

### **ELASTIC CLAUSE**

The student-parent handbook does not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Please take time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact the Principal or either Assistant Principal at 355-0400.

# **Woodland Elementary**

**STUDENT/PARENT HANDBOOK 2022-2023**

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**School Office Hours 7:00 am - 3:45 pm**

September 2022

Dear Woodland Wildcat Families,

Welcome to the 2022-2023 school year at Woodland Elementary! We are so happy that you will be a part of our Woodland family! We are beyond excited to have our students back in the school. The theme for this year is **Woodland Learners are Leaders...** **#woodlandworldwide.** We believe that as a Leader In Me school your child will experience various opportunities throughout the school year to achieve academically and to flourish as a leader. Our goal is for every day at Woodland to be a positive experience for all of our students and that they are excited about learning and leadership.

Now that summer has ended and we have returned to school, we would like to share some very important information with you through this STUDENT-PARENT HANDBOOK. It has been carefully prepared to help all of us have a better understanding of each other and to make Woodland a more pleasant and safe place to learn and work. Please take the time to read through our handbook. Knowing exactly what is expected to keep our students safe and focused on learning will make this school year easier, more rewarding, and a lot more fun.

As a school and district, we are focused on maintaining a safe environment for our students and staff. Thank you for partnering with us to provide our children with a quality education. I believe that we are capable of accomplishing amazing things when we work together.

Throughout the year, we will stay focused on working hard, setting goals, developing leadership skills, achieving academically, and celebrating our victories. We at Woodland are committed to synergizing as a school community to ensure that each and every student is successful and that their individual needs are met. Please let us know if there is ever anything that we can do to assist your child or your family.

Yours in serving children,

Katrina Y. Miller  
Principal

## **VISION**

**Woodland, where we empower leaders every day in every way.**

## **MISSION**

**Our Woodland community will inspire others to lead in an inclusive environment through honoring diversity and encouraging our stakeholders to become global leaders, who will leave a legacy of leadership.**

## **DAILY SCHEDULE**

**7:00 - Earliest time students may enter the building.**

School building opens to students. All students entering the building from 7:00-7:30 will either go to the cafeteria for breakfast or sit in grade level hall. At 7:30, students will report to their homeroom classroom and eat their school breakfast if they got one from the cafeteria. Breakfast is served from 7:00-7:45. Breakfast is free for all students.

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

**7:45** - The school day begins. All students arriving after 7:45 are tardy and must report to the attendance clerk (front office) before going to class. If students are frequently tardy, the parents must accompany their child to the office before the child will be admitted to class.

**9:55-1:00** - Lunch is served (schedule will be adjusted as needed).

**1:45** - **There will be no early dismissals after 1:45 daily.**

**2:08** - Afternoon announcements. **All students must be packed and ready for dismissal prior to announcements. All students should be seated and listening to announcements. There should be no movement until the announcements are finished.**

**2:15** - All students are dismissed.

**2:40** - All car riders must be picked up by this time. Late parents will have to enter the building to pick up their child.

**Supervision by the Woodland staff is provided from 7:00 a.m. until 2:40 p.m. Students may not enter the building without parent supervision before or after these hours. Only children of teachers are allowed in the building before and after school hours. Students that have not been picked up by 2:40 will wait in the Main Office.**

## **ACCIDENTS AND EMERGENCIES**

In case of an accident, authorized school personnel will give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid. **All contact information must be current and correct at all times.**

## **ADDRESS AND/OR PHONE NUMBER CHANGE**

It is necessary that the school office have on file your **current address and home/work phone numbers at all times.** This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers.

## **ARTICLES PROHIBITED IN SCHOOL**

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the Health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension.

**Students are in school to study and learn; therefore, toys are not allowed at school unless the teacher specifies a purpose.**

### **AWARDS DAY**

End of year Awards Day celebrations will be held in the classrooms for grades K-2. Teachers in those grade levels will notify parents of specific details at the appropriate time. A more formal ceremony will be held for grades 3-5. These events are held in the cafeteria. Parents will be notified of the details at the appropriate time.

### **BREAKFAST/LUNCH**

Breakfast is served at Woodland each day between 7:00 and 7:40. Students who arrive after 7:40 will not be offered breakfast. All students are offered breakfast free of charge as part of the GCSO Universal Breakfast Program. **Parents are not allowed to bring in lunch from Fast Food establishments for their individual child or for the entire class.** The **Free and Reduced Lunch Program** is available under the National School Lunch Program. An application form will be given to enrolling students. Parents will be notified in writing of eligibility. Parents will need to pay for a child's meal until their application has been returned to the school and approved. Food and Nutrition Services expect payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school Cafeteria Manager.

