we have to reach you in case of an emergency at school. If at anytime ANY of this information should change please notify your school nurse immediately.

### **State Immunization Requirements**

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. Immunizations required by SC law are Tetanus containing vaccine (Dtap, DT or TD), Polio, Measles (two doses), Rubella (German Measles), and Mumps. Hepatitis B Immunizations is required for students entering all grades. The Varicella (Chicken Pox) vaccine or history of disease is required for all students admitted to K5 through 10th grade.

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.

## **Our Services**

### **Vision Screening**

All students in grades K-4, K-5, 1st, 3rd, 5th, 7th, and 9th grades will be screened for distant vision problems. If your child does not pass this screening, he will be screened again in two weeks. If he/she does not pass this screening, you will be notified that your child needs further evaluation by a Physician or Optometrist. Please have this letter completed and return it to your School Nurse. If your child is not in one of these grades, and you would like to have their vision screened, please send a note to your child's Nurse and he/she will be glad to screen your child.

### **Hearing Screening**

All students in K4, K5, 1st, 2nd and 3rd grades will have their hearing screened. If your child should fail this screening, he will be rescreened later. If he/she does not pass the rescreening the Nurse will refer your child to the District Audiologist. You will be notified by mail from her office concerning further evaluation. If your child is not in one of these grades and you wish to have screening, please send a note to your School Nurse and he/she will be glad to screen your child.

### **Partners for Healthy Children**

This is state insurance program offered to low income families for children under 19. If you are interested call 1-800-549-0820.

### **Permission Forms**

Prescription Medication Authorization Form

[https://www.greenville.k12.sc.us/Departments/docs/pers/phys\\_meds.pdf](https://www.greenville.k12.sc.us/Departments/docs/pers/phys_meds.pdf)

Over-the-counter Medication Permission Form

[https://www.greenville.k12.sc.us/Departments/docs/pers/meds\\_nonpersc.pdf](https://www.greenville.k12.sc.us/Departments/docs/pers/meds_nonpersc.pdf)

Authorization for Self-Administration of Medications at School

[https://www.greenville.k12.sc.us/Departments/docs/pers/meds\\_self\\_admin.pdf](https://www.greenville.k12.sc.us/Departments/docs/pers/meds_self_admin.pdf)

Anaphylaxis Medication Authorization Form

<https://www.greenville.k12.sc.us/Departments/docs/pers/anaphylaxis.pdf>

Student Emergency Information Form

Authorization for Medical Procedures at School

[https://www.greenville.k12.sc.us/Departments/docs/pers/med\\_proc.pdf](https://www.greenville.k12.sc.us/Departments/docs/pers/med_proc.pdf)

Physician and Parent School Asthma Management Plan

[https://www.greenville.k12.sc.us/Departments/docs/pers/asthma\\_plan.pdf](https://www.greenville.k12.sc.us/Departments/docs/pers/asthma_plan.pdf) CPR/AED Demonstration Videos and Information Links

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## **HOMEWORK PURPOSE/PHILOSOPHY**

- Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning.
- Homework should be meaningful, engaging, and should purposefully support the curriculum while helping students develop responsibility and good work habits.
- Homework is a natural extension of the school day and an important part of a student's educational experience.
- Homework should be designed to be completed independently.
- Practice homework reinforces newly acquired skills taught in class.
- Preparation homework helps students prepare for upcoming lessons, activities, or tests.
- Extension homework provides challenging, often longer-term, opportunities for enrichment and extension that parallel class work.
- Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments.
- Immediately upon a student's return from an excused absence, he/she must work out provisions for making up missed work with the teacher(s). Students must complete missed work within 5 school days. The teacher and/or the administrator may modify the period, pending extenuating circumstances.
- The principal must approve the make up of work missed during an unexcused absence after consultation with the teacher(s).

**Recommended Time by Grade Level:** The times given below are daily averages since students should not have homework in all subjects every night. They reflect current research regarding the effect on student achievement of time spent on homework.

