

MESSAGE OF WELCOME

Welcome to Taylors Elementary and the 2021-2022 school year! Our mission statement, “Empowering Leaders for Today and Tomorrow,” best defines our daily operations. As a Leader in Me Lighthouse School, we build leaders of today and tomorrow at Taylors by incorporating the Seven Habits. We are excited to continue our journey and light the way for others to join us!

This handbook is intended to provide beneficial information regarding practices, policies, procedures and programs. Thank you for joining us in our mission to help all Taylors Topcats accomplish their academic and personal goals.

TAYLORS TOPCAT PLEDGE

We’re Taylors Topcats
We’re part of a team
Building pride and self-esteem
Trustworthy, truthful, listeners, too
Having fun in all we do
Showing others the right way
In our actions everyday
Responsible students are what we are
Each and everyone a star! T-A-Y-L-O-R-S!
Taylors Topcats, We’re the Best!

MISSION STATEMENT

Empowering Leaders for Today and Tomorrow!

VISION STATEMENT

Our vision is to provide a happy, caring and stimulating environment where children will recognize and achieve their fullest potential, so that they can make their best contribution to society.

THE SEVEN HABITS

These principles are embedded into our everyday life at Taylors.

- Habit One: Be Proactive
- Habit Two: Begin with the End in Mind
- Habit Three: Put First Things First
- Habit Four: Think Win-Win
- Habit Five: Seek First to Understand, Then to be Understood
- Habit Six: Synergize
- Habit Seven: Sharpen the Saw

PTA AND SIC CONTACTS

Please reference our school website (<http://www.greenville.k12.sc.us/taylorse>) for more information or “Like” our PTA Facebook Page. *Phone Number: 355-1995*

SCHOOL CLOSINGS/DELAYS

Please refer to the following sources for up-to-date information in case of closings:

Charter Cable Channel 14 or 99
District Infoline 864-355-3100
District Web Site www.greenville.k12.sc.us
Twitter - @TaylorsElem
Facebook - Taylors PTA

ATTENDANCE

Every minute counts at Taylors Elementary! In the state of South Carolina, compulsory attendance laws are in effect for all students. There are 180 school days. All students must be in attendance a minimum of 170 days in order to be promoted to the next grade. Please make every effort to get a doctor’s excuse whenever your child is absent. A doctor’s excuse is required after ten absences. Vacations are not excused absences. Out of area students who are habitually late or absent may be denied special permission for attendance. Attendance Conferences will be held to support your child’s attendance. We are here to help.

ARRIVAL AND DISMISSAL

Students need to be in their classrooms by 7:45 am; otherwise they are considered tardy. If a child arrives after 7:45 AM, the parent or guardian is required to accompany and sign in the child in the front office. The regular school day is as follows:

- 7:00 to 7:30 Breakfast
- 7:30 Students admitted to classrooms
- 7:40 WTES Morning News
- 7:45 Instructional Day begins
- 2:15 Students dismissed
- 2:30 Extended Day Program begins

If a child is not picked up by 2:45, the parent or guardian is required to come inside and sign the child out in the school office.

CAR RIDER DISMISSAL

Every family is given one initial set of student-specific car tags. Car Tags are not to be copied, however, you can request additional tags. If you arrive without your car tag, you will be asked to park. Upon the completion of dismissal, you will need proper identification to pick up your child from the office. **It is extremely important for your child to memorize their car number and pay attention during dismissal each day.** If a child does not come out with their initial group, the parent will be directed to pull through and park in the parking lot, so that the line may continue moving. We will recall your child's number. An adult will meet you at the crosswalk when your child exits with another group.

TARDIES

The school day begins promptly at 7:45 a.m. Children should be in class at this time. Students are counted tardy if they are not in the classroom by 7:45 am. **Students must be in attendance at least 3 ½ hours (until 11:15) of the school day to be counted present.**

EARLY DISMISSALS

Early dismissals are not permitted after 1:45 PM. Please submit dismissals in writing to the teacher by 8:00 a.m. on or before the day of the dismissal. Be prepared to show proper identification in order to sign out your student for an early dismissal.

NOTES REQUIRED

Notes are required for absences, tardies, and early dismissals. Request for change of dismissal must be in writing. No changes are taken over the phone for safety reasons.

CHANGE OF INFORMATION

The school must have the student's current address and phone number at all times. Please notify the school immediately if there is a change of address, telephone number, or emergency contacts. For safety and emergency purposes, we must have a current phone number at all times.

SCHOOL DISTRICT STUDENT DRESS CODE

Personal appearance shall not disrupt student work or school order, be distracting to other students or violate health and safety guidelines.

The following minimum standards apply throughout Greenville County Schools:

1. Student dress and grooming must be neat and clean.
2. Clothing that inappropriately exposes body parts is not permitted, including but not limited to: low-cut shirts, tank tops, spaghetti straps, halter tops or see-through or mesh garments worn without shirts.
3. Students shall not dress in such a way that partially or totally exposes underclothing.
4. Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers & clothing are not permitted. Clothing may not drag the floor.

