

Student Handbook 2025-2026

Make Learning Magical!!!!

GREENVILLE COUNTY SCHOOLS

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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 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents 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 11th 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 6th 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 10th 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 and 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

• Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed

Kindergarten and First Grade

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

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of-year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard *If left blank, this standard was not addressed or assessed during this reporting period*

Successful Learner Characteristics:

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

Related Arts Indicators:

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

2nd-12th 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, and the District in accordance with applicable law may monitor all school technology. 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

Welcome to Crestview Elementary

We are very happy to have you and your family as a part of our school! The teachers and staff members are dedicated, caring professionals who are committed to meeting the needs of all students. We strive to provide a warm, nurturing environment where students feel safe, secure and enjoy learning.
This handbook has been prepared so that we may bring about a better understanding between our school, parents and students. You are encouraged to read it carefully and refer to it throughout the year. Much of this handbook should be read and discussed with your child. This handbook is a brief overview of school and district policies. Not all policies can be included, but can be found on the district's website. If you have questions, please do not hesitate to contact the school.

"WE ARE CRESTVIEW, Community Pride, Academic Excellence", continues to be the foundation from which all decisions are made. On behalf of the faculty and staff, I would like to extend to you an invitation to become involved in your child's education. With all of us working together, Crestview can continue to be a school of excellence.

David Langston, Principal

Crestview Elementary Mission Statement

Our mission is to partner with students, family, and community to ensure that all children succeed in a safe, nurturing, and academically challenging environment.

Crestview's vision is ...

- To develop a learning community of caring individuals and lifelong learners. We will provide:
- A safe and caring environment that respects the dignity of all and ensures that no student "falls through the cracks"
- Students the tools to become responsible citizens and the skills needed to become anything they want to be
- Research based strategies to help all students meet or exceed student learning standards
- Staff who are highly qualified, focused, visionaries, collaborative, and accountable for student success
- Celebrations and encouragement of excellence and quality achievement on the parts of teachers and students

SCHOOL HOURS

7:45 – 2:15
(Office Hours – 7:00 – 3:30)
(After School Care 2:15 – 6:00)
(No students dropped off prior to 7:05)

7:05 Building opens to all students

7:05 – 7:40 Breakfast served in the cafeteria.

7:45 School begins

All students who enter the **classroom** after 7:45 will be counted tardy and a call home from the district system will be made to the parent/guardian.

Due to safety considerations and lack of adult supervision, students are not permitted on campus prior to 7:05 am or after school hours without parental supervision.

School Colors - Black & Gold.
School Mascot - The Stingers

Administration and Office Staff

Mr. David Langston, Principal
Carla Davis, Assistant Principal
Jonee' Dixon, Administrative Assistant
Mrs. Shameka Norman, Secretary

Mrs. Christa Tate, Attendance Clerk

Paula Herring, Office Clerk

Telephone

Our office phone number is 864-355-2600 and the fax number is 864-355-2613. Your child's teacher will have his/her own number that goes directly to a phone in his/her classroom. To protect instructional time, all phones go directly to voicemail. If you wish to speak with a teacher by phone, please leave a message at that number and your call will be returned within 24 hours.

Placement of Students

The principal is responsible for the placement of students in a classroom. Several factors are taken into consideration when placing students in classes. A balance of size, gender, ethnicity, and academic ability are carefully considered for each class and grade level. For this reason, it is not possible to honor any requests for specific teachers. All concerns or discussions regarding student placement need to be directed to the principal.

Pupil Personnel Services

Crestview Elementary provides the services of a school nurse, counselor, speech therapist, gifted and talented teacher, and teachers trained in learning disabilities. Parents and/or teachers may request additional information about student services through the guidance counselor or principal.

School Counseling Program

Counseling is an integral part of our school's total education program. It includes classroom guidance activities for kindergarten through 5th grade. Activities are organized and implemented by a certified, professional school counselor with the active involvement and support of parents, students, teachers, and administrators.

