



ELEMENTARY AND MIDDLE 2025-26

# STUDENT HANDBOOK



GREENVILLE COUNTY  
**SCHOOL**

**Inspire** | **Support** | **Prepare**

301E. CAMPERDOWN WAY | GREENVILLE, SOUTH CAROLINA  
29601

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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 three (3) 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 three (3) 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 three (3) 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. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful 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 unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. 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.

### **Student Arrival and Dismissal**

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

### **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. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, and working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 7:45 a.m. and ends at 2:15 p.m. for elementary schools and 8:30 a.m. to 3:15 p.m. for middle schools. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code ([Policy JCDA](#)) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

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's food service program)
- 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 parameters 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.
- Hoods, 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. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1<sup>st</sup> Offense: Warning/Parent Contact



- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Referral for Additional Discipline

## **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 II 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:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique 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](#), [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 & Investigation**

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.

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 under [Title IX](#) on the District's website.

## **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

### [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 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  <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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### 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
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### Related Arts Indicators:

Art Mus ic Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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## 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, 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, student email address, 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 law 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.

### **[Insurance](#)**

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

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

As the parent or guardian 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 EFE](#) 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 the District's [website](#).



# **Tigerville Student/Parent Handbook**

**“Where every child belongs, learns, and grows”**



Principal: Amy Kern  
Assistant Principal: Jessie Owings  
25 Tigerville Elementary School Road  
Taylors, SC 29687  
(864) 355-4600  
Fax (846) 355-4646



## **MISSION**

***Tigerville Elementary nurtures the whole child in a close-knit, welcoming community. We partner with families to build a strong academic foundation and foster social, emotional, and intellectual growth for all learners.***

## **VISION**

***Tigerville Elementary envisions students who grow into compassionate leaders, critical thinkers, and inclusive collaborators. They will form lasting relationships and contribute to their communities with integrity, purpose, and a commitment to serving others.***

### Daily Schedules

<b>7:10-3:45</b>	<b>Office Hours</b> - Someone will be available to assist parents and/or students.
7:10	Earliest time that carriers may enter the building
7:10-7:35	Children can report to the cafeteria to eat breakfast. Students grades K-2 will report to their Hallways. Students Grades 3-5 will report to the gym until they are dismissed to classrooms.
7:45	At 7:45 students will enter their classrooms. At 7:46, students are tardy and will need to receive a tardy slip before going to class.
7:45	Announcements and *Moment of Silence*(as required by S.C. State Law)
2:15	Dismissal of ALL students (bus riders/daycare/walkers/car riders)

\*SC state law mandates that all schools provide a minute of mandatory silence at the start of each day.\*

***\* Prior to 7:10 AM, NO carriers will be permitted in the building \****  
***Students must remain with parents in their car until the front doors open at 7:10 AM.***  
***At 7:10 AM, staff members are on duty and ready to supervise.***

### Instructional Program

The curriculum at Tigerville is a combination of all the experiences a student has while in school. Subject areas which are taught include: Reading, Social Studies, Spelling, Handwriting, Math, Health, Language Arts, Science, Music, Art, Physical Education, Guidance, STEM, and Technology. 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 students who qualify.

### Student Placement

Classroom teachers and administration work collaboratively to carefully consider the placement of all students. We do not accept specific teacher requests for student placement. While we are unable to accept teacher requests, you can provide specific information that will help us make placement decisions in regards to your child. Statements describing your child's learning needs, preferred teaching style, family situations, or other learning issues are most helpful. In addition, if you have information that is unique to your child or circumstances influencing your child's learning that you wish for us to consider, please include that information. You can email this information to the administration.

### Grading Guidelines

The district's guidelines will be followed in all elementary schools in Greenville County. The 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. The lowest grade reported for the quarter, semester, and final grade on the report card will be no lower than a 50. Please contact your child's teacher if you have any questions regarding grades.

### Progress Report and Report Cards

Parents may monitor their student's grades and progress through [Parent Backpack](#). Report Cards will be uploaded via backpack every quarter. Progress reports will only be sent for students who are considered "at risk." "At risk" is defined as a student with a D or F in one or more subject areas.

### Homework

Tigerville will assign homework throughout the week. As new material is being taught in the classroom, it is beneficial for a child to have the opportunity for extra practice at home on a particular concept.