5. Skirts and shorts should fit and may not be worn shorter than mid-thigh. Biker and athletic shorts are not permitted.
6. Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
7. Flip-flop (shower type) and thong type shoes are not permitted.
8. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate gestures or phrases that may cause disruption.
9. Extraneous articles hanging from clothing such as chains are not permitted.

**ADDITIONAL DRESS CODE
FOR TAYLORS ELEMENTARY**

Students are to wear appropriate shoes at all times (shoes must have backs on them and no high-heels).

Students may not wear short-shorts, mini-skirts, or mini-dresses (all shorts, skirts and dresses must be at least fingertip length). Also, skirts and shorts must be appropriate length even if leggings are worn.

All straps must be at least one inch wide. Students should not wear accessories and/or hair adornments that cause a disruption to the educational process.

Students are reminded to dress appropriately on PE days including the proper footwear.

**Greenville County Schools
DISCIPLINE CODE**

Discipline policies are posted on the Greenville County Schools website.

ELEMENTARY GRADING

Kindergarten and first grade students do not receive numerical grades. They are assessed according to the South Carolina academic standards on their progress toward completing curriculum. Second through fifth grade students are graded with the following standardized numerical scale:

90-100 A	80-90 B	70-79 C	60-69 D	Below 59 F
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BackPack gives you access to monitor grades. Information can be obtained from guidance office.

MEAL PRICES (subject to change)

Students

	Breakfast	Lunch
Paid Student	FREE	FREE
Reduced Student	FREE	FREE
Free Student	FREE	FREE
Adults	\$2.60	\$4.10

Extra Milk \$0.65

Lunchroom Phone Number – 355-7458

Fast food is not allowed at school. Healthy alternatives to cupcakes can be sent on birthdays.

Our cafeteria is called The Nutrition Lab. Students may not purchase additional items such as snacks or ice cream if money is owed on the account. The cafeteria will not be selling any snacks or drinks that are not deemed nutritionally sound.

HEALTHROOM – 355-7457

Our school nurse is not allowed to dispense medicine without the following provisions:

1. All medication is to be brought to the nurse's office by an adult.
2. Prescription and non-prescription medicine must be in the original container. Prescription medicine must be in a container with the latest pharmacy label for that student.
3. All medication to be given during the day must be accompanied by a medical release form.

EXTENDED DAY PROGRAM

Extended Day spaces are limited. Hours are from 2:30 p.m. until 6:00 p.m., Monday through Friday, on school days only. Our program offers daily snacks, homework time, supervised recreation, arts and crafts, computer time and more. There will be a

non-refundable fee of \$40 for each family at the time of registration. Weekly fees established by the district are as follows:

EXTENDED DAY RATES:

<u># of Children</u>	<u>Per Week</u> (3 or more days)	<u>2 Days</u>	<u>1 Day</u>
1	\$46	\$29	\$18
2	\$74	\$52	\$29
3	\$97	\$75	\$40
4	\$122	\$97	\$52

GENERAL INFORMATION

Moment of Silence

SC state law mandates that all schools provide a minute of mandatory silence at the start of each day.

Smoking Policy

The School Board has established a *No Smoking Policy* in all schools. This policy prohibits the use of any tobacco products in the school or on the school grounds. **This includes the car line.**

Speech, Hearing and Vision Testing

Screening programs for vision, speech and hearing are provided at school. Speech and hearing services are available to children who qualify. Any child may be tested if requested by the parent or teacher. The parent/legal guardian will be notified if any problem is detected.

Textbooks

The State of SC provides free textbooks for students in elementary school. If a textbook is lost or damaged by a student, he/she must pay the assessed amount.

Visitors/Conferences

All Visitors are required to scan a driver's license or state issued identification card to receive a visitor badge in order to enter the building. Due to the nature of dismissal and safety of our students, all parent conferences

and visitors may enter the building only upon completion of dismissal, typically 3:00 PM.

Equal Opportunity

No student shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin, and no student shall be denied a free appropriate education on account of any handicapping condition.

Greenville County Schools

STUDENT ACCEPTABLE USE POLICY (AUP) AGREEMENT

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the District's instructional goals. The District takes precautions by using filtering software to keep inappropriate Internet sites out of classrooms. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both class computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.**

- 1. Treat computer equipment with care and respect.** Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- 2. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- 3. Do not use school computers for illegal activities like planting viruses or hacking.**

- 4. Do not use school computers for commercial purposes.**
- 5. Follow copyright laws at all times.**
See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or library media specialist for guidance.
- 6. Keep your password secret.** You will be held responsible for all computer activities associated with your password. For example, if you share your password with a friend and he/she signs on as you and breaks one of the AUP rules, you may be held responsible.
- 7. Online communication must be polite and not threatening or offensive in any way.** All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- 8. Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name,

age, home address, or other personal information.

9. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

My teacher has reviewed and discussed the nine statements about computer usage.
Student's Signature _____
Teacher's Signature _____

Parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. **I understand I need to contact the school office at 355-7450 if I do not want my child to have access to the Internet and e-mail.**

Parent's Signature _____

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

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

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

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

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>