The program is designed to address the needs of all students by removing barriers to learning and focusing on personal/social development, academic development, and career development. Our counselors also assist students in learning the skills and attitudes necessary to be successful learners. Emphasis is placed on the classroom being the students' first workplace and that communication, decision-making, interpersonal and career awareness skills are important to their success.

Fostering excellence by helping all students' reach their potential is the major goal and is achieved by offering a comprehensive guidance program consisting of four components:

- Classroom presentations and large group activities
- Individual student planning for academic success
- Individual and small group counseling and consultation
- Management of activities to support the guidance program and other school programs

Health Room Policy and Procedures

Medication Policy

All prescription and over-the-counter medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult in its original container. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips. **For confidentiality reasons, visitors are not permitted in the health room.**

NO medications (including over the counter medicines) will be accepted into the health room without proper paperwork from a licensed physician.

Health room policy

Before any medications are given to students, a physician's authorization must be turned into the health room. No Medicines will be accepted unless the following forms are completed and a Parent brings the medicine to the health room in its ***original container***.

- Parents are required to bring prescription medication to school and provide FORM MED-1 before any prescription medication may be left at the school.
- If your child must self-administer medication at school, FORM MED-2 is required BEFORE medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using FORM MED-3.

All Health Services procedures and guidelines and these forms are available on the district's website.

Contacting Parents

We make every effort to contact parents when a child enters the health room. The school nurse must make some judgment calls if there are multiple students in the health room at one time. If your child comes to the Health Room and is required to go home (fever over 100°, vomiting, etc) we must contact a parent or legal guardian. We cannot send a student home

with anyone until a parent has been notified. This is why it is so very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called if we cannot reach a parent first. Please understand that this is for your child's protection. ***Children must be fever free without the use of medication and/or vomit free for 24 hours before returning to school. If you suspect your child to be sick, please err on the side of caution and keep them home to protect other children from getting sick.***

Head Lice – Crestview Elementary has a NO NIT policy. If a child is sent to the health room and either live lice or nits are found, a parent will be contacted to come and pick up the student to be treated at home. Class head checks are at the Principal's discretion. Every effort will be made to minimize the impact of a confirmed case on the rest of the class. Random class checks will not be performed. Parents can help prevent the spread of lice by completing frequent head checks on their child at home and helping their child understand that sharing items such as hats, combs/brushes, hair ties, etc. can spread lice from person to person. If a student is sent home due to lice (live or nits), they are required to be brought to the nurse the following morning for a second check.

Voluntary 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 in the following attachments. **LINK TO SCHOOL INSURANACE**.

Student Emergency Information Form

Emergency Information sheets need to be completed by a parent. This is very important. A hard copy will also be given at our Meet the Teacher event. This will be the only way we have to reach you in case of an emergency at school. If at any time ANY of this information should change please notify the school nurse and/or office staff immediately.

State Immunization Requirements

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. If your child does not have a valid certificate, take his/her shot records to your physician or the county Health Department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

Grading Scale

The following guidelines are recommended for the assignment of grades in elementary grades 2-5:

A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
U – below 60

Homework/Class Work

Homework is an integral part of the instructional program. It may consist of activities such as required reading, mathematics practice, projects, collecting materials for classroom projects, or completing work begun in the classroom. Homework is designed to reinforce concepts learned during the school day. Any questions regarding homework should be directed to the classroom teacher.

Backpack for Parents

All parents are encouraged to sign up for Parent Backpack. This allows you to receive school and district information directly to your email and/or phone, check your child's attendance and grades, update contact information and address. Here is a LINK that shows how to sign up for Parent Backpack.

Policies and Procedures

Attendance

Attendance is one of the biggest factors for success in school. At Crestview we believe that good attendance can greatly enhance a child's education. All students are expected to be in attendance each day unless they are ill. A written parent or doctor's note stating the reason for the absence is required to excuse an absence. Questions about what absences will be excused with parents notes should be directed to the attendance clerk or administration. The note should be given to the homeroom teacher when the student returns to school. The written excuse will be forwarded to the office. Check with your child's teacher for making up missed assignments. **To be considered present, a student must have attended the equivalent of half a regular school day (3.5 hours).**

If a student has three (3) consecutive unexcused absences or a total of five (5) unexcused absences the student is truant by state law and must be given a disciplinary referral prior to a referral to family court for the parent.