### **Lunch & Milk Prices\***

Student Meal  
Breakfast - no Charge  
Lunch Paid \$12.50 (weekly) \$2.50 (daily)  
Lunch Reduced \$2.00 (weekly) \$0.40 (daily)  
Extra Milk .65

Adult Meal  
Breakfast \$3.07  
Lunch \$4.81

\*Meal prices are subject to change. Please refer to the District's website for current meal prices. A menu is posted on the school's web-site each month with the meal choices. Students have three different menu choices each day. Parents can pay for school lunches using cash, check (made payable to Woodland Elementary), or online using My School Bucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)).

\*\*Parents are not allowed to bring in lunches from outside sources (ex: McDonald's, Subway, Chick-Fil-A, etc.). Soft drinks are not permitted in the school cafeteria. Students may bring lunch from home or purchase from the cafeteria. Fruit juice or water may be brought from home or purchased in the cafeteria. Parents who choose to bring treats to lunch for their child's class may not share with other classes unless all students are given a treat. ***For safety concerns, we cannot serve or give "homemade" foods, therefore, all food (treats) to be shared with other children must be store bought with visible ingredient labels and individually pre-packaged.***

### **BIKES, SKATEBOARDS, AND HEELYS**

Bikes may be ridden by students and parked in the assigned location if allowed from a designated neighborhood according to GCSO Transportation. Students must place their bikes in a bike rack each day and show respect to others' property. **All children riding bicycles need to wear a helmet. Bikes are not to be ridden on the sidewalks around the school at any time. Heelys and skateboards are not allowed on the school campus.**

### **BIRTHDAYS**

*If you would like to provide food for special occasions (i.e. student birthdays) please check with your child's teacher prior to the event. **For safety concerns, we cannot serve or give "homemade" foods, therefore, all food to be shared with other children must be store bought with a visible ingredient label.***

Any items sent to the school for your child (such as balloons, gifts, or flowers) will be held for your child in the office until dismissal to prevent interruptions in the classroom. Students may not take balloons on the bus because this interferes with the driver's ability to have a clear view. **Invitations to parties outside of school may not be passed out at school.**

### **BOOKBAGS**

Rolling bookbags are allowed at school for students in grades 2-5. A student may be asked to carry the book bag if they are using it for something other than to transport books. (i.e. horseplay). The administration will notify you if this should occur.

### **CARING FOR OUR BUILDING, GROUNDS and SCHOOL PROPERTY**

Woodland's students, staff, parents, and visitors are expected to respect every part of our school at all times. Any person who damages the building, grounds, books, supplies, furniture or equipment will be responsible for paying for the repairs, replacement, or any other charges. The principal will assess any fees that are owed.

### **CELL PHONES**

Students are allowed to keep their cellphones, turned off, in their book bags during the day. Phones that are visible or become a distraction during instructional times will be collected and returned at the end of the school day. Consequences for repeat offenders are at the discretion of administration.

### **CHALLENGE PROGRAM**

Beginning in grade three, the school district provides a program for gifted and talented students to challenge them with rigorous, complex class work and research.

It is a pullout program which third grade students attend 125 minutes per week and students in grades four and five attend for at least 200 minutes per week.

Gifted students demonstrate high performance ability or potential in academic areas. Identification in academic areas will be made using state criteria. Students may qualify automatically with a composite aptitude score in the 96th percentile or higher for their age group. If students do not qualify solely on aptitude, they need to meet criteria in two of three dimensions below.

Dimension A - Reasoning Abilities ( similar aptitude test) Students must score in the 93rd national age percentile or above in one or more of the following areas: verbal, non-verbal, quantitative, or composite.

Dimension B - Academic Achievement (MAP or similar achievement test) Students must score in the 94th national age percentile or above in reading and/or math; students must score an advanced status in reading and/or math on a South Carolina statewide assessment instrument.

Dimension C - Intellectual / Academic Performance Students must earn a qualifying score on a performance task test; students in grade five must have a 3.75 GPA on a 4.0 scale at the end of 5th grade..

All students currently in the program will be continually served, they do not need to requalify each year. If a student withdraws from the program, he/she must meet current criteria to re-qualify. Results of private testing will not be accepted for placing students in the Challenge Program. Any questions regarding Challenge should be referred to the Challenge teacher.

### **CHROMEBOOKS**

Greenville County Schools encourages students to use a variety of technologies to enhance their learning. Each student will receive a Chromebook from Woodland Elementary and understand that the Chromebook is the sole property of Greenville County Schools and Woodland Elementary School. If a student violates any part of the [GCS Responsible Use Policy](#), he/she will be subject to the Chromebook discipline policies of Woodland Elementary.

#### **Chromebook Agreement**

- I understand that I am being issued a Chromebook to enhance my educational experience; and it will be in my possession for use at and away from school.

- I understand that I am responsible for the equipment issued to me and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability.
- I understand there are costs associated with damaging the Chromebook that I am responsible for if my Chromebook is intentionally damaged or accessories are lost.