K-2 15-30 minutes per day

3 30-45 minutes per day

4-5 45-60 minutes per day

6-8 60-120 minutes per day **(Students taking high school courses may require more time.)**

9-12 60-150 minutes per day **(Students taking honors/AP/IB courses may require more time.)**

Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading.

**Grading/Assessment of Homework:** Research indicates that providing feedback on homework enhances student achievement. Although it is neither feasible, nor recommended, that teachers must collect and grade all homework, they should employ strategies that help them manage their workload while maximizing the effectiveness of the feedback.

- Homework should have clear meaning and importance relating to the curriculum.
- The homework average should count no more than 10% of the overall quarterly grade at the elementary level.
- The homework average should count no more than 20% of the overall quarterly grade at the middle and high school levels.
- Depending on the assignment, homework grades should be based on effort, correctness, or a combination of the two components.
- Because they require a much greater amount of time and effort than daily assignments, grades for long-range assignments should not count as part of the homework percentage.

### **Student Expectations:**

- Write down all the day's assignments in a specific place.
- Organize and take home all materials necessary to complete assignments.
- Set aside a regular time to study each evening.
- Have a quiet, well-lit place to study.
- Complete assignments carefully and thoughtfully with attention to detail and quality of work.
- Complete assignments on your own and to the best of your ability.
- Complete and turn in assignments by the specific due date.
- Talk to your teacher about problems with understanding of assignments, skills, content, volume of homework, or other circumstances that the teacher needs to know.
- Read nightly for pleasure.

#### **Parent Expectations:**

- Set aside a regular study time that is not interrupted by family plans, school activities, television or computer time, and with a definite beginning and ending time.
- Establish a study area, away from household distractions, with good light and space for studying.
- Make sure your children have the materials they need to do assignments and a safe place to store them.
- Help your children organize school materials and keep their book bags cleaned out.
- Be supportive when students get frustrated or discouraged with particularly difficult assignments, but do not complete assignments for them. Provide encouragement and reinforce the importance of doing the work.
- Emphasize the importance of reading by encouraging your children to read independently and read aloud to them.
- Be supportive of teachers and contact them whenever necessary to clear up any misunderstandings, troubleshoot problems, and be better informed about the teacher's expectations.
- Impress the importance of turning in assignments by the specific due date.
- Provide educational activities that broaden your child's interests, such as visits to museums, the zoo, the library, and places of historical significance.

## I

### **IDENTIFICATION BADGES (IDS)**

All middle school students will be required to wear an ID Badge throughout the school day. Students will be given their initial ID at the beginning of the school year. Additional IDs may be purchased for \$5.00 and lanyards are \$1.00.

ID checks will be conducted daily in homeroom. Students who do not have an ID Badge will be given the opportunity to purchase a replacement ID or a temporary ID will be issued for that day. Students with temporary ID's will have lunch detention.

Students will be permitted to wear a temporary ID should they forget theirs, but they will serve lunch detention for the first offense, lunch detention and parent contact for the 2<sup>nd</sup> offense, after school detention and parent contact for the 3<sup>rd</sup> offense, and In Team Suspension (Non-Referral) and parent contact for the 4<sup>th</sup> offense, and will receive a disciplinary referral and In School Suspension (ISS) for all subsequent offenses.

### **IMMUNIZATION**

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 (282-4100) or your physician.

Changes in immunization requirements since the school year 2013-14 include: the addition of ninth grade to the requirement for 4 doses of diphtheria, tetanus and pertussis, the addition of first grade to the requirement for 3 doses of oral and/or inactivated Polio vaccine with at least 1 dose received on or after the fourth birthday, and the addition of the requirement of 1 dose of Tdap vaccine for all seventh grade students. (Note: A dose of Tdap administered on or after the seventh birthday meets this requirement.)