In accordance with the South Carolina Attendance Regulations, a student cannot exceed 10 unexcused absences and receive credit for the school year. This includes medical notes, parent notes, and unexcused absences. If your child is out 10 days, the eleventh and successive days MUST be excused by a doctor's note. As required, letters and/or phone calls are sent home to remind you of absences. Please review attendance guidelines carefully as listed in the Greenville County School District Parent Express Handbook or the district website. After 10 consecutive unexcused absences, your child will be withdrawn from school and would require you to re-register prior to returning.

Tardies

Some of the most important instruction and procedures occur right at the beginning of the day. Arriving at school can set the tone for the entire day. It is very important that students arrive on time each day prepared to learn. The tardy bell rings at 7:45. Any student entering the classroom after that time will be marked tardy. Parent notes do not excuse tardies. A valid reason for being late must be presented to be excused (example – student had a morning doctor or dentist appointment, etc.).

Payments to the School

ALL parents are STRONGLY encouraged to pay for field trips, lunch items, Busy Bee after school, library fines or any other school fees using our **MYSCHOOLBUCKS** online payment program. This will give you an electronic record of your payments and ensure that you have control over where the money goes. PTA is not a part of this system and set their own policies. This is a much safer and more efficient way of paying for any school related items. It also takes the responsibility off of your elementary child to keep track of what could potentially be large sums of money. The link can be found on the front page of our website.

Personal Electronic Devices (cell phones/smart watches/etc)

All students are expected and required to follow all Acceptable Use Policies with regards to electronic devices. Personal electronic devices are not permitted to be used during the school day for any reason (this includes texting from a smart watch). Any student caught breaking this policy will be referred to administration for disciplinary action according to our district code of conduct. No personal electronic devices are allowed in the classroom during state testing. Please leave these at home during this time.

Personalized Learning Devices

All students will be issued a district Chromebook to use during the school year. Students will use these devices for required assignments and tests. These devices will not be taken home daily as in years past. These devices will only be taken home in the event of inclement weather or other events requiring us to move to an E-learning platform. More information on our acceptable use policy will be given to all students and parents at the beginning of the year.

Dress Code

Crestview follows all district policies regarding dress code which is addressed in the district portion of this handbook.

Lunch and Breakfast Program

*All Greenville County Schools participate in the Universal Breakfast and Lunch Program. This allows ALL Crestview students to enjoy a breakfast and lunch at the school free of charge.

All students who would normally qualify for the federal Free or Reduced meal program still need to apply annually. The fastest way to apply for F/R lunch status is through the website. You can access the link HERE.

Crestview's food service manager and staff provide nourishing, well-balanced lunches for students, visitors, and staff. They are dedicated to quality and service. Students are given a choice of different menus. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. **They may not, however, bring carbonated drinks.**

A student may pay in advance any amount for "extras". That amount is placed in his/her lunch account. Parents will be contacted by note and/or telephone call to remind them of any money needed for their child. Students may also pay by

the day. Please send all lunch money in a sealed envelope with the child's full name on the outside. Students are not permitted to buy special sales items if they owe any money to the cafeteria. You may now also put money into your child's account online. Please see the cafeteria manager or front office for further details.

Microwaves and refrigerators are reserved for our faculty and staff members **only**. Please do not send items that need to be kept cold or heated up as this is not allowed for our students.

Transportation

Bus Riders

Children living one and one-half miles or more from the school are invited to use the school bus transportation as a means of traveling to and from school. A complete schedule is available from the District Bus Office at 355-7330.

Students are provided bus services based on their home address. Students eligible to ride the bus should ride only their assigned bus to and from school.