***Students are responsible for bringing their charged Chromebook to school with them daily along with other instructional supplies. Chromebooks will be returned home with students at the end of the instructional day in order for students to complete assignments.***

### **Leadership**

Each classroom will develop a class mission statement together at the beginning of each school year. Students and teachers will work together to develop and maintain a positive, collaborative and nurturing culture of leadership in the classroom and school. All students will strive to be the best they can be and to develop essential life and leadership skills.

### **CLOSING OF SCHOOL**

The closing of school in extreme weather or emergencies will be announced on all Greenville County radio and television stations during the early morning hours. Greenville County School District will also post school closings using social media sites. If bad weather develops during the day, listen to the radio for information. You may also call 355-0400 for information. Greenville County School website can also be accessed for important information. In addition, you may receive an automated phone message from the school if any changes to the normal school schedule occur during the school day. ***If extreme weather occurs, eLearning will occur that day. Students will be expected to participate in the Google Meets session and complete the assignments to be marked as present for the day.***

**Snow and Ice** \*\*\*Plan A- Woodland will follow the regular schedule.

\*\*\*Plan B- When a decision is made to open school two hours late, bus duty will begin at 9:00 at Woodland. Classes will start at 9:45.

Students not in class at 9:45 will be marked tardy.

\*\*\*Plan C- When a decision is made to close schools for the entire day, students and teachers **will not** report to Woodland and eLearning will be utilized.

### **SCHOOL COUNSELING DEPARTMENT**

Our counselors work closely with the school staff to provide a comprehensive developmental school counseling program. School counselors support the personal, social and emotional development of all students. In addition to classroom lessons, the counselors work with individuals and small groups as well as parents and teachers to best meet the needs of all students. A teacher, parent, or staff member may refer students to the school counselors. The counselor is also available for conferences with parents. To schedule appointments please call 355-0400.

### **CONFERENCES**

Teacher and student-led conferences are held every fall and spring. These are very important and parents are urged to attend. A uniform Parent/Teacher/Student conference outline is used throughout the building. Parents are encouraged to participate in setting goals for their child during conference times. Parents may request a conference at any time by sending a note to the teacher or by emailing or calling the school office. Teachers or parents may also request special conferences as needed. Conferences/appointments with teachers cannot begin until afternoon dismissal has concluded each day at 2:50.

### **DROP-OFF AND DISMISSAL**

#### **Student Arrival Procedures-Front Car Line:**

- Morning drop off begins promptly at 7:00 a.m. in the front car line when a staff member reports to the crosswalk with the stop sign. Please **do not** allow your child to exit the vehicle until you see the person at the crosswalk with the sign.

- Pull all the way down to the end of the sidewalk and follow the guidance from the staff members that are on duty.
- Students should be ready to exit the vehicle independently upon arrival. Please say your good-byes before your child exits the vehicle.
- The school day starts at 7:45. Students who arrive after 7:45 need to be walked in by an adult and will be marked tardy.
- Limit parking in the parking lot and walking your child into the building. Staff members are having difficulty finding parking spaces in the morning. Please utilize the car line.
- If you need to walk your child into the school from the parking lot, please wait for the person at the crosswalk to stop traffic and escort your child all the way across the crosswalk to the front sidewalk.
- Do not pull around cars that are stopped in the right lane to exit.
- Do not move the cones out of the left lane.

#### **Student Arrival Procedures-Bus Car Line:**

- Drivers of cars will not enter the bus entrance until **7:15**. If you arrive early, begin forming a line at the mailbox
- When given the signal from school personnel on duty, drivers of cars will proceed to the sidewalk and unload students to the sidewalk only. Lead cars will pull all the way up to allow for several cars to unload at one time.
- Drivers of cars will consistently yield right of way to buses by stopping away from the curb area to allow buses to park and unload riders onto the sidewalk unobstructed- regardless of the time the bus arrives.
- Drivers of cars will obey all speed limits and safety procedures while on school property.
- Drivers of cars will obey directions from school personnel on duty at all times.
- Access to the bus entrance will end at **7:45 each day and bus entrance doors will be locked**. Students are to be unloaded at the front entrance after 7:45 and escorted by their parents to the main office.
- If you need to drop your child off before 7:20 am you will need to access the front entrance car line.

#### **Student Arrival Procedures - Walkers:**

- **ALL** walker parents must sign a liability waiver if your child will walk to/from school. Please see your child's teacher for a waiver.
- You and your children must use the crosswalk located at the intersection of Suber Rd. and Gibbs Shoals Rd. Please do not cross the street at any other location.
- Students **should not** cross the bus entrance crosswalk without parent supervision.
- Please **wait** for buses and cars to stop before walking across the bus entrance crosswalk.
- **AM Walkers**- A parent or adult chaperone must walk their child/children to the bicycle rack located near the front entrance sidewalk. Students will then walk along the "paws" on the sidewalk to the main entrance.
- Parents **should not** park on the school grounds and walk to the sidewalk. If the walker is transported to or from school by a vehicle, the parent must utilize the car line.

