

# Welcome Elementary School

*"Welcome to the Possibilities"*

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



STUDENT/PARENT HANDBOOK  
2020-2021

## Principal's Message

Dear Parents/Guardians and Students,

Welcome to the 2020-2021 school year! I am looking forward to serving Welcome Elementary School as the principal after being the assistant the previous year. The beginning of a new school year is always an exciting time and offers an opportunity for students, parents, and educators to work together for a year full of valuable learning experiences.

We do have a new assistant principal, Ms. Fallon Finley-Swofford, who comes to us after serving Welcome Elementary as a teacher, Title I Facilitator, and Instructional Coach. Our entire staff is here to assist with your needs in any way we can.

This parent/student handbook communicates the procedures and expectations for Welcome Elementary School to help us have a safe and productive school year for staff, parents, and students. Please take a moment to review the information carefully and become familiar with District and school policies. Please discuss the information with your child as well. We always appreciate your continued 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.

Go Welcome Wolves!

*Wallace Cobbs*

*Wallace Cobbs*  
*Principal*

CHECK US out on our website: [www.greenville.k12.sc.us/welcome](http://www.greenville.k12.sc.us/welcome)

### **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.

School Mascot: Wolves

School Colors: Royal Blue and Gold

### **Arrival and Dismissal- School Hours**

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 7:00AM and students may enter at that time. The tardy bell rings at 7:45AM. If a child arrives after 7:45AM a parent or guardian must bring the child to the office and sign him/her into school. We dismiss at 2:15PM 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 1:30PM. 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.

7:00 - Students may arrive

7:15 - Main Office Hours Begin

7:30 – Students admitted to classrooms

7:45 – Tardy bell rings. Classes begin/Morning announcements on WETV

2:15 - Dismissal begins

3:45 - Main Office Hours End

Students are counted tardy if they arrive after 7:45AM. If your child arrives after 7:45AM, you will need to come to the office to sign in your child.

Bus riders are dismissed at 2:15PM 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 2:45PM. Please be prompt in picking up your child.

There are crossing guards to help students who walk home. Teachers do supervise and assist them to the intersection.

## **Attendance/Truancy**

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 1:30PM.

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.

Attendance will be taken for all students whether they are in-person, eLearning, or virtual. Students are credited for attendance by logging into Google Classroom on eLearning days.

## **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.

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 assure 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 parents choose not to send their children to kindergarten, 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.

*The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.*

Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination.

## **Lawful Absences**

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family are verified by a statement from the parent within two (2) days of the student's return to school.

3. 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.

4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is pre-approved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.

5. 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. \* Including doctor's appointments.

#### Unlawful Absences

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

#### Procedures for Makeup Work

1. Provision for make-up of school work missed during excused 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.

2. Make up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

#### **Attendance Intervention Plans**

Attendance clerks shall make daily contact (phone, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. Welcome Elementary has an attendance intervention team and they will assume the responsibility of intervention or attendance matters. The chairman of this team is the principal and the school social worker. After a student has accumulated three (3) consecutive or a total of five (5) unexcused absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:

- A. Hold a conference with the student and the parent(s) or guardian(s).
- B. Identify reasons for the student's unlawful absences.
- C. Develop a plan in conjunction with the student and the parent(s)/guardian(s) to improve attendance.
- D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
- E. Document the conference by having all appropriate conferees sign and date a *Student Attendance Intervention Plan Form* in the spaces provided.

Upon the seventh consecutive or eighth accumulated unexcused absence, the attendance clerk or the intervention team coordinator shall send an Attendance Referral to an attendance supervisor with the following information:

- A. List of courses and grades currently enrolled in.
- B. A summarized copy of the student's attendance signed and dated by the Principal.
- C. Written excuses for absences.
- D. Copy of current discipline record.
- E. A completed Student Attendance Intervention Plan Form.

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.

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

After not more than nine (9) consecutive or total unexcused 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 the district attendance procedures, to the appropriate agency for disposition.

#### 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.

#### Bus Transportation

The driver of a school bus has supervision of his riders. The driver must insist that pupils enter and leave his bus in an orderly manner and maintain this orderly behavior while on his bus. The driver may, with the approval of the principal or superintendent, suspend a pupil or pupils from riding the bus driven by him for misconduct beyond his reasonable control. However, he shall not suspend any pupil from riding his bus for more than one week for the first offense, or more than two weeks for the second offense, or more than three weeks for the third offense. After the third suspension an unruly pupil may be suspended from riding the bus for the remainder of the school session then in progress.

#### State Law Section 59-67-415 requires the following of parents:

Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.

The parent/guardian must be present at the regular bus stop both during the morning pick up and the afternoon drop off of their 4K, 5K or first grade child. The parent may select a designee to be at the stop in their place. The designee may be another adult or a student who is in the fifth grade or above. A Bus Stop Designee Form is to be furnished by the school, completed and returned by the parent/guardian to the school before the student can ride the bus. The person may serve as a designee for multiple children. All students in K and first grade will wear an ID tag and the parent/guardian must also have a tag before the child can be allowed to dismiss the bus. If the K or first grade child does not have a parent/guardian waiting for them, they will be brought back to the school. The office staff will contact the parents. Repeated instances may result in the loss of bus privileges.

