



2022-2023

# Student Handbook

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Summit Drive Elementary School

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## **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 two (2) 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. School 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 two (2) 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 two (2) 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. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6<sup>th</sup> unlawful 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 and will count towards the unlawful absences a student has in the respective course. 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. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

### **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, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized 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.

#### **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
- 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 District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

### **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:

- 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)
- temporary removal from class
- out-of-school suspension
- 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**

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 guidelines 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.
- 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.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **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 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.

## **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**

Any student (or parent/guardian of 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 JCDAG. 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.

### **Investigation**

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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 at

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **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

[Link to: 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>	<ul style="list-style-type: none"><li>+ Exceeds standard</li><li>= Meets standard</li><li># Making Sufficient Progress</li><li>- Not Yet making Progress</li><li>Blank-Not taught or assessed</li></ul>
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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 Mathematics 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
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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 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, address, telephone number, 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, 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 No Child Left Behind Act 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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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

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

As the parent or family 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.

## **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. 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 at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

## **Daily Schedule**

7:00: Main Entrance opens for early drop off. Bus entrance opens.  
Breakfast is served.

7:30-7:45 All classrooms will be opened and teachers will be at their doors to greet students.

7:45- All students not in class by 7:45 are considered tardy and must report to the attendance clerk (front office) accompanied by a parent. Students will not be admitted to class without a tardy pass. 10:30-1:00  
Lunch is served.

**2:00 Early dismissals must be prior to 1:45**

2:15 Afternoon announcements and afternoon dismissal begins. 2:15  
Students are dismissed from campus

2:45 All car riders must be picked up by this time. Teachers' contract hours' end and late parents will have to enter the building to sign out students.

**Supervision by the Summit Drive staff is provided from 7:00 a.m. until 2:45 p.m. Students may not enter the classrooms before or after these hours. Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent/guardian.**

## **Tardy/Early Dismissal Procedures**

School begins promptly at 7:45 am. Students must be **in their classroom by this time**. Students and their parent who come late must stop by the office to be recorded present and to receive a pass to class. The first fifteen minutes of each day are very important. This is the time that the teachers explain much of the work for the morning. This makes it imperative that you make every effort to have your child at school on time. Parents are strongly encouraged to begin arrival on campus at 7:30 to allow for traffic backup. All tardies along with absences are recorded in the student's permanent record. Once you have accumulated SIX tardies you will be called in for an attendance intervention conference with a school administrator and the attendance clerk.

**Regular early dismissals for weekly piano lessons, outside tutoring, therapy, etc. are not permitted. State regulations require that students regularly attend school for a full day.** In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made **after** school hours. If a parent must pick up a child from school early, that parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day. Please report to the office **before 2:00 PM** to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child that has not filed an early dismissal note or has not picked up the student previously. Only individuals listed on the student information card will be allowed to pick up that child.



## **Transportation at Summit Drive Elementary**

Patrols are on duty at crosswalks by 7:00am. When walking to school, children should cross at crosswalks under the direction of the adult crossing guard. The bike rack is located between the car and bus parking lots. Bicycles should be locked at all times. The school cannot be responsible for the theft or damage to any bike. At dismissal, bus riders are dismissed first and then all other students by hallway. Car riders will be assigned a number that must be kept in the front window of the vehicle that will be picking up the child. If a car number is not displayed, parent or designee must pull into the parking lot and show identification to the attendance clerk in the office. It will be checked to verify whether the student can be released with the designee on the emergency form. If a student is to go home in a different manner, WRITTEN permission should be sent to the school or you should call no later than 1:45PM.

**Parents may not enter the front of the school to pick up their children as they are dismissed from 2:00 to 2:30 pm.** This is for the safety of your child/children. If you have a scheduled appointment, you must sign in and wait in the main office until dismissal is over to go to your child's classroom.

### **Safety Procedures for car drivers:**

If an effort to keep our students safe and due to past issues, please refer to the safety procedures listed below. Thank you.