#### **Student Car Dismissal Procedures:**

- Display ALL car numbers in the center of the windshield so that the numbers are clearly visible to staff taking numbers. The numbers are one-sided so please make sure the number is facing out. If the number is not displayed, your child will be recalled.
- Please limit your distractions when you enter the carline. Talking on the phone, texting, reading, and sleeping slows down the process for everyone and can become a safety issue.

- School dismisses at 2:15. In order to utilize our carline and not have a recall, you need to be in the carline by 2:30.
- Pull up behind the car in front of you as close as possible. Please do not leave large gaps between vehicles in the car line.
- Recalls must drive to the flagpole and then exit the vehicle with their child tag number. The tag must be visible to adults supervising dismissal.
- Safety patrol parents will need to park on the grass by 2:40 and be prepared to pull up when a staff member signals them at the end of the last group.

#### **Student Afternoon Walker Procedures:**

- All walker parents will receive an ORANGE car tag used to pick your student up at dismissal.
- A parent or adult chaperone will retrieve their walker student in the grassy area behind the bike rack. Parents must have students' corresponding dismissal number in order to be released (orange dismissal tag).
- Parents and students should utilize the sidewalk in front of the side entrance parking lot when leaving campus.
- Students **should not** cross the bus entrance crosswalk without parent supervision.
- Please **wait** for buses and cars to stop before walking across the bus entrance crosswalk.
- Dismissal begins at 2:15pm. At 2:25 pm your child will be returned to class. After 2:25 pm, walker parents will need to pick up their child by using the carline or come into the front office. Proper identification will be required.

#### **EARLY DISMISSALS**

Students, who need to leave school early, must have a written note from home containing: (form available on our website)

1. the date
2. student's name
3. time of dismissal
4. reason for dismissal
5. name of person picking up student
6. the signature of a parent

**There will be no early dismissals after 1:45 p.m. All adults must show valid identification prior to the release of any student for an early dismissal. Additionally, the adult will sign the daily early dismissal log and the individual student's early dismissal record each time the student leaves school early. Parent requested early dismissals will count against perfect attendance unless a written doctor's excuse is provided. Chronic Early Dismissals without proper documentation will result in forfeiting perfect attendance and will be addressed by school administration.**

#### **EMERGENCIES AND ACCIDENTS**

In case of an accident or emergency, authorized school personnel will give first aid. In all cases of accidents or illness, every effort will be made to contact the parents. If we are unable to reach you, the school will follow the parents' directions on the health card or information sheet. In the event of serious illness or injury; if we are unable to reach the parent/s or emergency contacts, we will call 911.

#### **EXCUSES FROM RECESS OR PHYSICAL EDUCATION**

Sometimes, after serious illness, a parent may wish to have his/her child excused from physical education and/or recess. Please send a note to the teacher stating the reason for the request. If this request is for more than three days, a doctor's statement is needed. Children who are excused from either of these activities will go to another classroom during this time.



## **FIELD TRIPS**

Field trips are planned by the teacher to correlate with the curriculum being taught in the classroom. A parent or legal guardian must complete, sign and return the district field trip permission form in order for a child to participate. Permission will not be accepted over the phone. Students may need to pay a fee to cover the expenses on some trips. Parents may be asked to help supervise students on these trips. **The lottery process will be used to select chaperones who have completed the chaperone lottery form for each field trip. This process applies to all grade levels.** Parents who serve as chaperones are not allowed to bring children on the field trip. The full attention of each chaperone is needed for the safety and well-being of Woodland students. Safety of students is always the concern when students are away from campus. Students who do not obey safety rules or who cannot control themselves will not be allowed to go on field trips unless a parent accompanies the child and pays any associated field trip fees. This information will be given to parents on discipline referrals or during discipline conferences. Adult chaperones are to be obeyed and treated with respect at all times. There cannot be any changes to the individuals serving as chaperones two weeks prior to the trip.

**Chaperone Requirements: 1. Field trip chaperones throughout the district will be required to undergo not just a sex offender check, but also a criminal records check prior to each trip, similar to the pre-employment required for district employees. 2. Staff will be required to check field trip volunteers no earlier than the Monday of the week of the field trip. 3. Any system alerts will be assigned to a district investigator in Information Security for immediate follow up. 4. A dated copy of the Raptor check will be retained with field trip records.**

## **FIRE DRILLS AND OTHER EMERGENCIES**

Fire drills are conducted monthly. Exit routes are posted in each classroom and the teacher explains procedures at the beginning of the year. During fire drills students should exit the building quickly and quietly and must remain with their class. Tornado drills are usually held in the early spring months. Specific directions will be given to each class concerning the proper procedures to follow. Students will follow these directions exactly. **\*\*\*Students are not to talk or play during emergency drills.**

## **GRADING GUIDELINE**

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. In essence, grades should be earned. Parents are encouraged to utilize the Parent Portal to monitor their child's progress. Grades are uploaded weekly. Once an assessment is given, teachers have five school days to enter grades into the grading system. Students receive a letter grade (M/P) in penmanship, music, art or physical education. Students must have all A's and B's to make the Honor Roll.

