

Welcome Elementary School

"Welcome to the Possibilities"

36 E. Welcome Road
Greenville, SC 29611
Phone: 864-355-3900



STUDENT/PARENT HANDBOOK 2018-2019

Principal's Message

Dear Parents/Guardians and Students,

Welcome to the 2018-2019 school year! I am looking forward to another great school year. Our entire staff is here to assist with your needs in any way we can. This handbook is designed to provide you and your child with very important information. Please discuss the information with your child. As always, we appreciate your support.

Our goal is to provide a true learning community where all students meet their full potential. Our team consists of our students, staff, parents and our community. With a team like ours, we can only experience success! I am excited about this year and I am honored to serve as your principal. Please contact me if you have any needs or concerns. My contact information is 864-355-3910 or dketron@greenville.k12.sc.us

Go Welcome Wolves! "Where **EXCELLENCE** is an expectation!"

Donna Ketron
Principal

Welcome Elementary School Mission Statement

We will learn in a safe, nurturing environment to achieve academic success and become productive citizens.

Welcome Elementary School Vision Statement

The vision of Welcome Elementary is to educate and empower each child to be an independent lifelong learner, and a productive, responsible citizen. We will achieve this by creating a safe and nurturing environment for all students. Our standards-based curriculum will be progressive, challenging, and rigorous. Instruction will be interactive, providing opportunities that are developmentally appropriate and will integrate technology across all areas of the curriculum.

Faculty

Principal: Donna Ketron
Assistant Principal: Lisa Gilliard
Attendance Clerk: Michelle Kreklow
Office Clerk/Parent Involvement: Miriam Rios
Bookkeeper: Shannon Farr
School Nurse: Heather Smith
School Social Worker: Deborah VanderVeer
School Counselor: Letha Evatt
Greenville Mental Health Counselor: Carolina Bustamante
School Psychologist: Karen North
On Track Coordinators: Anna Keith, Tasha Chappell
Title I Facilitator: Natalie Bostic
Instructional Coaches: Fallon Finley Swafford, Jennifer Carter
A complete listing of our faculty/staff members can be found on the Welcome Elementary website.

WANT TO STAY CONNECTED WITH WELCOME ELEMENTARY SCHOOL?

CHECK US OUT ON FACEBOOK: Welcome Elementary School <https://www.facebook.com/welcomeelem>

CHECK US out on our website: www.greenville.k12.sc.us/welcome

REMIND 101 – Communication from the principal

PICK A WAY TO RECEIVE A MESSAGE FROM THE PRINCIPAL:

If you have a smartphone, get push notifications about school wide events and information.

On your iPhone or Android phone. Open your web browser and go to the following link:

rmd.at/6874ga

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

OR

If you don't have a smartphone, get text notifications by text the message @6874ga to the number 81010. If you are having trouble with 81010, try texting @6874ga to 864-641-6698

Standard text message rates apply.

OR

Don't have a mobile phone? Go to **rmd.at/6874ga** on a desktop computer to sign up for email notifications.

STAY INVOLVED and STAY INFORMED

School Hours/Arrival and Dismissal

At Welcome Elementary School, we take attendance very seriously. If your child misses 10 or more days, the child will be expected to have a doctor's note for every future absence. Parents will be contacted if there are attendance problems or concerns. We expect all children to be on time each day and to stay at school for the entire school day. The school building opens at 7:15 and students may enter at that time. The tardy bell rings at 8:00 am. If a child arrives after 8:00 am, parent or guardian must bring the child to the office and sign him/her into school. We dismiss at 2:30 and expect all students to stay at school unless it is an excused reason for leaving. If your child has a change in the mode of transportation, please call the office prior to 1:30 pm. Students will not be dismissed for early dismissals after 1:45 pm. Parents/guardians must come to the office to pick up and sign out a child and a reason must be given for why they are late or leaving early. Parents/guardians must not go directly to the classroom. The office will call for the child.

7:15 - Students may arrive

7:45 – Students admitted to classrooms

8:00 – Tardy bell rings. Classes begin/Morning announcements on WETV

2:30 - Dismissal begins

Students are counted tardy if they arrive after 8:00 am. If your child arrives after 8:00 am, you will need to come to the office to sign in your child.

Bus riders are dismissed at 2:30 from their classroom. They are dismissed from the front of the school.

Car riders are unloaded each morning and will be dismissed as their numbers are called as their cars pull up at the back of the school. No car rider should go out to the bus loading area for any reason. All car riders must load and unload in the pick-up line at the rear of the school. Students should not be unloaded from the street or in another location. Assigned car numbers are used to assist in dismissing car-riding students. Car numbers are available through the office. Parents must stay in their cars and wait for students. Parents/authorized persons must have a car number and display it at pickup as a safety precaution. All students must be picked up before 2:50. Please be prompt in picking up your child.

There are crossing guards to help students who walk home. The crossing guard will assist them in crossing White Horse Road. We do have two groups of walkers; neighborhood walkers and White Horse Road walkers. Teachers do supervise and assist them to the intersection.

Attendance/Ttruancy

Our students do best when they are at school. Please read carefully, the information below. Notes are required for all absences, tardies and requests for early dismissals. In case of changes that are unforeseen, calls to the office for dismissal changes must be made before 1:45 pm.

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

A student is considered in attendance when present for at least three hours of a school day. The principal has the authority to approve or disapprove all student absences. A written excuse or a medical verification from the doctor's office must be turned in within two days of the student's return to school. An excuse needs to have the reason for and the date of the absence. If a student fails to bring a valid excuse to school, the absences will be coded either unverified or unexcused.