## M

### **MEDIA CENTER**



The Media Center is the hub of exciting activities at our school. Our media center houses many teaching materials such as computers, books, magazines, pamphlets, pictures, and other audio-visual aids. It is also an extension of the classroom in that the librarian is there to work with students and teachers to reinforce skills and enrich classroom studies taught in the classroom. **The Media Center is open from 7:45 a.m. - 3:30 p.m.**

## N

### NOTES REQUIRED FROM PARENTS AND GUARDIANS

The school requires notes or written permission from parents for explanation of, or participation in the following: Absence, Tardiness, Request for early dismissal, Excuse from recess, Reply to notes from teachers, Field Trips, Change in Transportation  
\*NOTES MUST INCLUDE A REASON OR REQUEST FOR ABSENCE OR TARDY

## P

### PARENT TEACHER ASSOCIATION

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.

### PARENT-TEACHER CONFERENCES

There will be at least one scheduled conference between the child's elementary teacher and parents during the fall to review test scores. All parents are expected to attend these scheduled conferences. Parents are encouraged to initiate conferences if they have questions by writing the child's teacher or setting up an appointment. When teachers observe the need for additional parent-teacher meetings, they will request that parents come in for special conferences.

### PARTIES: BIRTHDAYS AND OTHER

Elementary class parties are allowed for Winter Break, Valentine's Day, and/or by administrative approval only. A major emphasis of our health and wellness initiative is to help children make healthy food choices. In the past, parents would bring in doughnuts, cupcakes and sweets to share with classmates on their birthday. We are requesting parents NOT send in birthday treats for their children to share. Join us in becoming healthier and making sure we are raising healthy children who are empowered to make healthy decisions in the future about their health.

## R

### RELATED ARTS PROGRAM

Art, Music, and Physical Education programs are compulsory and students must attend these classes. The teachers will work with the students for a period in each subject each week. Students will be taught in a variety of settings and formats.

### RELIGIOUS HOLIDAYS & STUDENTS' EXPRESSION OF RELIGIOUS BELIEFS

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please 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>.

***Request to honor specific religious holidays should be made in advance in writing to the principal, Dr. Josh Patterson.***

### REPORT CARDS

Report cards are issued every nine weeks and are sent home four times a year. This report will grade children in academic courses as well as study habits and attitudes. Interim progress reports will be sent during the grading period to inform parents of unsatisfactory work in certain areas. These dates are on the school calendar.

### GRADING GUIDELINES

The School District of Greenville County is continuing its course grading scale for this school year to comply with the statewide requirements. Elementary and middle school students will receive a letter grade (A, B, C, D, or F) for each subject based on the state approved grading scale.

## **RULES FOR DISTRIBUTION OF FLYERS AT SCHOOL BY EXTERNAL GROUPS**

The school district expects the primary focus of each school be at all times the academic program of that school. Accordingly, it expects time at school to be devoted to teaching and learning and intends to protect this time from unnecessary disruptions. At the same time, the school district recognizes that because of its obligation to serve the community, because of a long tradition of cooperating with community agencies, and because of the school district's respect for the valuable work that external organizations contribute toward preparing young people to be successful and satisfied citizens, the district should assist those agencies in making students and parents aware of additional opportunities for growth and development. The purpose of these rules is to emphasize the purpose of school time while also accommodating the needs of certain external organizations to communicate with students and parents about the availability of their programs.