**Grading Scale:** A (90-100), B (80-89), C (70-79), D (60-69), F (59 and below)

## **INSTRUCTIONAL PROGRAM**

The curriculum at Woodland is a combination of all the experiences a student has while in school. Subject areas that are taught include: Reading, Mathematics, Social Studies, Health, Language, Science, Music, Art, Physical Education, Technology, Character Education, and Penmanship. The School District of Greenville County and The State Department of Education have adopted curriculum standards which teachers follow when planning instruction. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

## **LEADER IN ME**

As a "Leader In Me" Lighthouse school, faculty, staff and students all share in leadership opportunities to develop to their full potential. With a spotlight on self, school and community leadership, Woodland Elementary empowers faculty, staff and students with principles to discover the leader in themselves. The Leader in Me teaches adults and students to foster a culture of leadership for all, by using The 7 Habits.

Habit 1 Be Proactive

Habit 2 Begin With the End in Mind

Habit 3 Put First Things First

Habit 4 Think Win Win

Habit 5 Seek First to Understand Then to Be Understood

Habit 6 Synergize  
Habit 7 Sharpen the Saw  
*Habit 8 Find Your Voice*

### **LOST AND FOUND**

Abandoned articles found on campus will be turned into the “lost and found”. Parents should encourage students to check for missing items often. Due to health and sanitation concerns, items not claimed will be discarded at the end of each month.

### **MEDIA CENTER (LIBRARY)**

The school media center is an important part of Woodland Elementary for both students and teachers. Our media center is open from 7:30-2:15. It is the center for all teaching materials, books, magazines, pamphlets, pictures, filmstrips, recording, software, and other audiovisual aids. It is also the center of our reading program, as it serves as a link between formal reading books and all of the reading materials we use in our everyday lives. It is automated and links us to networked technology in all classrooms. Classes visit the media center weekly. Students are welcome to exchange books or use the media center any time their teacher will allow. Parents are also encouraged to obtain their own library card and to check out books to read to their children. The morning news show originates in the media center and shares the daily announcements and upcoming events with the student body and staff.

### **MEDICATION ADMINISTERED AT SCHOOL**

All medications which include, over the counter (i.e. cough drops, creams, lotions), self administered, non-prescription and prescription medications must be written on a district approved authorization form. All prescription medication must be written by a physician and have a signed parental authorization. All medications must be delivered to the school nurse by a parent, guardian or person over the age of 18. All medications must be in the original, sealed un-opened container. All medication district authorization forms are located on the Greenville County Schools website under Medical Forms.

### **PERMANENT RECORDS**

A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the student’s parents and guardian. Please schedule an appointment with a counselor if you desire to review your child’s permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school. There is a \$5.00 charge for each request. An additional \$0.10 cents per page charge will be applied after fifty pages. Students who have been out of school less than five years must submit a request to the last school attended. A parent or legal guardian may request a copy of their child’s educational records only if that child is under the age of eighteen (18). Payment and photo id must be submitted at the time of request. Records request are typically processed within five (5) working days from the receipt date of completed request form and payment.

### **PLACEMENT OF STUDENTS**

The principal works closely with the classroom teachers, school counselors, and the assistant principals to assign students to a heterogeneous homeroom class. The placement of all students at the beginning of the school year is considered **TENTATIVE until after the 8th day reconciliation**. Changes in school enrollment and test results may necessitate assigning students to different classes, but every effort is made to limit the changes that are made. Teacher Request Letters are no longer accepted. \*Final placement in a classroom is dependent on receipt and review of previous school’s records.

**Final decisions are made by the administration.**

### **PPRA**

Notification of Rights under the Protection of Pupil Rights Amendment-affords parents and eligible students rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. [English](#) [Spanish](#)

### **PROCESSING END OF YEAR RECORDS**

Before a child’s record can be processed for the next school year, the following must be completed:

1. All fees for lost/damaged South Carolina textbooks must be paid in full.
2. All activities, materials, etc. that have not been paid for during the year must be resolved.
3. All borrowed lunch money must be repaid to the cafeteria.
4. All NSF checks and service charges must be cleared.
5. All library books must be paid for or returned.

### **PROMOTION/ RETENTION POLICY**

The Promotion /Retention Policy adopted by the School District of Greenville County assures that students reach minimum academic standards at each grade level before they are promoted. Students must meet the criteria set by the district in order to be promoted.