A parent may provide up to ten parent notes per school year. Beginning the 11th parent note, such excuses either need to have a medical excuse or will be considered unlawful.

Excessive tardies and absences will be addressed with the social worker. A conference will be held and a Student Attendance Intervention Plan will be developed.

All absences that involve family trips or vacations need to be discussed with the principal prior to the trip.

If a student has more than 5 tardies per quarter, they will not be receiving a Perfect Attendance award at our quarterly awards program. If a student has more than 10 tardies for the entire school year, they will not be receiving a Perfect Attendance award at the end of the year.

GREENVILLE COUNTY SCHOOLS ATTENDANCE POLICY Absences and Excuses

Number JBD

Adopted May 1, 1981

Last Revised May 26, 2017

Welcome Elementary School Social Worker: Deb VanderVeer 864-355-3943

Welcome Elementary School Attendance Clerk: Michele Tieben Kreklow 864-355-3970

Parents have the legal responsibility of sending their children to school.

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.

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.

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

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.**

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 the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student brings a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

I. Lawful Absences

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

II. Unlawful Absences

- A. Absences of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not to be counted as an unlawful absence for truancy purposes.

III. Approval of Absences in Excess of Ten (10) Days and Approval Credit

A. 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 11th unlawful absence.

IV. Procedures for Makeup Work

A. Provision for make-up of school work missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.

B. Make up of school work missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s) concerned. Welcome Elementary does allow students to make up work for lawful and unlawful absences.

Truancy

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

I. Truant

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

II. Habitual Truant

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two (2) or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of noncompliance, must be attached to the truancy petition asking for court intervention.

III. Chronic Truant

A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

Intervention

In accordance with state laws and regulations, school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences. According to S.C. Code of Laws Ann. §59-65-90, 'intervene' means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his [or her] parent or guardian to improve his [or her] future attendance."

I. Attendance clerks or social worker shall make daily contact (phone/phone messenger, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. To ensure that attendance is coordinated at all levels, each school must utilize its attendance committee or implement other strategies on a regular basis to address issues of student attendance.

II. After a student has accumulated three (3) consecutive or a total of five (5) unlawful absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:

A. Make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's continued absence. These efforts should include telephone calls and home visits, both during and after normal business hours, as well as written messages and e-mails.

B. Identify reasons for the student's unlawful absences.

- C. Develop a written “intervention plan” to address the student’s continued absence in conjunction with the student and the parent(s)/guardian(s) to improve attendance. The intervention plan must include, but is not limited to, the following:
- a. Reasons for the unlawful absences;
 - b. Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
 - c. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs;
 - d. Actions to be taken by intervention team members;
 - e. Actions to be taken in the event unlawful absences continue;
 - f. Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
 - g. Documentation of involvement of the intervention team members; and
 - h. Guidelines for making revisions to the intervention plan.

D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.

E. Document the conference and involvement of team members by having all appropriate conferees sign and date a *Student Attendance Intervention Plan* Form in the spaces provided.

III. If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The referral form, a summary of the student’s attendance and the intervention plan will be sent to the attendance supervisor from the school.

IV. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include, but not be limited to:

- A. Convene a conference with the parent(s)/guardian(s) and the student.
- B. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
- C. Follow-up on recommendations made by the intervention team.
- D. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
- E. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
- F. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

V. Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

VI. After not more than nine (9) consecutive or total unlawful absences, the appropriate attendance supervisor shall make a determination whether the case is one of educational neglect or truancy. The case shall then be referred, in accordance with state law and district attendance procedures, to the appropriate agency for disposition.

Referrals and Judicial Intervention

A school must attempt to implement a written intervention plan prior to referring a student to Family Court for judicial intervention. A consent order must not be used as an intervention plan from the District. Should the parent(s) or guardian(s) refuse to cooperate with the intervention planning to remedy the attendance problem, the District is authorized to refer the student to Family Court in accordance with S.C. Code Ann. §59-65-50, and a report shall be filed against the parent(s) or guardian(s) with the Department of Social Services in accordance with state law.

Each referral must include a copy of the plan and specify any corrective action regarding the student and/or the parent(s) or guardian(s) that the District recommends that the court adopt as well as any other available programs or alternatives identified by the District. The intervention plan must be attached to the petition to the Family Court and served on the student and the parent(s) or guardian(s).

Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a “chronic” truant and school officials may refer the case back to Family Court. However, the school and District must exhaust all reasonable alternatives prior to petitioning the Family Court to hold the student and/or parent(s) or guardian(s) in contempt of court. Any petition for contempt of court must include a written report indicating the corrective actions that were attempted by the District. The District must include in the written report its recommendation to the court should the student and/or parent(s) or guardian(s) be found in contempt of court.

Transfer of Plans

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

TRANSPORTATION

GREENVILLE COUNTY SCHOOLS CODE OF CONDUCT ON BUSES

In order to insure 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, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code 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 misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

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
- 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 three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

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 ten (10) days and parent conference
- 3rd Referral -- Suspension from bus 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 Disable Students:

Students with disabilities will be discipline in accordance with federal 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.

Greenville County Schools General Procedures for Transporting 4K, 5K, and 1st Grade Students

School Responsibilities:

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31st prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

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 to and from school for the entire school year. The student tag shall include the following information:

Front:	Student Name Unique number [] Student designee name (4 th grade or above) Route number	Back: Student Address
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Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for turning in a “School Bus Disciplinary Report” each time a student is returned to the elementary school.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat.