- SLOW DOWN when driving through the car line. The recommended safe speed in any parking lot is 5 mph or less. Remember that a child can run in front of your car unexpectedly, giving you little reaction time.
- Dropping your child off in the parking lot and having them cross the crosswalk on their own is not permitted! Children must be accompanied by an adult.
- We are a NO CELL PHONE ZONE school.
- Thanks in advance for helping us promote a healthier environment. **Students who walk across the street or ride a bicycle:**

It is strongly encouraged for all parents to pick their children up through the car line. For parents who have done this for several years and those that may consider this form of dismissal, please note key points listed below:

Crossing guards are not employed by the city to watch students. They are responsible to cross them safely at the crosswalk at 7:00am and again at 2:15pm. If you are walking your child to and from school, please listen for her instructions. Remember to walk between the white lines.

- Parents of walking children MUST arrive at the crosswalk NO LATER THAN 2:30 pm for pick-up or your child will be returned to the school.
- The church is private property and the property needs to be respected.
- All students who are kindergarten and first grade walkers will be assigned a numbered card each day. A designated staff member will meet a parent or designee at the fence line at the top of the school hill before crossing the street with the crossing guard and match the students tag number with the card you that you are issued. The designee may be a 4th or 5th grader. Any kindergarten or first grade walker who does not have a designee present, will be taken back to the school building. The parent or designee will be required to come to the school office to pick up the child at this point.

## **Transportation Changes**

Please call the school office at 355-8800 **before 1:45** should you need to make a change in student transportation. **Be sure to call daycares to notify them of any changes.** Remember to send your child's teacher a **written note** about such changes. **All notes must state student's first and last name and teacher's name.** Please submit all **permanent** transportation changes or changes in address to the front office in a prompt manner. **Please do not send your child's teacher an email the day of a transportation change because teachers may not check their**

email during the school day.

## **Food and Nutrition Services**

Nourishing, well-balanced meals are served each day for students and staff. Foods for those with special dietary needs will be prepared if the request is made in writing at least one week in advance. The cafeteria uses a computerized payment system. Students may pay for meals by the week or month or by the day at the cash register. A running total is maintained on the computer. Students access their account by entering their assigned number. Any student who owes money to the cafeteria will be provided an alternative meal.

**Parents are requested to put lunch money in an envelope with the child's name, amount, and name of teacher on the front. This will aid the lunchroom staff in crediting the proper account. Parents may also pay for meals online by visiting the Greenville County Schools website:**

<http://gcsfans.com/index.php?sid=0511081654589176&page=prepaidacct>

Parents are invited to have lunch with their children at any time.

- Parents are encouraged to be aware of the exact time their child eats lunch.
- Upon arriving, please **SIGN IN at the office and get a VISITOR'S Badge**
- If parents arrive early, please wait in the lobby area rather than going to your child's room.
- Parents are asked to say good-bye to the child in the cafeteria and the child is to leave with their class at the end of his/her lunchtime.

The **Free and Reduced Lunch Program** is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been returned to the school and approved.

Weekly breakfast/lunch menus are available by visiting the Greenville County Schools website. If you do not have access to a computer, please let your student's teacher know so that a hard copy can be sent home every Friday. Food and Nutrition Services expects payment either in advance or at the point of service. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager. Students who owe money to the school cafeteria will not be offered a regular school meal but will be provided an alternative meal (i.e., cold cheese sandwich and milk).

All Students	Adults
Breakfast: Lunch: \$2.50	Breakfast: \$2.00 Lunch: \$4.10 Extra Milk \$0.65

## **Health and Safety**

The health room is staffed with a registered nurse. The teacher will send any child who is not feeling well or has been hurt to the health room; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the health room. Students will be sent back to class if they do not have a fever. Parents are always contacted if the child has a fever of 100 degrees or more. Every effort should be made to keep sick children at home. Students should be fever-free for 24 hours without medication before returning to school after an illness. Temperatures over 100, vomiting, diarrhea, chicken pox, strep throat, pink eye or bronchitis may be contagious. The nurse will administer prescription and over-the-counter medication brought in by the parent if an appropriate written permission is on file in the health room including directions for dosage and time.

**The nurse does not have any stock medications.** Some medications require both a doctor's written authorization and a parent's permission (inhalers, emergency medications or long-term medicines to be

administered daily for longer than 10 days by the nurse.) **School district policy states that students are not to bring ANY medications to school.**

### HEALTH PROBLEMS

**Please make your child's teacher and the school nurse aware of any SPECIAL HEALTH PROBLEMS.**

A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention.