**Step 1 Parent conferences will be requested to inform parents of the academic concerns about their child.**

**Step 2 Parents will also be notified in writing before there is a possibility that their child may not meet the standards.**

**Step 3 Parent conferences will be scheduled to discuss the academic progress the child has made and share ways parents can help their child at home.**

**Step 4 Retained students must have an academic plan put into place per District Board Policy Rule IHE.**

### **RELATED ARTS PROGRAM**

Art, music, and physical education programs are compulsory and students must attend these classes. Art, music, and physical education teachers will work with each class for a class period each week.

### **REPORT CARDS/PROGRESS REPORTS**

All students will receive a report card each nine weeks. This report will grade children in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, and physical education. If a report is not received, please notify the child's teacher or school office. Students who have failing grades by interim progress report time will receive a progress report. Final report cards will be accessible through the Parent Backpack. Printed final report cards will be provided by request. Parents can access grades at all times through the Parent Backpack.

### **SPECIAL EDUCATION SERVICES**

Special education services are provided to students who qualify according to South Carolina and Federal IDEA criteria. Parents may request a meeting to discuss their child's academic and/or behavioral struggles with a support team of school professionals. However, a child will not automatically qualify based on failing grades or misbehavior.

### **SCHOOL PARTIES**

There will be a limit of 3 adults plus the aide, if applicable, approved to attend and supervise parties in each classroom. Those individuals include the teacher, aide (if applicable) the room mom or her designee, and a parent selected through the same lottery process used each year in our selection of chaperones for field trips. Parents will sign up to have their name placed in the drawing when notified by the classroom teacher. The list of parents selected to attend the parties will be given to the office prior to the day of the party. Approved parents will be required to register at our front desk on the day of the party at the designated time before proceeding to classrooms. Parents/volunteers can still send in goodies and treats, but we can no longer allow the large numbers of parents to 'drop in' and visit classrooms on party days. Approved class parties are the December Winter Party and June End-of-Year Party. Treats or goodie bags may be sent for other events with teacher approval.

### **SPEECH PROGRAM**

Woodland's Speech Language Pathologists serve students with deficits in the following areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Referrals for Speech screenings are completed

by classroom teachers based on specific areas of concern. Parents with concerns regarding their child's speech need to contact the classroom teacher or email the speech language pathologists.

### **STANDARDIZED TESTING PROGRAM**

Woodland Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data are used to identify those areas in which students show academic strengths or weaknesses and to help the school improve its instructional program. Parents will receive a copy of their child's test results. Our school test coordinators are available to answer any questions or provide an explanation about your child's test scores.

### **SUGGESTIONS FOR PARENTS HELPING STUDENTS AT HOME**

#### **Habit 1 - Be Proactive**

- Provide a quiet place and designate a time for students to study without distractions from television, cellphones, and electronics.
- Provide necessary materials such as paper, pencils, pens and notebooks as well as materials for special projects during homework time.
- Have books and reading materials available to support reading at home.

#### **Habit 2 - Begin with the End in Mind**

- Have students explain lessons being studied, thereby increasing their understanding of the material.
- Encourage students to revise work that is not completed neatly and orderly.
- Monitor Parent Backpack regularly for student grades (2nd-5th grades).

#### **Habit 3 - Put First Things First**

- Students should attend their Google Meets daily when eLearning to gain additional clarity on assignments and ask questions.
- Ensure that eLearning assignments for each subject are complete and submitted by midnight on the eLearning day.
- Check with students daily about homework assignments to help them plan for study.

#### **Habit 4 - Think Win-Win**

- Encourage friends and relatives to give educational gifts such as books, magazine subscriptions, educational games and manipulative toys.
- Help students learn to assume responsibility for their assignments and choices. Hold them accountable for what is expected.

#### **Habit 5 - Seek First to Understand Then to be Understood**

- Keep in touch with teachers and counselors about student's progress.
- Be supportive by showing interest in student's work and willingness to provide help when needed.
- Contact the teacher when you have questions or concerns. Expect regular reports of progress.
- Utilize teacher feedback for growth in learning and skills.

#### **Habit 6 - Synergize**

- Review with students any work returned by teachers to help students learn from their errors.
- Assist students in memorization of addition, subtraction, multiplication and division facts at appropriate grade levels.
- Do not hesitate to ask for help or clarification.

#### **Habit 7 - Sharpen the Saw**

- Provide your student with short brain breaks between subjects to regain focus.
- Help build your child's self-esteem and confidence by providing positive reinforcement.
- Assist students in planning appropriate extracurricular activities to develop socially and physically as well as academically.

### **TARDINESS**

School begins promptly at 7:45 a.m. Students should be in their classrooms by this time and ready for instruction. Woodland opens at 7:00 am daily to ensure ample drop-off time. Punctuality is a quality of good citizenship so help your student be on time. If you arrive after 7:45 a.m, please park in the parking lot and walk your student into the office.