The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

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 via contact information that has been provided by 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 PM 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 appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

GREENVILLE COUNTY SCHOOLS BEHAVIOR CODE

Number: JCDA

Adopted June 1, 1980

Last Revised August 25, 2015

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

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

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

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

Application of this policy

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

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

Student conduct away from school grounds or school activities

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

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or

administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

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

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

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

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

Levels of offenses

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

Disorderly conduct - Level I

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- 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, 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 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

Extenuating, mitigating or aggravating circumstances

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

Discipline of disabled students

Students 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.

PBIS – Positive Behavior Intervention Support

This system is an effort to create a positive school community with consistent expectations in all areas of the school. From the hallways to the playground, from the cafeteria to the restrooms, PBIS helps Welcome students understand what is expected of them and provides motivation to comply with those expectations. We use Pack Paws and Paw Tickets to help us remember what to do in every area of the school!

Students can earn Paw Tickets by displaying behavior on the PBIS matrix. These tickets will be given by any staff member (administrators, teachers, assistants, front office staff, cafeteria employees, bus drivers, and custodians) so there will be opportunities to earn them throughout the day and throughout the school. Displaying proper behavior will earn students plenty of Paw Tickets. Students will be given the opportunity throughout the year to "spend" the tickets they have collected.

Classrooms earn recognition in the form of Pack Paws when they display behavior on the PBIS matrix. This year students were divided into "Wolf Packs." Our PBIS goal this year is simple: Earn as many PACK Paws as possible! Do you know which PACK your child is in?

Students who do not comply with behaviors in the matrix will have consequences as stated by the individual classroom teacher's behavior management plan. Classroom Discipline Referrals (CDRs) will be given to students when students are receiving a consequence for misbehavior. The CDR will be sent home to be signed by the parent. The teacher who gave the CDR will call the parent on the day the misbehavior occurred. A copy of the CDR will be sent to administration. When a child receives 4 CDRs, the child will be assigned a day of ISS, In School Suspension. If a child receives more than 4 CDRs, administration will make a decision on the ISS/OSS punishment.

VOLUNTEERS

Volunteer Coordinator: Natalie Bostic 864-355-5069

Welcome Elementary would like for our parents/guardians to volunteer and visit our school! We invite you to participate in all of our school and classroom events! Your support and participation is vital to the success of your child. Please talk with your child's teacher about how to volunteer and be sure to check in at the office upon arrival.

GREENVILLE COUNTY SCHOOLS: SCHOOL VOLUNTEER POLICY IFCD

Adopted March 8, 1980

Last Revised January 27, 2017

The School District of Greenville County supports and encourages volunteering in our schools. While the School District of Greenville County recognizes, appreciates, and respects the commitment and dedication of its volunteers, the primary responsibility of the District is to protect the safety, health, and welfare of students while advancing learning. Volunteers for purposes of this administrative rule are individuals who work at school locations or at school-sponsored activities without compensation or employee benefits of any kind.

Volunteers shall be encouraged to perform tasks which enrich and supplement the everyday school program. Their services are utilized to make it possible for the professional to use his or her skill and training more effectively. Volunteers shall work under the supervision and direction of the principal and are expected to comply with all policies and rules set forth by the district.

In order to ensure protection of students, staff and volunteers, a proficient method of implementation of the volunteer program will be followed. Each school shall designate at least one staff member to act as the school's "volunteer liaison" whose role includes the responsibility for

maintaining a list of approved volunteers, the corresponding volunteer level, and completion of the requisite annual volunteer training. Teachers will coordinate classroom needs with the volunteer liaison.

Volunteers (and visitors) are required to wear and clearly display the school-issued temporary nametag received upon check-in at all times while on school property or while volunteering and to return the nametag to the office upon leaving the school or district campus.

Visitors, who are addressed in Board Policy and Administrative Rule KM, include those individuals authorized to be present at school but who are not assisting the school in any volunteer or chaperoning activities. Examples of visitor activities include the following:

- Attending a parent- teacher conference
- Having breakfast or lunch with his/her child
- Attending school functions, such as PTA meetings, classroom parties, concerts
- Speaking at or attending an assembly or classroom activity

Volunteers who work at school-sponsored events open to the general public during non school hours, such as concession stands at sporting events and school carnivals, and who do not have unaccompanied direct contact with students while volunteering at these events do not require either a criminal background check or screening through the National Sex Offender Registry.

Level I Volunteer: *This level requires the presence and supervision of a Greenville County Schools employee at all times.*

- Level I volunteers must have a National Sex Offender Registry check run every time he or she volunteers at the school.
- Level I volunteers may volunteer at school and participate in school activities on campus as long as staff members are present.
 - Examples of a Level I Volunteer include:
 - Field day helper *with supervision by school personnel*
 - Office helper
 - Teacher/grade level helper (copy papers, prepare bulletin boards) – *without student interaction*
 - Mentors *with supervision by school personnel*

Level I Application Process:

- Complete the Volunteer I Application Form.
- The applicant prints the completed Volunteer Application Form and returns it in person to the main office of the school. Applicants must present photo identification and the information will be entered into the system.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Level II Volunteer: *This level allows interaction with students without a GCS employee present.*

