

MESSAGE OF WELCOME

Welcome to Taylors Elementary and the 2018-2019 school year! Our mission statement, “Excellence in Achievements, Actions and Attitudes,” best defines our daily operations. As a Leader In Me School, we strive to build leaders of today and tomorrow at Taylors by incorporating the Seven Habits. We are excited to embark on this journey to transform our school into LEADERS!

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

Principles are timeless and 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 the case of closings.

Charter Cable Channel 14 or 99
School District Infoline 355-3100
School District Web Site

www.greenville.k12.sc.us

Remind Texts (if registered) will be sent.

@TaylorsElem on Twitter

Taylors PTA Facebook Page

ATTENDANCE

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. The principal reserves the right to retain any student who misses more than 10 school days. Vacations are not excused absences. Out of area students who are habitually late or absent may be denied special permission for attendance.

ARRIVAL AND DISMISSAL

Students need to be in their classrooms by 8:00 am otherwise they are considered tardy. If a child arrives after 8:00 AM, his parent or guardian is required to accompany and sign in his child in the front office. The regular school day is as follows:

7:15 to 7:50 Breakfast
7:45 Students admitted to classrooms
8:00 Classes begin/Morning Announcements
2:30 Students dismissed
2:45 Extended Day Program begins

Students not called down for the car line will go to our Extended Care program promptly at 3:00. If a child is not picked up by 3:00, his parent or guardian is required to come inside and sign out his child from the office.

Please note: The phone lines are unmanned during dismissal from 2:20-3:00 as all office staff assist with dismissal.

CAR RIDER DISMISSAL

Every family is given a set of Taylors Elementary carpool signs. Car tags are not to be copied. We can provide additional sets. These official signs should be placed in your car window at all times. If you do not have your sign/number, you will be asked to park. Upon completion of dismissal, you will need to go to the front office, with proper identification, to pick up your child. **It will be extremely important for your child to know his car number and to pay attention at dismissal.** If a child does not come out with his group, the parent will be directed to pull over into the parking lot and park, and we will recall your child's car number. An adult will walk that child out to the cross walk where parents wait.

TARDIES

The school day begins promptly at 8:00 a.m. Children should be in class at this time. All students will be counted tardy if they are not seated in the classroom by 8:00 am.

Children with five or more unexcused tardies in a quarter will not receive Perfect Attendance recognitions. Students must be in attendance at least 3 ½ hours (until 11:30) of the school day to be counted present.

EARLY DISMISSALS

Early dismissals are not permitted after 2:00 PM. Please submit in writing to the teacher by 8:00 a.m. on or before the day of the dismissal. Be prepared to show proper identification before signing out your student for an early dismissal. **Children with five or more unexcused early dismissals in a quarter will not receive Perfect Attendance recognitions.**

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

SCHOOL DISTRICT STUDENT DRESS CODE

Personal appearance shall be such that is does not disrupt student work or school order, become distractive 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: low-cut shirts, tank tops, spaghetti strap,

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. Non-human hair color is not permitted.
10. 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).

Leggings are not allowed as pants. Also, skirts and shorts must be appropriate length even if leggings are worn.

All straps must be at least one inch wide.
 For safety, only stud earrings or small loops may be worn in the ears. 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.

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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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**PROGRESS
REPORTS**

September 17
 November 27
 February 13
 April 30

**REPORT
CARDS**

October 30
 January 23
 April 2
 June 7

Parent Portal gives you access to monitor grades. Information can be obtained from guidance office.

MEAL PRICES (subject to change)

Students

	Breakfast	Lunch
Paid Student	FREE	\$2.40
Reduced Student	FREE	\$0.40
Free Student	FREE	FREE
Adults	\$2.10	\$3.70

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.

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

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 hours are from 2:45 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. Spaces are limited. 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:

# of Children	Per Week (3 or more days)	1/2 Week (2 days)
1	\$45	\$28
2	\$72	\$51
3	\$95	473

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 upon entering 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.

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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 _____

**Welcome once again to 2018-2019
We are growing Leaders!**

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.