Crestview Rules for Safe Bus Riding

- Obey and cooperate with the bus driver. If seats are assigned, sit in your assigned seat.
- Be seated immediately after boarding. Remain seated while the bus is in motion.
- Talk quietly and politely to the students sitting beside you. Maintain classroom conduct on the bus. The bus is an extension of our school.
- Keep books, packages, coats, and other objects in your lap.
- Keep feet, arms, and belongings out of the aisle.
- Help keep the buses clean by picking up any trash that is dropped.
- Do not bring food, gum or drinks on the bus.
- Do not bring any object prohibited by District policy, large objects, or anything that may endanger the lives of others on the bus.
- Be on time at your designated bus stop. Buses are unable to wait for late children.
- More information regarding our bus guidelines will be sent home with all students riding the bus.

All students in grade K4, K5 and 1st are required to have an authorized designee pick them up at the bus stop each afternoon. Designees will be given a numbered tag to show the driver or you may use the electronic tag found in your PARENT BACKPACK account. Students that do not have an authorized designee waiting at the bus stop will be brought back to school. If you have a Kindergarten or first grade student that has a fourth or fifth grade sibling, they may be the designee and get them off the bus for you. Each time your child is returned for a lack of a designee, school district policy is that the child will be removed from the bus for increasing periods of time. Please make sure that a designee is waiting at the stop at least five minutes before scheduled time.

If you have questions or concerns about the bus routes, pick-up time, late buses, etc., please call the School District Bus Office at 355-7330. Concerns about student conduct on the bus should be referred to the Assistant Principal at 355-2600. Further information will be sent home with students regarding bus rules and procedures on the first day of school.

Car Riders

For the safety and welfare of our children, parents are to follow these procedures:

- Drive around the traffic circle to drop off and pick up your child. The child must exit from the **passenger side of the car**.
- The parking lot is for faculty, staff and parents with valid school business. **No student may be dropped off in the parking lot.** Drivers caught dropping off in the lot will be placed on trespass notice which means you will no longer be allowed on any Greenville County Schools campus for any events.
- During afternoon pick-up, drivers should prominently display the current tag with their child's number. Each car tag will be dated for that school year only and may not be used in future years.

  Drivers without a proper car tag will be required to come into the building, present their photo ID where you will wait for your child. Please do not park and bring your car tag in to avoid the car line. This slows the process and creates extra work for the office staff.
- Please refrain from parking in designated Handicapped spaces. We have many parents and visitors that require these spaces.
- For safety reasons, we are a NO CELL PHONE zone, please do not use your cell phone while in the car line.

Children riding in cars will be dismissed at 2:15 p.m. and will wait in their designated area until their assigned number is announced. Drivers are cautioned to drive slowly in front of the school following the directions of the faculty, staff and Crestview Safety Patrols. Children should listen for their assigned numbers so drivers won't hold up traffic. If a child misses his/her assigned number as it is announced, drivers are asked to park in the parking lot and report to the office to follow sign out procedures so as not to hold up traffic.

No child will be allowed into a vehicle without the designated car tag properly displayed in the window. **Please keep this visible until your child is in the car.** Additional tags may be purchased from the office for a fee of $2.00.

For the protection and safety of each child, ***no child will be allowed to walk through the parking lot to get into a car unless accompanied by a parent.***

Additionally, the homeroom teacher should be notified ***in writing*** *of* any change in transportation on a given day. **For safety reasons, *no changes* in transportation will be taken over the phone as we can not guarantee the identification of the person making the call. In emergency situations, the principal or assistant principal is the only one authorized to take these changes over the phone.**

Parents picking up car riders should plan to arrive on the campus *no later than 2:30 p.m.* We request that parents respect teachers' time by being on time to pick up their children. Parents that do not arrive to pick up their child by 2:45 will be required to come into the building to sign their child out.

Walkers/Bike Riders

Children who walk home or ride their bikes are dismissed at 2:15 p.m. All walkers will be required to submit an application to ensure you meet the qualifications. Students will be escorted under adult supervision to the crossing guard. A Greenville County Sheriff Crossing Guard is on duty from 7:15 a.m. to 7:45 a.m. and from 2:15 p.m. to 2:30 p.m. to direct the students when crossing the street. Students are never to cross the street alone. Bike racks are available. The school is not responsible for a student's bike. It is recommended to use a lock. Bikes must be walked while on campus.