- Level II volunteers must have a National Sex Offender Registry check run every time he or she volunteers at the school.
- Level II volunteers must have a criminal background check.
- Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.
- Examples of a Level II Volunteer may include:
 - Field trip chaperone responsible for student or student groups
 - Tutor who works one-on-one or with groups of students *without supervision by school personnel*
 - Field day or carnival helper working with groups of students *without supervision by school personnel*
 - Mentors *without supervision by school personnel*
- Level II Application Process:
 - Complete the Volunteer Application Form.
 - The applicant must also complete the required information for the background check.
 - The applicant prints the completed Volunteer Application Form and returns it in person to the main office of the school. Applicants must present photo identification and the information will be submitted to the district office by school personnel.
 - The District will consider the eligibility of volunteers based upon several factors, including, but not limited to, the nature of any arrest or criminal conviction and the length of time that has lapsed since the arrest or conviction. Volunteers who have been convicted of a crime of violence as defined by South Carolina Section 16-1-60 will not be permitted to be a Level II volunteer. Individuals will be provided the opportunity to explain an arrest or conviction or refute the veracity of an arrest or conviction.
 - Level II applicants will be notified of the approval by school personnel. Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Training:

Schools shall provide annual training to volunteers covering pertinent information including, but not limited to, the Safe School Climate Act and volunteer expectations at the school.

Confidentiality:

Volunteers must respect a student's privacy and adhere to all the requirements of the Family Educational Rights and Privacy Act. Any issue of concern must be immediately shared with an administrator or a teacher.

Volunteer Dismissal:

The School District of Greenville County may dismiss a volunteer for a specified amount of time, including but not limited to the following reasons:

- Breach of confidentiality concerning a student or other privileged information;
- Unlawful conduct or breach of District or school policies and rules;
- Inability to cooperate and work effectively with staff and students;
- Erratic or unreliable attendance or behavior;
- Unsatisfactory service;
- Sexual misconduct;
- Providing falsified information on the application;
- Establishing inappropriate relationships with students;
- Inappropriate dress.

Volunteers must comply with all GCS policies and regulations.

Q. How long is a criminal background check good for (Volunteer II Only)?

A. With Raptor we have set the expiration of a background check to 3-years for new applicants. The over 15,900 approved current Volunteer II applicants will be loaded into Raptor and their expiration will be set at 1, 2, and 3 years based on a random order. Volunteer II applicants will be notified by email 30 days in advance that their criminal background check will expire and they will need to renew, their renewal will be for 3-years. Staggering the background checks for our current Volunteers will allow us to maintain a consistent workload and once completed align all Volunteer II's to a 3-year expiration.

Q. Our Volunteer doesn't have an email address, now what?

A. We have setup a generic email address that can be used by an applicant during the registration process. That email address is volunteers@greenville.k12.sc.us and will be monitored by a district staff member to facilitate the application process.

Q. What criteria determines a Volunteer I or Volunteer II?

A. Volunteers who are not directly supervised by a district employee or may have more than limited contact with a student are considered Volunteer II and must submit and pass a criminal background check. All Field Trip Chaperones must be a Volunteer II.

Q. Who can be a Volunteer II?

A. Only those individuals that have a state-issued photo identification AND a valid United States Social Security Administration Social Security Number can apply to be a Volunteer II. If the applicant applies without this information their application will be denied, however, they can still be a Volunteer I (Escort required in the building and no field trips).

Q. Do Volunteers need to check in each time when visiting our school?

A. All volunteers and visitors must check in to the Raptor system each time they enter the school. This check in will examine the public National Sex Offender registry for any matches that would need to be addressed

If a person refuses to have his/her photo identification scanned or does not have a state-issued photo identification, then the individual should only be allowed to enter school if he/she is a verified parent/guardian of a student at the school. However, that parent/guardian must be escorted /supervised by school personnel at all times.

Everyone cleared for entry receives a badge which must be worn at all times while on the campus. Volunteers receive a Volunteer Badge. Parents/Guardians, Visitors and Vendors receive a Visitor Badge.

If an Individual is Listed on the National Sex Offender Registry - The principal and other school designees will be notified when a potential sex offender signs in. This alert compels further investigation by the school.

If a Parent/Guardian is Listed on National Sex Offender Registry - In the event a parent/guardian is a registered sex offender, the school should confirm any custody status of the child. Any court orders governing this parent's rights or access to their child must be strictly followed. If there are no limitations on the parent's rights, the principal or designee should describe to the parent/guardian how their presence on campus will be handled. Unless otherwise restricted as noted above, the parent/guardian retains the rights to access their child's educational records and to participate in their

child's education. The parent/guardian should be allowed to visit their child at school at any time other parents would also be allowed to visit. The sex offender parent/guardian cannot volunteer nor serve as chaperone on any field trip. The parent/guardian must be escorted during the school visits after signing in and ensure that the parent/guardian is never alone with any student while on campus other than their own children.

GENERAL INFORMATION

Legal Custody

If there are custody situations that involve your child and the school, we will need a copy of the court documentation. This may be needed for pick-up of your child and request for information and visitation. A copy will be kept on file in the permanent record.

Change of Information

The school MUST have the student's current address and parent/guardian phone numbers at all times. This information is especially important in cases of emergency. Please notify your teacher and office immediately if there is a change of address, telephone number or emergency contacts.

