



# Handbook Highlights

2025 – 2026 Summit Drive Elementary

- The school requires signed notes from parents or guardians for explanation of the following: Absence/Tardiness/Early Dismissal/ Change in the way a child is going home/ Permission to go home with another student (\*If riding the bus, students must already ride the same bus route). A signed parent/guardian note or medical excuse must be given to the office any time your child is absent.  
**\*Parent notes must be submitted within THREE days of absence.\***
- The front entrance where car riders enter the building closes at 7:45 a.m. Even if a parent/guardian is in the line, students are considered tardy if they aren't in the building when the bell rings. A parent/guardian must come into the front office and sign the student in.
- Any changes in afternoon transportation must be submitted in writing prior to 10:00 a.m., and signed by the parent/guardian. **Emails or phone calls cannot be accepted.**
- Per Greenville County School District (GCSD) policy, early dismissals must be before 1:45 p.m.
- During daily dismissal, all parents/guardians who come to the office must remain outside until 2:45 pm.
- Parents/guardians, please notify daycares of early dismissals and absences.
- After afternoon dismissal, no students are allowed back into classrooms to retrieve anything they have forgotten after they have left the building.
- Dress Code: Proper shoes or sandals with straps must be worn at all times. Flip flops and slides are not permitted. All shirts/dresses must have straps at least one inch wide.
- Money is receipted by teachers first thing in the morning. All money must be turned in to teachers by 7:45 a.m. The office cannot accept any money. Please send the correct change or check when paying for school fees, field trips, etc.
- According to healthy school guidelines, no restaurant/fast food/food **delivery** of any kind is allowed – healthy or not. We encourage healthy choices for birthday treats such as yogurt, goldfish, pretzels, or fruit popsicles. **Treats must be individually packaged by the manufacturer.** All birthday treats are served at lunch.

- **Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's backpack while on school grounds.**

- To protect instructional time, the only forgotten items that can be brought in are glasses, hearing aids, Chromebooks, lunchboxes and backpacks.

- Forgotten lunches and water bottles will be placed on a designated table. Students can pick them up on their way to lunch.

- Water bottles are to be stored in homeroom classrooms. Water bottles are permitted in the following areas: homeroom classrooms, lunchroom, and playgrounds. Water bottles are to be stored in students' backpacks during dismissal.

- Per GCSD policy, school personnel are not allowed to touch birthday party invitations. A student can distribute invitations if all students in the class are invited.