### Reading Expectations

At Tigerville, we expect every child to read a minimum of 20 minutes nightly. Reading is the foundation of learning.

### Attendance

Students must present a written excuse, signed by a parent/legal guardian or a medical professional, for all absences within 3 days of the student's return to school. The written excuse should include the reason for and the date of absence. Without a valid written excuse, the absence will be recorded as unlawful. Absences in excess of 10 days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or approved by the principal.

### **Tardiness**

**School begins at 7:45 AM.** Students will be marked tardy at 7:46 AM. Students who come late must receive a tardy pass from the front office prior to going to class. Instruction begins at 7:45; therefore, it is imperative that you make every effort to have your child at school on time. Students must be in attendance for 3 hours of the school day to be counted present.

### **Early Dismissals**

If a parent must pick up a child from school early, parents must send a note to the teacher in the morning stating the reason and time for the early dismissal. Valid reasons for early dismissal include a doctor or dentist appointment, or a death in the family. **In an effort to ensure safety for all students, please refrain from coming into the office to pick students after 2:00 pm.** Be sure to bring a valid, government-issued photo ID or the current year's school issued dismissal card for identification. Pictures of car tags will not be accepted. **Only authorized adults listed on backpack may sign out a child.**

### **AM Car Line Procedures-7:10-7:45**

In an effort to maintain a safe environment for our students please adhere to the following procedures and practices:

- Use the carline to drop your student(s) off at school.
- Do not drop your students off in the school's parking lot.
- Please pull all the way down in order to maximize the number of cars in the unloading zone at a time.
- All students should exit the car on the right side
- . Have your student prepared to exit the car when you reach the sidewalk area for unloading.
- Do not pull out of line after your student has unloaded – stay in line.

Please note: Parents are allowed to walk their student to class on the first day of school only. Beginning on the second day and ongoing, students are expected to walk themselves to class each day.

### **PM Car Dismissal-2:15**

The safety of your child is our utmost concern. **Upon entering the school car loop, please note that it is a no phone zone!** For the safety of everyone, once the dismissal process begins, parents/visitors will wait until dismissal has concluded before entering the front office. Please note that all staff members are involved in our dismissal procedures. All students must enter their vehicles on the passenger side. Parents should remain in their vehicles at all times. A safety patrol and/or a staff member can assist opening a car door if needed.

- Parents with students in grades K4-1st will pull into the right lane closest to the school.
- Parents with students in grades 2nd-5th will pull into the left lane closest to the parking lot.
- If you are picking up students in both grades K4-1st and 2nd-5th, pull into the right lane closest to the school.

All Greenville County Schools will utilize the Universal Card Dismissal System. Each child will be given 3 dismissal car tags that **must be hung from the rear view mirror**, so the number is easily visible from outside of the vehicle by all staff members. Designated staff will use this number to notify the classroom for student dismissal. If your child does not report to the car line, please let a staff member on duty know. You will need to pull into the parking lot (near the crosswalk). Please remain in your car, and a teacher will walk your child to meet you.

**\*\*No child will be called without a current car dismissal tag.** This includes picking up children other than your own. If you do not have a tag, or if you have the wrong colored tag, you will need to park in the parking lot and wait until dismissal has concluded before going into the front office. For safety reasons, pictures of a car tag will not be accepted. You must have a valid, government-issued, photo ID to present in order to pick up any children when you do not have a car dismissal tag. Only authorized adults listed in the BackPack account may pick up an identified child. Should you need additional car tags or if you lose the original tags, please let the front office know.

Dismissal is typically a quick process. Our car line dismissal stops once the staff member inputs the last group of cars in line and no other cars are in the line at that time.

### **Change in Transportation from School**

In the event that the daily means of transportation should change, **a note should be sent to the child's teacher.** In an emergency after the child's arrival at school, parents should call the school **before 2:00 PM.** The office will verify the information before allowing the student to change transportation plans. Anyone picking up children from the carline must have that student's dismissal card or they will be required to come into the office to check out the student. Anyone picking

up a child must be listed in that student's BackPack account. Changes to the BackPack account can only be made by the parent.

