



# Sterling School

## Charles Townes Center

**2025-2026 Student Handbook**



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## **About Us**

### **MISSION:**

Sterling School seeks to create an environment in which each student receives a personalized educational experience that allows them to explore their world, be enriched, and allow them to excel both academically and emotionally as they prepare for challenges today and tomorrow.

### **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**

**P**ositivity **R**espect **I**ntegrity **D**etermination **E**mpathy

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 defined and 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.

## **Schedule:**

Office hours	Instructional Day	Dismissal	Contact Numbers
7:10-4:00	7:45-2:15 (Elementary)  7:45-2:30 (Middle)	2:15 (Elementary)  2:30 (Middle)	Main Line: 864-355-4480 Health Room: 864-355-4687 Guidance: 864-355-7505 Cafeteria: 864-355-4692 Fax: 864-355-4490

MS Bell Schedule	
1 <sup>st</sup> Period	7:45-8:35
2 <sup>nd</sup> Period	8:38-9:25
4 <sup>th</sup> Period	9:28-10:15
4 <sup>th</sup> Period	10:18-11:05
5 <sup>th</sup> Period	11:08-11:55
Homeroom/Recess	11:58-12:20
Lunch	12:23-12:48
6 <sup>th</sup> Period	12:53-1:40
7 <sup>th</sup> Period	1:43-2:30

Lunch Schedule	
4K	12:00-12:30
5K	11:30-11:55
1st	10:30-10:55
2nd	11:00-11:25
3rd	10:35-11:05
4 <sup>th</sup>	11:30-12:00
5 <sup>th</sup>	11:05-11:35
6 <sup>th</sup> -8 <sup>th</sup>	12:23-12:48

## **Attendance**

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17<sup>th</sup> birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.



## **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

## **Unlawful Absences**

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

## **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

## **Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

## **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

## **Tardy to School**

Students must be in CLASS when the morning bell rings at 7:45 or else they will be marked tardy. Walking in the door at 7:45 is late.

- 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 can result in referral to district truancy officials and/or reassignment to your child's home-based school.

## **Student Arrival and Dismissal**

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

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

At Sterling School, unless you are a bus rider, **no** student should be dropped off earlier than 7:10 a.m. and no later than 7:35 a.m. Elementary students and carpools that include only elementary students will use the front carline. Middle school students and all carpools including one or more middle school students will use the back carline.

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. Breakfast is free to all students. Please be aware that the breakfast line closes at 7:35 a.m.; this will allow students to eat and get to class on time. Students who arrive after 7:35 who need breakfast will be provided with a granola bar or other alternative breakfast item.

- 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 upstairs middle school hallway for holding.

**Middle School: Students will be dismissed to their lockers at 7:30 AM.** Students are expected to be in their first period class at 7:45 a.m. They will be marked tardy if they are not in the class by the 7:45 a.m. bell.

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. We will not release a child into the care of an adult without authorization from the parent or legal guardian. Parents may authorize others to pick their child up through Backpack. Got Questions? Call Chrissy Hammonds at 864-355-4480.

Students will be picked up at 2:15 (Elementary) or 2:30 p.m. (Middle School)

**Front Carline:** Elementary, Elementary Carpools, Middle School Single Riders, & Middle School Magnet Bus

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 2:30 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 2:50 p.m., all parents must enter the front office to sign out their child.

**Back Carline:** All Buses, K4, K5 & K-Carpools (including one or more kindergartener) , Middle School Carpools

Cars will be **SINGLE** stacked at the bus loop. Elementary bus riders will load first, followed by kindergarten and K-Carpool students. Middle school carpools will form a second line following the **left lane** entering the parking lot. Their line will not be called until after 2:30 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 2:40 (Elementary) 2:50 p.m.(Middle School), 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 training, conferences, and other 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.

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 1:45 p.m. unless there has been administrative approval. Unless there is an extreme emergency, parents may not call the school after 1:45 p.m. to change the dismissal of a student.**

## **Student Behavior Code**

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#), and this handbook. Schools are authorized to incorporate the use of electronic devices into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be utilized by students during the instructional day. All personal devices must remain in lockers or bookbags and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 7:45 a.m. to 2:30 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

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.

### **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
- unauthorized cell phone or device use
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

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

**After an accumulation of three Level I offenses, a parent conference is required.**

### **Disruptive conduct - Level II**

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

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

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

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



- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

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

### **Criminal conduct - Level III**

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

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

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

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

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

- vandalism (major)

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

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

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

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

## **Dress Code**

School Board Policy/Rule JCDAF

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

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

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

- 1<sup>st</sup> Offense: Warning, Parent Contact, & Change
- 2<sup>nd</sup> Offense: Detention & Change
- 3<sup>rd</sup> Offense: Detention & Change; Referral for Additional Discipline

## **Transportation**

### **Discipline**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

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

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

#### **Level I Consequences**

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

#### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level II Consequences**

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

## **Discipline of Students with Disabilities**

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

## **Procedures for Transporting 4k, 5k and 1st Grade Students**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student address unique number
Student designee name (4th grade or above)	
Route number	

## **Parent Responsibilities:**

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and



the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

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

- First Incident:               Warning to parent by school with review of future consequences
- Second Incident:           3 days off the bus
- Third Incident:             5 days off the bus
- Fourth Incident:           10 days off the bus
- Fifth Incident:             Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

## **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. Students who fail to demonstrate safe behavior while at school may not be permitted to participate in field trip activities.