Money/Personal Items

Students are discouraged from bringing Pokemon cards, money, toys, food, candy, electronics, games, etc. to school. Fidget spinners are not allowed at school. Any type of toy guns/toy weapons are not allowed at school. The teacher or school is not held responsible when items are lost. Items such as guns, toy guns, BBs, caps for guns, bean shooters, knives, matches, pagers, laser lights, cigarettes, non-prescription drugs, and alcoholic beverages are not permitted to be brought onto campus. These items will be taken away from the student. Disciplinary action will follow district policy. Students must not bring items to sale on campus. Students are not allowed to trade or sale any type of items, including toys.

Cell Phones

Cell phones are allowed at school. They must not be in view and turned off during school hours. Disciplinary action will occur if the student does not follow this procedure.

Dress Code

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause a disruption in the educational program. Our students should be dressed for success. The administration will make the final judgment on the appropriateness of clothing and/or appearance. The student may change clothes and the parents may be called. Parents/visitors and guardians should adhere to the dress code below when visiting the school.

*Clothing and/or hair should be so extreme or inappropriate to the school setting as to disrupt the education process. Clothing should not be distracting, revealing, overly suggestive, sheer or see-through.

*Shoes must be worn at all times. **Flip flops**, slides or bedroom slippers are not acceptable. All sandals must have a back strap for safety purposes.

*Hat, sunglasses, bandanas or visors should not be worn inside the building unless it is for a special event.

*Clothing must not have evidence of membership or affiliation with a "gang."

*Clothing that inappropriately exposes body parts are not acceptable. Undergarments should not be exposed.

*Pants must be worn at the natural waistline and undergarments should not be seen. Pants must not bag, sag or drag!

*No clothing or jewelry are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs or sex.

*No shorts, skorts, skirts or dresses should be no shorter than three inches above the knee or fingertip length. No jeggings/leggings are allowed unless they are worn underneath an appropriate outer garment.

Communication with parents

We encourage communication between parents and teachers. Please email or call if you need to communicate with your child's teacher or principal/assistant principal. "Take Home Folders" will be going home on Mondays or the first day of the week. They include important information about your child's progress, school events, parent newsletters, and field trip permission forms. Please review the information carefully. Teachers also use Class Dojo, Remind 101, email, etc. to communicate with parents. The school's main phone line is 864-355-3900. Parents may call the teacher's phone extension but they cannot receive phone calls during the school day. They will return all calls within a twenty-four hour period. Faculty members contact email and phone information can be found on our school website.

"The Welcome Howl," our school newsletter is sent home once a month. The newsletter contains very important information and dates.

Challenge Program

The school district provides a program for gifted and talented students in grades 3, 4, and 5. Students must meet the state criteria before being placed in the Challenge program.

ESOL Services

Students identified as Limited English Proficiency participate in a program designed to increase their English skills throughout all content areas.

Special Education Services

Special Education Services are available to students who qualify according to SC and federal guidelines. Evaluations are at no cost to the parent.

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 based on any handicapping condition.

Field Trips

Field trips are planned by the teacher or grade levels for specific instructional purposes. Field trips are not optional for students. They are considered an extension of the classroom. Students remain under the school district behavior code when on field trips. The school requires written permission from the parents or legal guardian before a child is permitted to participate in a field trip. There may be a charge for students to cover the cost of the trip. Scholarships are provided for students/parents who cannot afford the trip. Parents are sometimes allowed to attend the field trips and field trips are required of each student unless there is an unusual circumstance or reason. All chaperones will be required to complete an application. ALL CHAPERONES MUST BE A LEVEL II VOLUNTEER.

Safety

Fire drills, lock down drills and other drills are performed on a regular basis throughout the school year. Safety exit routes are posted in each room and procedures are discussed with the students for all locations, including the bus. Please contact the school principal, Mrs. Ketron, if you have any safety concern.

Health Information

Welcome Elementary has a full time school nurse. The nurse are not allowed to dispense medicine without the following provisions:

- *All medication is to be brought to the nurse's office by the parent.
- *Prescription and non-prescription medicine must be in the original container, labeled with the pharmacy label for that student.
- *All medication to be given during the school day must be accompanied by a medical release form which can be obtained from the office and signed by the parent/guardian giving authorized school personnel directions for administration with time/dosage.

In an effort to decrease the spread of contagious illness at school, the following requirements should be followed by parents.

If your child has a fever, they must be fever free for 24 hours before returning to school. This means without the use of fever reducing medications. Fever is defined as a temperature of 100.4 or greater.

If your child has diarrhea, they must be diarrhea free for 24 hours before returning to school. This means without the use of diarrhea suppressing medication. Diarrhea is defined as 3 or more episodes of loose stools in a 24 hour period.

A child must not come to school if vomiting two or more times in 24 hours. A child should have one or two meals without vomiting before returning to school.

SC Immunization Requirements - A child cannot be admitted to any school without a valid SC certificate of Immunization or a valid medical, religious or special exemption. If your child does not have a valid certificate, take all of his/her shot records to your physician or to the County Health Department. New residents may temporarily enroll their children in school for 30 days with a special exemption issued by the school until an immunization certificate can be obtained. If a certificate is not presented to the school at the end of 30 days, the student will no longer be allowed to attend school.

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.

Tobacco Free Campus

As part of Greenville County Schools, Welcome Elementary is a tobacco-free campus. Please refrain from using tobacco while on the school campus.

Homework

Homework is an extension of the classroom. It provides needed practice while developing responsibility and maturity. Reading nightly is a must! Grade levels will communicate with parents what is required for homework.

Lost and Found

Students are asked to turn in lost and found items to the front office. We urge parents and students to check the lost and found for missing items. Lost and Found for clothing will be located near the gym doors.