- 1.** Each school shall decide whether it wishes to distribute to its students flyers submitted by external organizations. If a school decides not to distribute flyers from external organizations, the school must consistently refuse every request from any external organization to distribute flyers or any other information or items. If a school elects not to distribute flyers for external organizations, the school must still comply with items (i), (j) and (k) under number 5 below in its relationships with all external organizations.
- 2.** If a school elects to distribute flyers for external organizations, the school must establish a procedure, rules, and a schedule for distributing to students all flyers submitted by any external organization in compliance with these rules. A school's rules may include, among other things, details on how flyers are to be counted out and bundled for easier distribution by the school. Schools may not distribute any items or materials for external groups other than the flyers described in these rules.
- 3.** The only access permitted to external organizations is the distribution of flyers, if a school elects to distribute flyers under number 2 above. Schools may not permit other forms of access (e.g., posters, P.A. announcements, school websites, meetings, etc.) to external organizations at school during the working hours of the school.
- 4.** A school's PTA (the PTA's of all schools within a school's feeder pattern) is not considered external organizations for purposes of these procedures. Schools may choose to distribute or not distribute PTA materials, as they deem most appropriate.
- 5.** All distributions of flyers from outside groups shall comply with each of the following rules:
  - (a)** An actual sample of any flyer to be distributed shall be submitted to the school's principal at least two weeks prior to the time the external organization desires it to be distributed. No distribution shall occur during the first two weeks or the last two weeks of a school year.
  - (b)** The distribution must be to a group or groups of students (e.g., the entire school, particular grade levels) and may not be to individually named students. A school may not distribute flyers only to the organization's members at the school.
  - (c)** Schools will distribute only flyers submitted by not-for-profit organizations. No promotions by any for-profit or commercial organization will be permitted.
  - (d)** The flyer to be distributed must advertise or promote a meeting or series of meetings or an event. The program that is the subject of the flyer must occur outside of the normal school day. Flyers cannot solicit membership only and may not be solely informational, propagandistic, or proselytizing.
  - (e)** The flyer must relate to a recreational, civic, or educational purpose or must relate to the development of students' character or values (including programs operated by religious organizations or incorporating the tenets of a religion).
  - (f)** Flyers intended solely to promote a partisan political cause or a religious organization will not be distributed.
  - (g)** Both the flyers and their purpose must be appropriate to the age of the students intended to receive them.
  - (h)** The principal must review all flyers prior to their distribution. If a flyer complies with these rules, the principal will ensure its distribution. Except as these rules require, principals will not discriminate against any flyer on the basis of the political, philosophical, religious, or other content of the flyer.
  - (i)** No school district employee will promote during work time any of the programs or organizations that are the subject of any flyers and will avoid at all times giving the impression that the school district endorses any such program. For purposes of these rules, "work time" shall be from thirty minutes before school begins for the day to thirty minutes after school ends for the day and during any time that a school district employee is performing any duty on behalf of the school district.
  - (j)** No school district employee will assist during work time in setting up or organizing any of the programs that are the subject of the flyers. This includes both passing out any material except in accordance with these rules and collecting or receiving back from students or parents such things as permission forms or fees associated with any

outside organization.

**(k)** Except for conducting meetings in school facilities either before school begins or after school ends (in accordance with district and school rules and procedures for using facilities during non-school hours), a representative of an external organization may not promote the activities of his organization on school premises during school time.

**(l)** Principals will not distribute any flyer that either creates or is likely to create a material and substantial disruption of the normal operation of the school.

**(m)** Principals will not distribute any flyer with any lewd, vulgar, obscene or defamatory content.

**(n)** Principals will not distribute any flyer that in any way promotes alcohol, tobacco, drugs, gangs, or any illegal activity.

**(o)** Each flyer submitted for distribution must contain the following notice.

#### NOTICE

The United States Constitution requires schools to respect the right of all external organizations to distribute flyers to students at school if the school permits any such organization to distribute flyers. Accordingly, the school cannot discriminate among groups wishing to distribute flyers at school and does not endorse the content of any flyer distributed at school. The school encourages parents to assist their children in making choices appropriate for them.

## S

### SCHOOL IMPROVEMENT COUNCIL

The council is composed of parents and teachers. The principal serves as an ex-officio member. At least four meetings of the council are held each year. The purposes of the council are:

- To gain knowledge concerning the purpose and goals of the school.
- To disseminate information to other parents and citizens within the community and to clarify information concerning the school programs.
- To offer for consideration to the school principal suggestions concerning program improvements with respect to student needs and program operation within the individual school, area, or district.
- To assist in the preparation of the Annual School reports as required by the School Finance Act of 1977 and ACT 135 of 1993.