### IMMUNIZATION

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse at 355-8807.

### MEDICATIONS

1. All medications must be administered by the school nurse or school staff as authorized by the principal (field trips). Students are not allowed to give themselves medication at school. Cough drops are considered medications and as such are required to be kept in health room and have a parental permission form.
2. Medications must be in original containers with student's name on it.
3. Written permission to give medicine must be completed and signed by the parent indicating name of student, name of medicine, dosage, and time to be given. If the medicine is to be given longer than 2 weeks, the doctor who has prescribed or recommended the medication must also complete a physician's authorization form.
4. Students found with medication in his/her possession or belongings at school are subject to disciplinary measures. A responsible adult must bring the medications into the school building and check them into the health room. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

### Counseling Program

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social and emotional development of our students. In addition to the classroom guidance program, the counselors work with individuals and small groups. Students may be referred by themselves, a teacher, a parent, or staff member.

### Challenge Program

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research. It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week. Students in this program are required to make up the work they miss in their regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria. Administrators, parents or teachers may make a referral for students to be screened. All students currently in the program will continue to be served. If a student withdraws from the program, he/she must requalify. Results of private testing are not accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the challenge teachers, not the regular classroom teacher.

## **FIELD TRIPS**

Field trips are considered an extension of the classroom and instructional program. The Summit Drive teachers spend many hours planning and preparing for an exciting and enriching experience for our students. **Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, monetary obligations, in order to participate.** The school requires written permission from the parents or legal guardians before a child is permitted to go on a field trip. A signed permission form is required. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. Field trip fees cannot be returned if a student has been counted in the original number. The number of students participating determines charges for trips. Exceptions will be considered on an individual basis only in extreme circumstances. Certain field trips require students to bring a bag lunch for the day of the field trip.

**The permission slip, field trip fee, and a bag lunch fee must be turned in to the teacher 24 hours prior to the field trip in order to participate. Any exceptions must be approved by the administration. All medications must be brought to school the morning of the field trip by the parent for all trips leaving before school starts and/or returning after school hours.**

## **Field Trip Chaperones**

The selection of field trip chaperones is restricted to parents/guardians of currently enrolled students. Only those selected as field trip chaperones may attend field trips. The number of chaperones is limited and determined by the field trip destination and need for supervision.

## **Parent Teacher Conferences**

There will be a scheduled conference between the child's teacher and parent/legal guardian at the end of the first 45-day reporting period for **all Kindergarten through fifth grade** parents. Teachers may also schedule conferences throughout the year as needed to share information about a child's progress. Please make every effort to attend your conference. The use of recording devices is prohibited without the permission of the person being recorded. **Parents are encouraged to initiate conferences at any time by writing a note or calling the school office to schedule an appointment with the child's teacher.** When teachers observe the need for additional parent- teacher conferences, they will request that parents come in for special conferences. Kindergarten teachers will schedule a second conference with all parents to update student's reading and math progress since kindergartners do not receive report cards

## **Permanent Records**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student's parents and guardian. Please schedule an appointment with a counselor if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

## **Placement of Students**

The principal works closely with the classroom teachers, guidance counselors, and assistant principals to assign students to a heterogeneous homeroom class. Parent letters requesting a teacher are not accepted. The placement of all students at the beginning of the school year is considered **TENTATIVE**. Changes in the enrollment may necessitate assigning students to different classes, but every effort is made to limit the changes that are made.

## **Promotion/Retention**

Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science, and social studies.

The district's promotion and retention policy assures that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. The following guidelines will be used:

— Although the principal, after consultation with the teacher, makes the final decision on promoting or retaining a student, he/she must have compelling procedural and/or substantive reasons for not accepting the recommendation of the student's teacher.

— A student with disabilities, as identified by federal and state statutes and regulations, will be subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the IEP committee, addresses and defines alternative learning goals and promotion standards.

— In kindergarten through grade eight, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee.

— In the event of a catastrophic illness, injury, or psychological trauma, the school principal may waive promotion criteria for him/her provided that the incident has demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action.