### **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 submit to a background check a minimum of two full weeks prior to the field trip.
- Adults 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. 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.
- Students with chronic behavioral difficulties and/or 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 result in consequences in accordance with our student behavior code and/or require parents to retrieve their children at their own expense.

## **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 ensure 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.

### **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.**

## **Anti-Bullying and Safe Schools**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

### **Reporting Bullying, Harassment & Discrimination**

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints 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 Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

### **Investigation**

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The

written notice will also outline the complainant's right to appeal.

### **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is [Section504@greenville.k12.sc.us](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto:TitleVI@greenville.k12.sc.us). Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

## **Title IX Complaints (Sex-Based Discrimination/Harassment)**

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

### **Reporting & Investigation**

Any student (or parent/guardian of a student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDA. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

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.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

## **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 FORMS**

At the beginning of each school year, parents are required to fill out an emergency contact form 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 FORMS**

1. Complete all relevant portions of the form. 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 past 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 any time 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 Immunization 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 a state insurance program offered to low income families for children under 19. If you are interested, call 1-800-549-0820.

## **Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

## **Uniform Grading Scale**

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

**The SC Grading Scale is as follows:**

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[SC Uniform Grading Scale](#)

**Prekindergarten**

<ul style="list-style-type: none"> <li>• Personal and social growth</li> <li>• Approaches to learning</li> <li>• Physical development and health</li> <li>• Language arts and literacy</li> <li>• Mathematics</li> </ul>	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
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**Kindergarten and First Grade**

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

**Academic Skills Indicators:**

Reading Writing and Language Communication Science Mathematic Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard  <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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**Successful Learner Characteristics:**

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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**Related Arts Indicators:**

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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**2<sup>nd</sup>-12<sup>th</sup> Grade**

The following grade scale will be applied to students in grades 2-12.

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

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

**Grading Floors**

### Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

### Middle School Students (Grades 6-8)

A floor of 50 will be applied to all grades for middle school students (6-8)

### High School Students (Grades 9-12)

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing to the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. 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 district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- 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. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

## **Directory Information**

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

## **Student Speakers at School-Sponsored Activities**

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

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

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

### [Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

## **Parent's Right to Know**

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

## **School Counseling**

Sterling School has four school counselors: Dr. Mary Tchouros (PreK-2<sup>nd</sup>), Lindsay Berry (Sterling 3<sup>rd</sup>-5<sup>th</sup>), Michelle Bennett



(CTC 3<sup>rd</sup>-5<sup>th</sup>), and Nicole Gallegos (Middle School). All counselors work with our students on a regular basis. Counselors conduct whole class guidance lessons as well as small group topic-specific sessions (e.g. friendship, divorce). You can always reach out to any one of our counselors by phone (864-355-4480) or by email.

We understand there may be a need for your child to attend outside therapy sessions; however, we ask, if at all possible, that appointments be made after school hours. If counselors are unable to commit to after school hours, perhaps the counselor can alternate visits, so that your child does not consistently miss instruction. If possible, work with your child's teacher to determine the best time for him/her to miss (e.g. lunch/recess). We also have an on-site counselor from Greenville Mental Health. Mrs. Alison Justice is at Sterling School throughout the week: 864-355-5989 (o), 864-729-3419 (c), [alison.justice@scdmh.org](mailto:alison.justice@scdmh.org) (email).

## **Student Use of Technology**

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

## **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

## **Breakfast & Lunch Information**

**Breakfast:** Free for all students; Adult daily price: \$3.15

**Lunch:** Free for all students; Adult daily price: \$5.38

Money may be placed in student accounts in person or via Backpack. The cafeteria accounting system will keep track of any purchases. If your child has any medical restrictions regarding certain foods, you will need to contact our FANS Manager, Ms. Veronica Stewart, and she will advise you on what you will need to provide for her and her staff.

## **Backpack Information/Student Progress**

GCS requires schools to report on student progress every nine weeks. The report for kindergarten and first grade students is sent to parents via email each quarter. Parents of second-fifth graders will get a paper copy for quarters 1-3 and will get quarter 4 grades via Backpack. Please make sure you have created your Backpack account so that you can access your child's grades throughout the year. During the 2024-2025 school year report cards will be available on the following dates:

**Q1**-October 20    **Q2**-January 8    **Q3**-March 26    **Q4**- May 22 (via Backpack unless a mailing request is made)