### **Legal Custody**

If you have legal custody of your child and you do not want anyone else picking up this child, you must inform the office. A copy of the court order must be brought to the office before we can deny a biological parent from taking his or her child. Please inform the office in writing at the beginning of each school year that you are the only one to pick up this child. Also, please inform your child of the persons authorized to pick him/her up, and instruct him not to go with anyone else. Without legal proof of custody in the child's permanent record, the school has no recourse but to dismiss the child to either parent.

### **Discipline**

Tigerville Elementary is an orderly, disciplined school where students are responsible and accountable for their behavior. Students are expected to follow the classroom and school discipline expectations. Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents and/or school administration will be informed. There are times when the student's parents will be required to come to the school for a conference. Please refer to the GCS Discipline Code.

### **No Smoking Policy**

The School Board has established a No Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds. Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

### **Technology**

#### **Chromebooks**

All students in K4-5th grade have an assigned Chromebook. These devices are used to enhance education instruction. All students and parents are expected to sign a technology contract at the beginning of each year in order for the student to have access to a device at school. This contract explains in detail the expectations of use and maintenance of these devices.

No student will engage in the following activities while using the Internet:

- Sending, displaying, or requesting offensive messages or pictures
- Using obscene language
- Harassing, insulting, threatening, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Consequences: Restriction or loss of access to computer and other disciplinary action which may include parent notification, detention, suspension, or recommendation for expulsion.

Students have access to a Greenville County email address. Students who misuse their email accounts may lose privileges for a period of time determined by administration.

#### **Personal Electronic Devices (Policy/Rule JCDA)**

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used by students during the school day absent authorized permission by the principal or principal's designee. All personal devices must remain off and in their backpack unless directed differently by the school. Students cannot wear personal electronic

devices, such as smart watches, during the school day and must keep personal electronic devices turned off and in their backpack unless authorized by the school.

### **Textbooks/Library Books**

State Board of Education Regulations require payment for the loss of or damage to any book - exception: ordinary wear and tear. Schools may require pupils, parents, or guardians to pay for lost or damaged books. Fines charged to students for damaged textbooks or lost library materials must be paid to the school in a timely manner.

### **Health and Safety**

The Health Room is open every day and is under the supervision of a nurse. Minor first-aid will be administered for injuries and illnesses occurring at school. **A Student Emergency Information Form needs to be completed for each child every school year.** The information on this form helps the school contact parents in the event of an emergency. It is important that you make the nurse, teacher, and/or school aware of any SPECIAL HEALTH PROBLEMS. Please inform the school nurse of any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. The school nurse and designated school employees can administer medication. Listed are the guidelines for medication to be given at school in the health room.

1. All medications must be in the original container labeled with the student's name, dosage, and directions for use.
2. A note from the parent and a parental permission form (Med-1a) is needed for each medication authorizing the use of each medication.
3. All prescription medications to be given at school must be brought in by parent or legal guardian and handed to the school nurse or office staff. Written authorization of an attending physician is required for long-term use (more than three weeks).
4. Students who are known reactors and require emergency treatment for allergic response should have medication, written parental permission (Form Med-1a), and physician's instructions for Management of Allergic Reaction (Form Med-5).
5. A Physician's Permission Form (Med-1b) will be required for all inhalers, including OTC and PRV inhalers.
6. Students may have cough drops at school with a Parental Permission Form (Med-1a) on file.
7. All controlled medications will be counted and recorded by the school staff and parent or guardian.
8. Medications containing aspirin (salicylates) will require a doctor's order before school staff may administer this product.

No medication will be sent home with students. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded. Please contact the school nurse if you have any questions. The phone number is 355-4607.

### **Health and Wellness Education**

Please see the school district website for material used to teach health and wellness. It is located under Students & Parents, Social and Emotional Learning. Link-<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=letstalk>

### **Guidance Program**

Our guidance program consists of many components. Our school counselor offers whole group instruction, small group instruction and individual counseling to our students. The counselor is available for conferences with parents as well. To schedule an appointment, please call 355-4604.

## **Mental Health Program**

Greenville County Schools Mental Health is available to provide counseling services to students and families. Parents and teachers may refer students for counseling. If you would like more information regarding mental health services, please contact the school counselor.

## **Special Services**

### **Speech, Vision, and Hearing Testing**

As part of the student services, students may be screened for speech, language, hearing and vision problems throughout the school year. Speech and language therapy are available to children with special needs. Any child may be referred for testing by the parent or teacher. If you feel that your child could benefit from these services, which are available without charge, contact your child's teacher.