Please do not park across the street to pick up your child. This is an extremely unsafe practice as we can not monitor whose car a student gets into once they leave campus. Parking in a subdivision is also unsafe and bothersome to the residents that live there. Please respect these residents and pick up your child through the car line. Parents must apply for their child to be a walker. If you live on a safe route that is less than 1.5 miles from the school, your application will be approved. No child will be allowed to walk home without an approved walker tag. **ALL kindergarten (K4 and K5) and First grade walkers must be picked up by a parent or designee with a Greenville County approved parent tag (this will be the same as the car tag). Parents will meet the teacher at the end of the sidewalk on school property, show the tag to the teacher on duty to get their child.**

Late Policy for Car Riders & Day Cares

We request that parents and parent designees respect time set aside for teachers to plan instruction at the end of the day. Please be on time to pick up your children. Parents that consistently pick up their children late will be required to have a conference with the administration. Any student not picked up by 2:45 pm will be brought to the front office and parents will be required to come in and sign them out. Make sure to bring in your valid photo ID.

Early Dismissal

We must ensure that classrooms are not interrupted during the instructional day. Therefore, when possible, ***if your child is to leave early, you should send a note to your child's teacher the morning of early dismissal. The note must state the reason for, and specify the time of the early dismissal. No early dismissals after 1:50 will be granted.***

We request that appointments and vacations be scheduled so that school attendance is not affected. Except for an emergency **all early dismissals must be before 1:50.** This is a critical time in the day for students to review and finish last minute activities and gather their materials they will need for homework and other activities. Please help us to make every teaching and learning minute "count". Any dismissal after 1:50 must be approved by the administration.

For the safety and security of your children, no invitations to birthday parties are to be delivered to students at the school.

School Closing

Closing of school due to extremely bad weather or a severe emergency will be announced on major local radio stations. For early morning closings, please, call 355-3100, log on to the district website, or tune in to local radio or television stations. It is important to keep school lines open for those directing the emergency, so we ask parents not to call directly in to the school.

School Check In System

Crestview is using the Raptor System for visitors/volunteers. The attendance clerk or designee will check you in.

All volunteers and visitors will sign in to get a printed badge. (Do not forget to sign out when you leave). You must have a badge to visit any place in the school. **You must have your state issued ID to use this system.**

Visitors/Volunteers

Parents and friends are welcome and encouraged to visit our school for conferences or as a volunteer. To avoid visiting during a test or other inappropriate times, please arrange a time and date with your child's teacher **in advance**. To protect instructional time, parents are not allowed to have drop in visits to their child's classroom during the school day. Only approved level II volunteers will be allowed to the classroom. The attendance clerk will have a pre-approved list of parents scheduled to volunteer or for conferences. Students are not to bring visitors to school without the prior consent of the principal. ***We require that any visitor to Crestview report to the office, use the Raptor computer to sign in, and obtain a visitor's badge before going to any area of the building.*** This requirement is made as part of an effort to assure the safety of our children as well as avoid any unnecessary interruption in the instructional program. **ALL VISITORS/VOLUNTEERS MUST REPORT TO THE FRONT OFFICE TO SIGN IN *AND* OUT. In accordance with state and district policy, all visitors will be escorted to and from their designated location.** For confidentiality reasons, we do not allow parents or family members to come in and observe a class. **To protect instructional time, parents will not be able to walk their child to class after the first day of school.**

The Importance of Volunteering

Crestview is fortunate to have wonderful faculty and staff, but even great teachers need volunteers to help them provide the best possible education for your children. We hope you will find some time during the year to volunteer at Crestview. We understand how busy you may be, so we will find a volunteer opportunity that will fit into your schedule. We need people willing to bake cookies, work on a one time project, help on a committee, be room parent, work the copy machine or spend 30 minutes a week tutoring reading or math. The list goes on and on!