Child Nutrition

Nutritious meals for breakfast and lunch are provided by the school's district's food services. Students may not bring soft drinks for lunch. There is no charge for breakfast or lunch. Students should not bring extra food such as chips for lunch/snack. All of our students receive free breakfast and lunch. Students must arrive before 8:00 in order to be provided a breakfast. Restaurant food should not be brought into school for lunch.

Physical Education

All students are expected to participate in physical education classes and recess. A doctor's written excuse will be required if a student is unable to participate for an extended length of time. Tennis shoes should be worn during PE classes and on the playground equipment.

Related Arts Program

Art, music, physical education, computer skills, media, etc. are provided for the students at Welcome Elementary.

Interventions/Remediation

Students in need of additional assistance in reading or math may qualify to participate in one of several programs offered at Welcome Elementary. Welcome Elementary has a process of discussing the achievement of our students through the "On Track" process.

School Closing Due to Inclement Weather

The closing of school due to poor weather conditions will be announced on the local radio and TV stations by 6:00 am. If inclement weather develops during the day, please listen for dismissal announcements. Please discuss with your child in advance the procedure you will follow in getting your child home early and safely.

School Parties and Birthday Treats

Two parties are held during the school year, before winter break and Valentine's Day. Only commercial purchased food can be brought to school for students to eat for the two parties and for students' birthdays. Each grade level/teacher will have a procedure for celebrating student birthdays. No flowers or balloons will be delivered to the classroom for occasions. Invitations to birthday parties held away from school can only be distributed if every child in the classroom is to receive one.

Restaurant food should not be brought to school for lunch. We encourage parents to eat with their child in our school cafeteria.

Textbooks/Student materials

Student textbooks are provided at no charge and we ask that students are prepared each day for school with pencil and paper. Lost or damaged textbooks must be paid for by the parent. Most school supplies are provided for our students. Students will need a book bag and paper/pencils. Rolling book bags are not allowed.

WE CARE Extended Day Program

An afterschool day care program is offered for our students from 2:30 – 6:00pm Monday through Friday on school days only. The program offers daily snacks, homework time, supervised recreation, arts and crafts, computer time and more. Contact Mrs. Floyd, program director or the office for additional information.

PTA

Our school does have an active PTA. We encourage all parents to join annually. If you would like to be involved with PTA, please contact the office or one of our officers. Their Facebook page can be found at <https://www.facebook.com/welcome.pta.5>

SIC – School Improvement Council

Our school also has a SIC that meets regularly with administration. They play an active role in making decisions that involve the success of our children. If you would like to be a member, please contact the principal, Mrs. Ketron.

Title I Plan

Welcome Elementary is a school that participates in the Federal program referred to as Title I. The primary goal of the Title I program is to ensure that every child receives a quality education. Welcome Elementary's Title I plan involves supplementing our school programs to promote student achievement. Our teachers are Highly Qualified. Parents have the right to ask for more information about this, if they are interested. Our School-wide Title I plan involves providing the following:

- Reducing class sizes so that the student/teacher ratio is less
- Professional development trainings for our highly-qualified staff
- Materials to strengthen our academic program
- Reading and Math Intervention--Reading and Math Clubs
- Instructional technology like iPads

Grading Scales

Kindergarten - Student progress in kindergarten is reported for South Carolina kindergarten standards as follows.

- language and literacy
- mathematics readiness
- motor skills
- personal and social development

Scale:

- + Consistently demonstrate
- √ Sometimes demonstrates
- Rarely or never demonstrates
- * Not yet demonstrated

Grade one - Student progress in grade one is reported for South Carolina first grade standards as follows:

- Personal and Social Growth
- Reading
- Language Arts
- Related Arts
- Mathematics
- Science
- Social Studies
- Penmanship

Scale:

- + Consistently demonstrates
- √ Sometimes demonstrates
- Rarely or never demonstrates
- * Not yet demonstrated

Grades two through twelve- Student progress in grades two through twelve is reported for all subjects as follows.

Grading values are:

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

State/Local Assessments

Assessments will be given to your child. A schedule will be sent home with each child at the beginning of the school year. The following assessments are given to specific grade levels: Mastery Connect, South Carolina PASS science and social studies, South Carolina READY for ELA and Math, CogAT and ITBS (2nd grade only), and universal screenings. Parents will be notified before each assessment.

TECHNOLOGY: Student Acceptable Use Policy Agreement

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

Students attending Welcome Elementary will have access to iPads, laptops and Chromebooks.

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

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

Students are to follow copyright laws at all times.

Filtering and Monitoring Computer Resources

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

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

The following uses of GCS computer resources by students are prohibited from:

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

Agreement of Use

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

Consequences

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

Personal Safety

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

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

GREENVILLE COUNTY SCHOOLS POLICY: **Defining and Maintaining Professional Staff and Student Boundaries**

Number: GBV

Legal: South Carolina Code § 16-3-755

South Carolina Code § 59-24-60

South Carolina Code § 63-7-310

Title 20 U.S.C. Sections 1681-1688 (Title IX)

Adopted: June 27, 2017

I. Purpose

The School District of Greenville County is committed to protecting students from sexual misconduct and abuse. The purpose of this policy is to establish and emphasize procedures regarding the prevention and reporting of sexual misconduct and abuse and to establish clear and reasonable boundaries for interactions between students and employees. For purpose of this policy, "employee" refers to employees of the School District of Greenville County as well as approved volunteers interacting with students.