### **Gifted and Talented Program**

The elementary program for academically gifted and talented students, called Challenge, is an interdisciplinary pull-out program. Students are identified by state standards and the program is funded by the S.C. State Department of Education. Challenge serves students in the third, fourth, and fifth grades. Please see District guidelines for additional information.

### **Standardized Testing**

Tigerville 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 strength or weakness and to help the school improve the instructional program. Parents will be notified of test dates and receive a copy of their child's test results.

### **Weekly Newsletters**

Parents will receive a weekly newsletter from their child's teacher via email outlining a brief overview of the upcoming curriculum topics of study. This will enable parents to be involved with their child's studies. Students have red folders that contain graded papers and any needed communication between home and school. Teacher email addresses and websites may be accessed from the Tigerville website at [www.greenville.k12.sc.us/tigervil](http://www.greenville.k12.sc.us/tigervil).

### **Parent Backpack Accounts**

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

Please visit the website below for directions on enrolling in parent backpack.

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

### **Change of Information**

Please notify the school immediately if there is a change of address, telephone number, or emergency contacts. The school must have the student's current address and phone number at all times. For safety and emergency purposes, we must have a current phone number at all times.

## **Parent/Teacher Conferences**

There will be a scheduled conference between the child's teacher, child, and parent before the end of the first 45 day reporting period for all students. Teachers will also schedule conferences or make contact with parents if a child's grade dramatically decreases from one grading period to the next. Parents are encouraged to initiate conferences at any time by writing a note, leaving an email, or leaving a message on the teacher's extension.

## **Promotion/Retention Policy**

The Promotion and 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 will not be promoted unless they meet the criteria set by the district. Parents will be notified in writing if there is a possibility that a student may not meet the standards. A parent conference will be scheduled to discuss each child's academic areas of concern. According to the

Read To Succeed Initiative from the State Department, each 3rd grade student must be reading at grade level by the end of 3rd grade, or they could be retained.

### **Field Trips**

Field trips are considered an extension of the classroom. The District requires a signed permission with insurance information from the parents before a child is permitted to go on a field trip. If insurance information is not provided, the form will be returned to be completed. Transportation will be by school bus. For most field trips, each child is expected to pay a fee to cover expenses. Field trip fees cannot be returned if a student has been counted in the original number. Charges for field trips are determined by the number of students to go and once individual fees are set, the school cannot refund the fees. Exceptions will be considered on an individual basis only in extreme circumstances.

### **Chaperones**

School trips requiring chaperones will be communicated by the classroom teacher. All chaperones must pay the required fee, must attend the Tigerville volunteer orientation, and **MUST BE A CURRENTLY APPROVED LEVEL II VOLUNTEER**. Chaperones must complete an online volunteer application (which includes a background check) at least 2 weeks prior to a field trip. They also need to check in at the office with their driver's license within two days of the field trip. Parents serving as chaperones will be issued a pre-printed name badge the day of the field trip. This name badge must be worn during the entire field trip.

### **School Visitation**

All visitors in the building, including parents and school volunteers, must stop by the office, present a valid, government-issued, photo ID, sign in on the attendance computer and wear a visitor/volunteer sticker. The visitor/volunteer sticker must be worn on the upper chest area of his or her shirt. All visitors/volunteers will be asked to report to the front office if a visitor's/volunteer's pass is not visible. This procedure is for your child's protection. Parents and visitors are welcome to join students for lunch. They must check in at the front office with a government issued ID. Visitors must be listed as a student's parent or guardian or be on the pick-up list. Adults can be added to a student's pick-up list through the Parent Backpack account. Check with your child's teacher or the front office for lunch times.

### **Volunteers**

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip. Volunteers are now identified by two different categories: Level I or Level II. The application is the same for Level I and Level II (you must be 18 or older to become a volunteer) . The application process for each is detailed below:

**LEVEL I** - This level requires the presence and supervision of a GCS employee at all times. Level I volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

LEVEL I application process:

- Use the links below to complete the Volunteer Application Form, a Level I volunteer only selects those functions not containing (Volunteer Level II) in the name.
- Once approved the Level I volunteer is notified by email.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

[Volunteer Application Form](#)

[Formulario de solicitud de voluntariado](#)

**LEVEL II** – This level allows interaction with students without a GCS employee present. Level II volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school as well as a criminal background



check good for three years. Chaperones for field trips are required to be a Level II volunteer, regardless of the destination (YOU MUST BE 21 or older TO BE A FIELD TRIP CHAPERONE) .