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: Parent conference with 3 days loss of bus privileges.  
Third Incident: Parent conference with 5 days loss of bus privileges.  
Fourth Incident: Parent conference with 10 days loss of bus privileges.  
Fifth Incident: Loss of bus privileges for the remainder of the school year.

### **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.

### **Challenge Program**

Greenville County School District provides a program for students identified as Gifted and Talented in grades 3, 4, and 5. Students must meet the state criteria before being placed in the Challenge program

### **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.

### **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.

### **Counseling**

The elementary counseling program is an integral part of the total educational process. Activities are designed to address typical personal, social, emotional, and academic concerns faced by children. Large group counseling activities help children learn skills before problems occur. Counseling services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, and new student orientation.

### **Discipline**

One of the most important lessons students learn is self-discipline. All students should demonstrate respect and be responsible and accountable for their actions. Welcome Elementary has adopted a school-wide positive behavior system (PBIS) that recognizes students for demonstrating behavior that promotes community and is conducive to the learning of all. Each student is expected to follow our P.A.W.S. school rules which are as follows:

- P- Are Prepared
- A- Act Responsibly
- W- Work as a Team
- S- Show Respect

Students are expected to follow classroom and school discipline plans. Most discipline problems can be handled between the teacher and student. If the offense is serious or the behavior persists, parents are informed. There are times when the student's parents are required to come to school for a conference. District discipline policies and behavior codes are outlined in Connected, the Greenville County Schools' parent newsletter, which is mailed annually in early August.

In addition, the GCS Student Behavior Code is posted below and on the Welcome Elementary website. Parents are expected to read in full the district's Student Behavior Code. Some behaviors noted may be atypical for elementary students. In matters related to student behavior and application of disciplinary action, age and development of the child is considered.

### **GCS Student Behavior Code Policy JCDA**

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, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)

- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### Criminal conduct - Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources.

These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not 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.

### **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.

### **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.

### **ESOL Services**

A student whose primary language is not English will participate in a program designed to increase their English skills throughout all content areas. The student will continue to be served via this program, until they exit the program by scoring a passing score on the ACCESS test.

### **Extended Day Program**

Welcome Elementary operates an extended day program (WECARE) on school days from 2:15PM - 5:45PM. The program is structured for the entire afternoon and students receive a snack each day. Students are provided time to complete their homework; however, after school care providers are not responsible for the accuracy and completion of the assignment. The after school program does not operate on holidays or other days in which students do not attend school. As with regular school, the after school program will close in the event that school is closed due to inclement weather. Questions about the after school program should be directed to the After School Director, Delores Floyd.

### **Field Trips**

Due to the pandemic guidelines all field trips have been discontinued for the foreseeable future

### **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 2 through 12- 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

### **Health Information**

Welcome Elementary has a full time school nurse. If a student is ill or injured, their teacher will allow them to go to the health room. Parents are called only if the nurse deems it necessary (i.e. temperature of 100 degree or greater, vomiting, head/major injury, etc). Parents are not called, nor a note written for every visit to the health room. Please do not send students to school sick, vomiting or with fever.

- 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.

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.

### **Harassment/Intimidation and Bullying**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances.

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

### **Definitions**

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- A. harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- B. insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

### **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.

### Anonymous Bullying Tip Line Available to Students, Parents

Students and parents in Greenville County Schools now have several options to report instances of bullying, harassment and intimidation. They may confidentially call the Greenville County Schools Bullying Hotline at 864-45-BULLY (864-452-8559) or email Greenville County Schools at [quicktip@greenville.k12.sc.us](mailto:quicktip@greenville.k12.sc.us). They may also report anonymously by clicking: Report Bullying. On the electronic form, users can report information by school and topic, as well as provide detailed information and attach documentation.

All reports, whether they are of bullying or any other topic, will be investigated promptly, thoroughly and confidentially. The investigation will include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation or bullying and prevent it from occurring again.

### Homework

Homework is an extension of the classroom. It provides needed practice while developing responsibility and maturity.

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

- Practice: reinforces newly acquired skills taught in class
- Preparation: helps students prepare for upcoming lessons, activities, or tests
- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Teachers adhere to the following guidelines for total daily assignments:

- Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.
- Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

### 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 such as pull-out or push-in Response to Intervention with one of several certified teachers.

### 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.

### 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 cafeteria doors.

### Money/Personal Items

Students should not bring candy, toys, jewelry, trading cards, athletic items, electronic equipment, cell phone, large sums of money, or any nonessential personal items onto school property unless authorized by your child's teacher. Teachers will collect these items if they are brought into the school. Any type of toy guns are not allowed at school. Parents may pick up the collected items at the end of the school day. The teacher or school is not held responsible when items are lost and instructional time will not be used to investigate as to whether an item is lost or stolen. Items such as guns, toy guns, 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.