— A Limited English Proficient (LEP)/migrant student should be promoted or placed along with age-level peers, according to this Rule. Retention must be documented with evidence that indicates the determining factors are other than English language proficiency.

## **Personal Electronic Devices (Cell Phones/ Smartwatches/ Technology Usage)**

Cell phones and other personal electronic devices are not needed during the school day. Students have ample access on campus to technology tools and devices for research and reference. Should a student need to contact a parent or family member during the school day, teachers or office staff can assist them. Cell phones or personal electronic devices found in the possession of students will be confiscated and returned to the parent.

## **Parties and Birthday Treats**

Classroom parties are an exciting time for all children. To ensure that we are following district policy below are some simple guidelines:

Teachers may have three parties in their classrooms during the year: December Holiday Party, Valentine's Day Party and an End of the Year party to be held during the last week of school. Healthy snacks are encouraged but not required.

On other holidays (Halloween, Thanksgiving, Spring Break) or birthdays, parents and/or teachers may serve other snacks at lunchtime in the cafeteria. The other holiday treats are limited to lunch treats and must be pre-arranged with the teacher and served at lunch.

Please note, on these holidays you may prefer to give a treat bag to be sent home at the end of the day rather than a food treat in the cafeteria.

**Birthday treats (no candles) may be provided at lunchtime in the cafeteria (kindergarten students' treats need to be sent with your child in order to have their birthday treats in the room during afternoon snack).** Please send treats **pre-cut** so children can pass them out to the rest of the class, allowing teachers to eat their lunches.

**No balloons/flowers will be delivered to classrooms.** Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the bus.

Birthday party invitations may be distributed at school if they are given to every boy in the class or every girl in the class or the entire class. **Per GCS policy, school employees are prohibited from assisting students with the distribution of birthday party invitations.**

## **Parent Backpack Information**

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Apply or register their student to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

For additional information, please go to:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

## **Personalized Learning**

Greenville County School District encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district web site,

<https://www.greenville.k12.sc.us/departments/main.asp?titleid=etsaup>

For information about Personalized Learning, please visit the Greenville County School's Website at:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=personalized>

### **Students must:**

1. Respect and protect their privacy and the privacy of other by doing the following:
  - . Use only assigned accounts and keep passwords secret.
- a. Keep personal information such as: name, address, phone number, etc., offline.
- b. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - . Observe all network security practices.
- a. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
  - . Cite all sources appropriately.
- a. Follow all copyright laws.
- b. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
  - . Communicate only in ways that are kind, responsible, respectful and lawful.
- a. Use electronic communication devices for schoolwork only.
- b. Limit the use of Greenville County School District email for school-related email and projects.
- c. Report threatening or offensive materials to a teacher or administrator.
5. Respect the property of Greenville County Schools.

- . Do not loan the Chromebook to friends or family members
- a. Do not disassemble the Chromebook or case
- b. Do not leave the Chromebook in an unsecure location or near water or food

## **Safety**

In accordance with district guidelines, Summit Drive Elementary has developed a comprehensive approach to school safety. Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest school environment for all students, faculty and visitors. The guidance department presents classroom programs, which address conflict resolution, student leadership, and interpersonal skills. Summit Drive administrators schedule fire, earthquake, tornado, and other drills on a regular basis to train students in emergency preparedness. The school's Safety Plan also offers a detailed outline for building and grounds safety, faculty training, and provides specific steps to address emergency scenarios.

## **Smoking Policy**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds. 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. Disciplinary actions will be handled in accordance with the Behavior Code.

## **Student Withdrawal from School**

If a child's family changes residence, outside the Summit Drive attendance area, it will be necessary to submit in writing two (2) days prior to the last attendance day, informing the school of this change in status. All textbooks and library books are to be returned to the school. All borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

## **Visitors**

All visitors in the building, including parents and school volunteers, must sign in at the office at the Simple Track computer workstation. Visitors must wear either a "visitor pass" or "volunteer pass" while on campus. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached if necessary. **Please only go to the areas in the building that you have indicated on the sign-in form.** Parents are welcome at school any time. Arrangements must be made in advance with the principal and/or the teacher before visiting or observing in a classroom. Parents may not visit on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a specific need to observe a child's social activity, it must be arranged with the teacher and principal.