What to Do When You Arrive

When you come in to volunteer in the school, you must report to the front office as soon as you enter the building, sign in through the Hall Pass computer and receive a computer generated volunteer tag.

Why Do I Need To Sign In When I Volunteer?

It is important to keep track of your volunteer hours as they have an impact on grants and awards that Crestview can win. Just about everything you do for school that you are not paid for -baking cookies (including the time to get the ingredients), reading to a class, cutting out shapes for a teacher, working at the school festival, etc., count toward your volunteer hours.

Volunteering on Field Trips

Here are the guidelines for volunteering to be a chaperone on a field trip:

1. You MUST be an approved Level II volunteer.
2. You must have your ID scanned the Monday prior to each trip you are attending. This can be done in the front office.
3. You must ride the bus with the students. For security reasons, parents may not meet the students at the designated location of the trip.
4. For safety reasons, only official chaperones may be with the students during the trip.
5. No students will be allowed to get an early dismissal while on the trip.
6. Due to space limitations on the bus and the places visited, teachers will develop a lottery to select chaperones for each trip. This will be done far enough in advance to allow parents to arrange time off work if necessary.

May I Volunteer to Work from Home?

Our teachers are more than willing to accept any type of help from volunteers. Volunteering to work at home can be recorded on a volunteer sheet, obtainable from the office or PTA room. These sheets should be turned in monthly to be tallied along with the in-school hours.

How May I Volunteer for Specific Needs?

Complete a volunteer interest form that you receive at Open House. Contact your child's teacher or the current PTA president.

Who May Volunteer?

A volunteer can be a parent, grandparent, friend, high school student where volunteer hours are required or others as needed. We welcome anyone who would like to work with the young people at Crestview, so if you know of an interested grandparent or friend, please let the PTA know and we will contact them. Finally, don't hesitate to call us if you have any questions or problems. We look forward to having you join the volunteers at Crestview! You must use your state issued ID to register with the School Check In system and be cleared prior to becoming a school volunteer.

Become a Business Partner

Crestview values its business partners. In addition to their financial support of our school programs, we utilize the knowledge and expertise of these companies and individuals. Our business partners understand that it takes the whole "village" to raise a child. Business Partners will be recognized in our school newsletter throughout the year.

Check out our Website
You can now visit our website at
www.greenville.k12.sc.us/crestv/ .

Attend PTA meetings, volunteer to serve on committees, attend parenting workshops

The Crestview Elementary PTA is an active group of parents, teachers, and community friends who work hard throughout the year to provide support for our school and its programs. Our PTA enjoys great support from our school community. Volunteering, visiting your child's classroom, eating lunch at school, and attending parent-teacher conferences will ensure that you are informed about what's happening at your child's school. Our open door policy means we want you at school!

Join the PTA!
Contact the PTA to find out about the many different opportunities there are to assist the school.

Crestview Elementary PTA sponsors many activities for students and parents. Research has shown that students whose parents are actively involved in their child's education are more successful in school. Please support the Crestview PTA by joining during Open House. Our PTA unit receives recognition for the number of members we have. Our goal is 100% participation from all of our parents and teachers.

Membership Dues* - $ 5.00 per person Activities that the Crestview PTA supports during the year include the following:

- Artist in Residence

- Awards Programs
- Back Pack Buddies program
- Beautification of Grounds
- Birthday Club
- Book Swap
- Character Education
- Classroom Assistance to Teachers
- Father's Breakfast
- Family Reading Time
- Field Day
- Health room Support
- Hospitality/Teacher Appreciation
- Media Center and classroom support/supplies
- Meet the Teacher Night
- Mother's Breakfast
- Open House
- Playground Improvement
- PTA Newsletter
- Reflections Cultural Arts Program
- Festivals
- Tutoring
- Volunteer Orientation/Coffee
- Workshops for parents

*subject to change per PTA guidelines

School Improvement Council (SIC) The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. This committee includes teachers, parents, and community members. Unlike PTA and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina (now more than 1100). SICs play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school. The SIC meets monthly. The members of the SIC are voted on yearly at the beginning of each school