### STUDENT DIRECTORY INFORMATION: ANNUAL NOTICE TO PARENTS AND GUARDIANS

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, requires that the School District of Greenville County ("District"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, the District may disclose designated "directory information" about your child without your written consent UNLESS you have advised the District to the contrary in accordance with District procedures. The District has designated the following information as "directory information":

- student's name
- school
- participation in recognized activities and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- dates of enrollment
- grade level
- photographs and videotape of students participating in District and/or school events

The primary purpose of directory information is to allow your child's school and/or the District to include this information about your child in school publications. Examples of such uses include: a program showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets and rosters, newsletters, school and District websites or social media sites, newspaper articles, as well as television and radio broadcasts. In addition, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Also, two federal laws require school districts to provide military recruiters and institutions of higher education, upon request, with three directory information categories – high school students' names, addresses, and telephone listings – unless parents have advised the school that they do not want their child's information disclosed without prior written consent.

If you do NOT want The School District of Greenville County to disclose directory information from your child's education records without your prior written consent, you must either 1) notify your child's school in writing or 2) complete an opt-out form located at the student's school by September 17, 2019. Only a parent/legal guardian or eligible student (18 years of age or older) can choose not to have directory information released.

Please note that you must notify your school EACH year if you do NOT want directory information released. You cannot choose what student directory information to release. However, you can specifically choose to exclude military recruiters and institutions of higher education from receiving a student's directory information.

## STUDENT SPEAKERS AT SCHOOL-SPONSORED ACTIVITIES

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

Student speakers at school-sponsored activities, including graduations, may not be selected on the basis that either favors or disfavors religious speech. 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.

## T

### TRANSPORTATION

Routes and schedules are designed according to guidelines from the state. Magnet buses times are established with the individual drivers at the beginning of the year. **Late Buses:** Please call the Donaldson Bus Center at 299-8399 for information regarding late buses.

## V

### VISITATION & VOLUNTEERING DURING SCHOOL

The staff welcomes visits from parents since it increases the spirit of teamwork between the school and home. Classroom visits are a time for observation only or volunteer activities. Parents are asked to limit a visit to a 30-minute session. (Since state guidelines require that classes be interrupted in emergencies only, parents will not be able to visit a class to speak with a teacher. Any disruption to the instruction of students creates a loss in learning time for the class.)



The beginning and end of the school day are crucial. Parents are asked to refrain from interrupting a class during these times. If there is a concern, please leave a message at the office for your child's teacher. The teacher will contact the parent as soon as possible. If you have not heard from the teacher by the next school day, please call the office again to let them know you have not been contacted.

All visitors in the building, including parents and school volunteers, must stop by the office first and **SIGN-IN** so that their presence in the building is known and pick up a visitor's badge. The staff feels a responsibility to parents to insure the safety and well-being of students while they are at school. For that reason, visitors are asked to display the badge conspicuously so that any intruder in the building may be quickly

noted. Parents who are not wearing a badge may be asked by a staff member or student to report to the office. All doors will be locked after **8:00 a.m.** The only access into the building will be through the reception area doors in the front of the building.

**Sterling School 99 John McCarroll Way, Greenville, SC 29607 (864) 355-4480** Parent/Student Handbook

**Volunteer Guidelines- Greenville County Schools Check-In Guidelines**

Safety procedures are being further enhanced this year with a new electronic School Check In System. Parents/Guardians and others entering a GCS school or office building must sign in through the system, which automatically runs a check against the National Sex Offender Registry. Everyone is checked EACH time they visit a school or office. Please bring in your driver's license or state photo ID when signing in.

Parents can sign in either as a Parent/Guardian (receives a Visitors badge) or Volunteer (receives a Volunteer badge) depending on the purpose of their visit to their child's school.

A person is eligible to volunteer through the school, PTA, and other school organizations once cleared through the National Sex Offender Registry. The Sex Offender Registry is in addition to any volunteer procedures used by our school, PTA, and other school organizations to recruit and train volunteers.

**All first-time volunteers must participate in training prior to volunteering. Annual trainings with first-time volunteers shall include review of application process, sign-in/sign-out process, use of name badge, expected behavior and dress, and work assignments.**