### **TEACHERS' WORKROOM, MAILBOX AREA, and BREAKROOM**

The teachers' mailbox area and the break room area are for teacher/staff use only. Additionally, for safety purposes, children **are not** allowed in workroom areas at any time.

### **TELEPHONES**

The telephones in the office are for school business. Therefore, students may use telephones in each classroom when the need arises or in cases of emergency. Parents can call directly into classrooms to leave voicemail messages for the teacher.

### **TEXTBOOKS**

Textbooks are provided to students at the beginning of the school year. If books are lost or damaged, parents must purchase a replacement copy.

### **THREATS**

All threats from students and/or adults will be taken seriously and reported immediately to the proper authorities.

### **TOYS**

Toys, trinkets, gadgets, or any item that distracts children's attention are not allowed at school. They interfere with teaching and learning and can cause disturbances. Teachers have been instructed to collect all items that do come to school. Parents can pick collected items up from the teacher at the end of the school year.

### **TRANSFERS**

When a student moves from Woodland to another school, the parent will need to come into the school office at least one week in advance to complete a transfer form. School records will be forwarded to the new school upon request from the school. All money owed to Woodland is due prior to withdrawal.

### **TRANSPORTATION TO AND FROM SCHOOL**

Parents must inform their children of after school plans (including how they are getting home from school), before students arrive at school each day. **Please notify your child's teacher in writing if there is a transportation change.** Calls to the school office regarding changes in transportation home are limited to emergencies only and should be handled before 1:30 pm to ensure that your child goes home the correct way. We cannot interrupt classes to deliver repeated messages. Thank you for your help and attention to this important matter. Parents are asked to exercise caution and courtesy while driving on school grounds.

### **VISITORS**

All parents/guardians, visitors, volunteers, vendors and District employees who seek permission to enter school premises during the school day or during any school-sanctioned event not open to the general public, including field trips and dances, must be checked against the National Sex Offender Registry by using the electronic Raptor sign-in system. All persons will be required to present photo ID or district to gain entrance into the school. However, individuals working or attending events open to the general public, such as a field day or school carnival, are not required to be checked against the system but are required to sign in at the appropriate stations.

**If a person refuses to have his/her photo identification scanned or does not have a state-issued photo identification, then the individual will not be allowed to enter the school. If he/she is a verified parent/guardian of a student at the school then they 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 and field trip chaperones receive a Volunteer Badge. Parents/Guardians, Visitors and Vendors receive a Visitor Badge. All visitors and volunteers must present a**

**photo ID or district ID and will be checked against the National Sex Offender Registry. All field trip chaperones will require an additional background check. See Field Trip Guidelines for additional information.**

For safety and management reasons, our office staff will greet you as you enter the office, ask you to present current photo identification, and inquire about your destination while in the building. These procedures are for the protection of our children and staff.

#### **Visitors during Instructional Time:**

We are committed to protecting instructional time in our classrooms each day. Since unscheduled visits to the classroom can interrupt the teacher's planned activities and create distractions for children, **parents and visitors are not allowed to visit classrooms unless prior arrangements have been made with the teacher. All conferences must be arranged during non-instructional periods.**

**Visitors during Lunch Time:** Due to our increased student enrollment, our ability to accommodate visitors during lunch periods has become more difficult due to limited seating. In order to stay on schedule, students & teachers will be served & seated first; teachers will then direct visitors to additional available seating provided on the stage. If a parent of a 4th or 5th grade student visits for lunch, the office will call into the classroom for the student to meet the parent in the cafeteria. The student will eat with the parent on the stage and then return to the classroom at the appropriate time. We appreciate your understanding and cooperation.

\*All parents and visitors will join the class at the lunchroom door. When lunch has ended, students will return to the classroom. Parents are asked to end their visit when they exit the cafeteria. \*\*Parents are not allowed to bring in lunches from outside sources (ex: McDonald's, Subway, Chick-Fil-A, etc.). Soft drinks are not permitted in the school cafeteria.

#### **WALKERS**

Parents who would like for their children to walk to/from school will need to contact the school for specific details. Only certain neighborhoods are designated as "walker" friendly according to GCSD Transportation guidelines. Those who walk to school are expected to act responsibly in caring for the property of others and follow all safety rules. We do not provide crossing guards or traffic control personnel on Gibbs Shoals Road. **Please review the expectations for walkers under the Drop Off/Dismissal Procedures section.**

#### **WEEKLY NEWSLETTERS**

Parents will receive from every teacher a report every week giving an academic and behavior report on their child and a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their children's studies. If any parent does not receive a Weekly Newsletter, either by paper or electronically, the parent needs to contact the teacher to determine the issue. Please read every memo for important school information. Teachers in each grade level will notify parents of newsletter/ folder procedures.

#### **LEADERSHIP OPPORTUNITIES**

Woodland Elementary School has many opportunities for students to develop leadership skills as well as participate in extracurricular activities and clubs. In an effort to create fairness for all students, the administrative team has created a list of guidelines for selection and participation in these clubs.