LEVEL II application process:

- Use the links below to complete the Volunteer Application Form, a Level II volunteer can select all functions available including those with (Volunteer Level II) in the name. Step #4 is where you select "functions". By selecting Volunteer Level II functions the system will conduct a criminal background check.

[Volunteer Application Form](#)

[Formulario de solicitud de voluntariado](#)

As part of your application for Volunteer II status, you are required to view the following documents, which will be included in your application.

[Background Investigation Authorization](#)

[Autorización en Relación Con La Investigacion de Antecedentes](#)

[Summary of Your Rights Under the Fair Credit Reporting Act](#)

[Un Resumen de sus derechos bajo la Ley de informes Imparciales de Credito](#)

- Once approved, the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Our primary responsibility is to safeguard our children and ensure we are in compliance with the identified guidelines. Thank you for your cooperation as we work with our stakeholders to complete this process. All volunteers will be required to remain in the presence of a GCS employee at all times until applications for Level II are approved.

### **PTA and SIC Contacts**

Please reference our school website (<https://www.greenville.k12.sc.us/tigervil>) for more information or “Like” our PTA Facebook Page.

### **School Closings / Delays**

Please refer to the following sources for up-to-date information in case of closings: Charter Cable Channel 14 or 99 District Infoline 864-355-3100 District Web Site [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) Facebook -Tigerville Elementary School

### **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 or commercially prepared with visible ingredient labels. Acceptable treats include: cookies, cupcakes, individual ice cream, popsicles, donuts, fruit snacks. We do not allow birthday deliveries such as balloons or gifts at school. Staff members/teachers cannot distribute birthday invitations to students. It is the responsibility of the student to distribute invitations to classrooms.

### **Money Sent to School**

Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. Please remind students they are not to exchange money or items with each other.



### **Breakfast and Lunch Program**

Tigerville Elementary is a Universal Free Breakfast and Lunch school. All students will receive free breakfast and lunch. The cafeteria uses a computerized payment system. If students choose to buy chips, water, or a cookie, they may choose to pay at the cash register. Students access their account by entering their assigned four digit number. Breakfast will be served in the cafeteria from 7:15-7:35 AM for students in K5-5<sup>th</sup> grades. (No visitors at this time). K4 students will eat breakfast in their classroom. (No visitors at this time). At 7:35 AM, the cafeteria will close in order to prepare for lunch. Lunch is from 10:00-12:15 PM. Each class is given 30 minute shifts (this includes travel time to and from the cafeteria). No soft drinks are allowed in the lunchroom.

### **Standard Meal Prices**

Breakfast: No Charge for students (Cafe closed to visitors)

Lunch: Student-No Charge for students

Adult-Lunch: \$5.38

### **Water Bottles**

Students are allowed to bring a water bottle to school. There are water fountains available for refills as needed. No other drinks are allowed.

### **Gum**

Gum is not permitted at school unless it is a teacher treat.

### **Student Withdrawal from School**

If a child's family changes residence outside of the Tigerville attendance area, it will be necessary to notify the school of this prior to the last attendance day. All textbooks and library books are to be returned to the school. All remaining balances must be paid. Parents of students leaving Greenville County School District should sign a *Release of Permanent Records* form so there will be no delay in the forwarding of student records. School records will be sent to the next school upon request from the school.

### **Personalized Learning /E-Learning**

The closing of school due to inclement weather will be announced on all of the local television and radio stations as well as the district website ([www.greenville.k12.sc.us](http://www.greenville.k12.sc.us)). This will become an e-learning day, and students will log into their Google Classrooms for instruction beginning at 7:45. Throughout the day, students will participate in Google Meets with direct teacher instruction and complete assignments. The student MUST complete work in their Google Classroom and attend Google Meets throughout the day to be counted present.

### **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.

### **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. If you have questions or concerns, contact the Principal or Assistant Principal at 864-355-4600.