The District encourages healthy and positive relationships with students that promote student achievement and success. However, employees must ensure that their own interactions, communications, and relationships with students are appropriate. Employees must avoid conduct that can be reasonably construed as sexual misconduct, abuse, or inappropriate behavior.

This policy cannot capture all behavior that constitutes misconduct or abuse. This policy addresses and is intended to prevent a range of behaviors that include not only unlawful or improper interactions with students but also grooming and other boundary-blurring behaviors. The District will evaluate, after conducting a thorough review, each instance of employee conduct on a case-by-case basis to determine the appropriateness and whether discipline, including up to termination, is warranted.

II. Prohibited Conduct

Employees are prohibited from engaging in sexual misconduct, sexual exploitation, and abuse of students regardless of the age of the student or the proximity in age of the employee to the student. Moreover, in accordance with South Carolina law, it is a crime for an employee to engage in sexual conduct with students of any age. Prohibited behavior with students includes, but is not limited to:

1. Making contact or touching a student's body or clothing in an inappropriate or sexual manner;
2. Dating, flirtation, making sexual remarks or advances, and seeking romantic or sexual relationships;
3. Engaging in conversations or making comments of a sexual nature if such conversations or comments are not related to the employee's professional responsibilities;
4. Other than for purposes of addressing student dress code violations or concerns, referencing the physical appearance of clothes of a student in a way that could be interpreted as sexual;
5. Making sexual or derogatory comments, gestures, or jokes;
6. Displaying, sharing or transmitting sexually inappropriate or explicit materials; and
7. Singling out a particular student or students for personal attention or friendship beyond the ordinary and acceptable staff-student relationship.

With the knowledge of parents and guardians of students, appropriate and professional relationships and interactions between employees and students may exist outside of school, including, but not limited to during community activities and sporting events. Employees, however, should not make outside student interaction a regular part of their social life.

III. Communication and Interaction with Students

Communications, interactions, and relationships between employees and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between employees and students inside and outside of the educational setting, and be consistent with the educational mission of the District. Employees cannot use profanity in the presence of students or in any way attempt to degrade or belittle students.

Employees should be aware of behaviors that may create an appearance of impropriety. Physical contact meant to encourage or reassure students, such as a hand on the shoulder or pat on the back, should be brief and unambiguous in meaning. Employees must not share secrets with students or conduct private conversations with individual students that are unrelated to school activities or the well-being of the student. Conversations must not take place in locations inaccessible to others or in situations on school premises that are unknown to the employee's supervisor.

The giving or receiving of gifts of a personal nature, such as jewelry and clothing, to a student by employees without parental knowledge is prohibited. Exceptions may be made in emergencies or special circumstances such as helping a student in financial need. Employees shall not grant special privileges, rewards, or opportunities to a specific student beyond those school-approved incentives provided to students to promote and recognize achievement and behavior.

The District supports the use of technology to communicate for educational purposes. However, all electronic communications between employees and students shall be professional and appropriate in content and tone, and be transparent and accessible to parents and supervisors. Private one-on-one electronic communication, including, but not limited to, calling, text messaging, and the use of social media or messaging system with individual students that is unrelated to school activities and occurs without the knowledge of a student's parent or guardian is strictly prohibited. Nothing in this policy prohibits employees, staff, or students from the use of approved educational websites or on-line programs.

IV. Training and Awareness

The District's Administration shall implement a training program so that all employees are aware of the content of this policy. All employees shall be trained and provided information annually pertaining to the prevention, identification, and reporting of possible sexual misconduct or abuse of students. Administrators and employees must be observant for and immediately report suspected grooming of students. Grooming is defined for purposes of this policy as the process by which an offender draws a victim into an intimate relationship and maintains that relationship in secrecy. Administrators are also expected to conduct regular reviews of their buildings to identify locations of the building that need to be enhanced to ensure appropriate student supervision. This policy shall be communicated to employees, students, and parents and guardians through employee and student handbooks, posting on the District's website, and by other appropriate methods.

V. Reporting of Suspected Misconduct and/or Abuse

The District shall ensure that all employees are aware of their legal obligation to immediately report suspected child abuse, neglect, and sexual misconduct to law enforcement and the Department of Social Services in accordance with board policy and state law. Employees must also immediately report suspected abuse and misconduct to their supervisor, who is required to notify Human Resources of the information if the matter involves potential employee misconduct. Employees must err on the side of reporting any suspected misconduct or mistreatment of students to their supervisor even if the suspected misconduct or mistreatment does not rise to the level of child abuse or neglect as defined by state law. In the event that the employee's supervisor is the subject of or related to the concern, the employee will report that concern directly to Human Resources.

Parents, students, and community members should directly report concerns about misconduct or abuse by employees to the responsible school administrator or to Human Resources. Formal complaints may also be submitted in writing in accordance with Board Policy and Administrative Rule JCDAG. The District shall thoroughly and promptly investigate all reports of abuse or misconduct by employees. The District will take appropriate action, including providing support to students and taking personnel action, including up to termination of an employee, based upon the results of an investigation. When a certified employee is dismissed or resigns as a result of misconduct or abuse, the District shall immediately report that misconduct or abuse to the South Carolina Department of Education in accordance with state law and regulation.

Retaliation against anyone reporting or thought to have made a report is prohibited. Any individual filing a complaint is assured that he or she will be free from any retaliation for having filed such a complaint.