Tour Guides  
Beta Club  
Welcome Leaders  
WES Morning Show  
Library Cadets  
Safety Leaders  
Student Lighthouse

Office Leaders  
Announcement Leaders  
WIG Wagon Leaders  
Flag Patrol  
Birthday Wish Leaders  
**Performance Groups**  
Chorus  
Drum Ensemble  
Various Covey Clubs

**IMPORTANT PHONE NUMBERS**

355-0400 Main Office, Principal, Assistant Principals  
355-0408 Cafeteria  
355-0413 School Counselor-Mrs. All  
355-0404 School Counselor-Ms. McWhorter  
355-0468 ESOL  
355-0467 ESOL  
355-0407 Nurse  
355-0405 Media Center  
355-3100 Greenville County Schools Central Office  
355-7330 Taylors Bus Center

**EQUAL OPPORTUNITY**

No student in the School District of Greenville County 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 as a result of any handicapping condition.



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# Student Handbook

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GREENVILLE COUNTY SCHOOLS HS



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### **Attendance**

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

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.

- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### **Unlawful Absences**

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

### **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6<sup>th</sup> unlawful absence.

### **Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and

will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

### **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

### **Student Behavior Code**

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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

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

## **Levels of offenses**

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

### **Disorderly conduct - Level I**

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

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

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

- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
  - intimidating, threatening, or physically abusing another student
  - any other acts as determined at the school level that are not inconsistent with Board policy

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

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

- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Criminal conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems



Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

**NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.**

**The principals must recommend students for expulsion if they have committed offenses which are underlined above.** If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

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

- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Dress Code**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

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

### **Transportation**

## **Discipline**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level I Consequences**

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level consequence.

## **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

## **Level II Consequences**

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

## **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

### **Discipline of Students with Disabilities**

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

### **Procedures for Transporting 4k, 5k and 1st Grade Students**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:	Back:
Student Name	Student address          unique number
[          ] Student designee name (4th grade or above)	
Route number	

**Parent Responsibilities:**

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident:                  Warning to parent by school with review of future consequences
- Second Incident:              3 days off the bus

- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

## **Anti-Bullying and Safe Schools**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

### **Reporting Bullying, Harassment & Discrimination**

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

## **Investigation**

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

## **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is [Section504@greenville.k12.sc.us](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto:TitleVI@greenville.k12.sc.us). Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

## **Title IX Complaints (Sex-Based Discrimination/Harassment)**



The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

### **Reporting**

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school’s administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

### **Investigation**

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

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

Additional information pertaining to Title IX, including contact information for the District’s Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **Homework**

When homework is given, assignments shall reflect the following guidelines:

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

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

## **Uniform Grading Scale**

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

**The SC Grading Scale is as follows:**

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

Link to: [SC Uniform Grading Scale](#)

**PreKindergarten**

<ul style="list-style-type: none"><li>· Personal and social growth</li><li>· Approaches to learning</li><li>· Physical development and health</li><li>· Language arts and literacy</li><li>· Mathematics</li></ul>	<ul style="list-style-type: none"><li>+ Exceeds standard</li><li>= Meets standard</li><li># Making Sufficient Progress</li><li>- Not Yet making Progress</li><li>Blank-Not taught or assessed</li></ul>
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**Kindergarten and First Grade**

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

**Academic Skills Indicators:**

Reading	M=The student consistently meets or exceeds end-of-year expectations for this standard
Writing and Language	
Communication	P=The student shows expected growth/progress in meeting this end-of-year standard
Science	
Mathematics	B=The student is beginning to progress toward meeting this end-of-year standard
Social Studies	N=The student needs intensive support at school and home to develop this end-of-year standard

	<i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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**Successful Learner Characteristics:**

<p>Interacts positively with adults and peers</p> <p>Shows initiative and eagerness to learn</p> <p>Participates and works well in a variety of settings (whole class, small groups, independently)</p> <p>Demonstrates organizational skills</p> <p>Sustains attention in a variety of settings</p> <p>Demonstrates perseverance in various tasks/situations</p> <p>Follows multiple-step directions</p>	<p>4=The student consistently demonstrates the characteristics</p> <p>3=The student demonstrates the characteristics most of the time</p> <p>2=The student demonstrates the characteristics some of the time</p> <p>1=The characteristic is not yet evident</p>
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**Related Arts Indicators:**

Art	M=Meets related arts standards
Music	P=making progress towards related arts standards
Physical Education	

**2<sup>nd</sup>-12<sup>th</sup> Grade**

The following grade scale will be applied to students in grades 2-12.

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

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

**Grading Floors**

· **Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

· **Middle School Students (Grades 6-8)**

A floor of 50 will be applied to all grades for middle school students (6-8)

· **High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

### **Directory Information**

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In

contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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

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

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

## **Student Use of Technology**



Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

### **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>