### **Parent Backpack**

Parents may access their child's academic progress, attendance information, and lunch account information through the Greenville County Schools Parent Backpack. To gain access to the Parent Back, parents may register and then must bring a picture ID to the school office to receive instructions and access to your child's information.

### **Parent-Teacher Conferences**

If a parent wishes to conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with an administrator. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for all students.

### **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 misbehaving. 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.

### **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 on days your child(ren) have PE classes.

### **Related Arts Program**

Art, Music, Physical Education, Computer Skills/STEAM Lab, and Media Center. are provided for the students on a weekly basis at Welcome Elementary.

### **Report Cards/Progress Reports**

Report Cards are sent home each nine weeks to notify parents of their child's academic progress in reading, language, spelling, mathematics, social studies and science/ health. If a report card is not received at the end of each nine-week period, please notify your child's teacher or the school office. Report Card dates for 2019-2020 are October 30, January 24, March 27, and June 8.



All 4th Quarter/End of Year report cards will be sent by the school to the address on file in the PowerSchool database. Parents may access their child's current academic progress at any time using the Parent Backpack. Parents should additionally contact their child's teacher if they have any questions or concerns about their child's progress.

Student Progress Reports are optional for the 2020-2021 school year. Progress reports may be used to contact parents of students who are at risk of not meeting academic standards.

### **Safety**

At Welcome Elementary your child's safety and well-being is our top priority. Throughout the year we will have several drills to prepare faculty and students in the case of an emergency.

Fire, Severe Weather, Bus Evacuation, Earthquake, and Active Intruder/Assailant 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.

### **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 6:00am. 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 (no homemade items) 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.

### **Sexual Harassment, Title VI, and Title IX complaints**

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal, and all other appropriate steps will be taken to correct or rectify the situation.

#### Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

#### Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

#### Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

#### 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.

#### 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: ITBS, MAP, PASS, SC Ready, CogAT, and universal screenings. Parents will be notified before each assessment.

### **Student Acceptable Use of Technology 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.

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.

#### **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.

#### **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.

#### **Visiting/Volunteering**

Due to the Covid Guidelines the following policies are in place for the foreseeable future

- Visitors/volunteers will not have access to the interior of the school (past the front office)
- The number of visitors in the office area will be limited and social distancing will be maintained
- If circumstances require the visitor to move past the office area, the visitor will be escorted at all times and a mask will be required.
- Students may not have guests at lunch
- Students/visitors are not to distribute food to others (ex. cupcakes or candy)
- When possible, visitors should contact schools prior to arrival to determine need, timing, protocols, and expectations

### **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.

Escort Requirements - Principals always have discretion whether to provide an escort based on knowledge of person. Requirements are outlined below.

Parents/Guardians - An escort is not required if cleared through the National Sex Offender Registry. An escort is required if he/she is not cleared and the parent/guardian has visitation rights.

Volunteers - An escort is not required if cleared through the National Sex Offender Registry. Volunteers cannot volunteer if not cleared through the Registry.

Visitors - An escort is required even if cleared through the National Sex Offender Registry. Visitors cannot enter school if not cleared through the Registry.

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. The principal or designee will then access the National Sex Offender Registry at [www.nsopw.gov](http://www.nsopw.gov) in order to confirm the alert. For assistance with the investigation, the school should contact the coordinator of Safe and Drug Free Schools.

If you determine that the person signing in at your school and the person on the Registry are not the same, the principal can enter the person in the School Check-In System as a non-offender. A person that cannot be conclusively cleared through the Registry should not enter the school, unless that person is a parent/guardian who has visitation rights with a student. That parent/guardian must be escorted as outlined below.

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.

#### Field Trip Chaperones

For field trips that require parent, Chaperones must pay to go on field trips that require a fee, and **MUST BE AN APPROVED LEVEL II VOLUNTEER**. Chaperones must complete an online volunteer application (which includes a background check) at least 2 weeks prior to a field trip. They also need to check in at the office with their driver's license within two days of the field trip. Parents serving as chaperones will be issued a pre-printed name badge the day of the field trip. This name badge must be worn during the entire field trip.

## Student Face Masks Addendum

All students must wear a mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless a student has a disability that would prevent the wearing of a mask or a student in K3, K4, K5 or 1st grade who is unable to wear a mask as a result of that child's age. Students may also submit medical documentation to the school's administration, and any medical exemption will be considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.

Schools should work with students who inadvertently fail to wear a mask to teach them of the importance of wearing a mask and to remind those students of the requirement for masks to be worn around others. If a student demonstrates a pattern or continual failure of wearing a mask then the following process should be followed:

1. If a student is not wearing a mask, the staff member observing should address and direct the student to put on his/her mask. The incident must be documented with the appropriate administrator and the parent/guardian must be notified.
2. On the second offense the same process will be followed
3. On the 3rd offense, the student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.
4. On the 4th offense the student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling in the virtual program for the remainder of the semester.
5. A 5th offense will result in assignment to the virtual program for the remainder of the semester.