Nothing in this policy shall be construed to prevent an employee from engaging in responsibilities required with their position. Educational activities that require appropriate physical contact such as teaching an instructional technique or skill is not only acceptable but encouraged. Employees who exercise necessary and appropriate restraint to prevent students from endangering or harming themselves or other individuals will not be disciplined or be in violation of board policy.

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>

Notification of Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents and eligible students certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Greenville County School District will develop policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Greenville County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Greenville County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W. Washington, D.C. 20202-5901

STUDENT DIRECTORY INFORMATION ANNUAL NOTICE TO PARENTS AND GUARDIANS

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

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

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

The primary purpose of directory information is to allow your child's school and/or the District to include this information about your child in school publications. Examples of such uses include: a program showing your student's role in a drama production, yearbook, honor roll or other recognition list, graduation programs, and sports activity sheets and rosters, newsletters, school and District websites or social media sites, newspaper articles, as well as television and radio broadcasts.

In addition, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

If you do NOT want The School District of Greenville County to disclose directory information from your child's education records without your prior written consent, you must either 1) notify your child's school in writing or 2) complete an opt-out form located at the student's school within the first 30 days of school. Only a parent/legal guardian or eligible student (18 years of age or older) can choose not to have directory information released.

Please note that you must notify your school EACH year if you do NOT want directory information released. You cannot choose what student directory information to release. However, you can specifically choose to exclude military recruiters and institutions of higher education from receiving a student's directory information. IA-118 Rev. 5/16/20

Family Educational Rights and Privacy Act (FERPA) Notification of Rights Under FERPA For Elementary And Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected. School officials will assist parents or eligible students with the interpretation of records if needed. In addition, a parent or eligible student may receive copies of educational records if circumstances exist that prevent the inspection of records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement or school resource personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or student teacher); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district or institution in which a student seeks or intends to enroll, or is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington DC

Greenville County Schools Student Calendar 2018-19

Updated March 16, 2018

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2019

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Important Dates

4K-12 School Start/End Dates
First Day Aug. 20
Last Day June 5

★ Student Holidays

Labor Day Sept. 3
Teacher Prof. Dev. Oct. 22
Teacher Prof. Dev. Nov. 5
Election Day Nov. 6
Thanksgiving Break Nov. 21-23
Winter Break Dec. 24-28, 31
and Jan. 1-4
MLK Day Jan. 21
Presidents' Day Feb. 18
Spring Break April 15-19
Memorial Day May 27

◆ Student Half Days

Half Days Dec. 21 and June 5

● Makeup Days (In Order of Use)

*Makeup Day 1 Apr. 22
*Makeup Day 2 Mar. 25
*Makeup Day 3 Mar. 22
(*If day not needed, it becomes a student holiday)

Interim Progress Reports

1st Quarter Report Sept. 17
2nd Quarter Report Nov. 27
3rd Quarter Report Feb. 13
4th Quarter Report Apr. 30

Grading Periods

End 1st Quarter Oct. 23
End 2nd Quarter Jan. 15
End 3rd Quarter Mar. 21
End 4th Quarter June 5

Report Cards

1st Report Card Oct. 30
2nd Report Card Jan. 23
3rd Report Card Apr. 2
4th Report Card June 7

Testing (Tentative)

4K/5K Readiness Sept. 4-Oct. 19
PSAT/NMSQT (Gr. 10) Oct. 10
CogAT Testing (Gr. 2) Oct. 24-26
Iowa Testing (Gr. 2) Oct. 29-30
MAP Testing Window Dec. 3-14
(Gr. 2, 5, 8, ID Gr. 3, 4, 6, 7)
EOCEP Tests Dec. 12-21, Jan. 7-15
(Block HS)
Exam Window (HS) Dec. 17-21
Exam Window (MS, HS) Jan. 8-11, 14
4K Readiness April 1-May 24
IB Testing May 2-24
AP Testing (HS) May 6-17
SC READY May 8-June 5
(ELA, Math: Gr. 3-8)
SC PASS May 8-June 5
(Science: Gr. 4, 6, 8, Social Studies: Gr. 5, 7)
EOCEP (ID, MS, HS) May 15-June 5
Exam Window (MS, HS) May 30-June 5

Testing Dates (To Be Decided)

ELL/AR ELL (ID students) TBD
ACT (Gr. 11) TBD
SAT (Gr. 11) TBD
WIN Ready to Work (Gr. 11) TBD
EOCEP Eng. 1 Writing TBD by schools
G&T Testing (ID Gr. 2-5)
(SC Performance Task) TBD
NCSC/ SC ALT TBD
Life Skills Inventory/Inl. Liv. Skills Assess.
Tool (ID Students) TBD

Other Important Dates

5K and First Grade Registration
for 2019-20 Dec. 4-7
High School Graduations June 3-5
Tentative

4K Important Dates

Half Days Aug. 20-24, Sept. 28,
Nov. 30, Dec. 21, Feb. 1, Apr. 5, June 5
4K Buses Start Mon., Aug. 27
Pre-Registration
for 2019-20 Jan. 16-Mar. 12
Screening (No Classes) March 27-29

Calendar Development

The calendar is approved each year by the superintendent after considering a recommended calendar from a committee of parents, teachers, administrators, and central office staff. The committee develops its recommendations after receiving input from parent groups, school faculties, and departments. NOTE: Per state guidelines, one additional half day can be utilized and MAY possibly be scheduled for June 4, 2019, if testing and other factors permit.

Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.