Gateway Elementary School
Student Handbook
2022 – 2023



"Success Begins Here!"

**School administration reserves the right to update the policies herein to ensure the health and safety of our students and staff, and to facilitate the efficient operation of the school.*

Welcome to Gateway Elementary School, home of the Gators!
We are so happy to have you all back for another great school year. We would like to extend a special Gator welcome to our new families!

Susan Stubley-Principal
Barbara Bingham-Assistant Principal
Reagan Landreth- Instructional Coach
Cindy Howard, Guidance Counselor

200 Hawkins Road, Travelers Rest, SC
Phone- 864-355-5200
Fax- 864-355-5259
Web site- www.greenville.k12.sc.us/gateway

***Due to the disruptions that occurred in years past with fidget spinners, although fun and wildly popular, they are not permitted at Gateway for the 2022-23 school year.**

Check out our School INSTAGRAM ACCOUNTS!

***This list may grow as the school year progresses, so stay tuned Gators!**

gateway_elementary_school
gatewaytechlab
gatewaygators_pta
dancingin5th
wattsfirecrackers
gatewaygatorspe
gatewayelementarylibrary
gateway.art

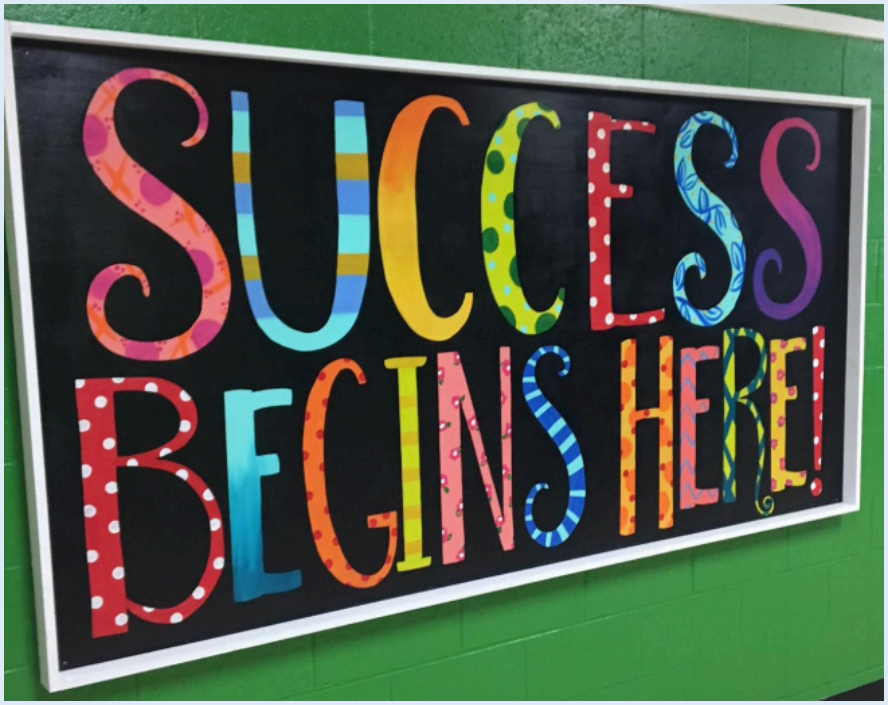
School Vision and Purpose

Shared Vision

The focus for our vision at Gateway Elementary School emphasizes the ability to recognize strengths within ourselves and in others. We provide meaningful experiences that empower students to analyze data, track their learning progress and utilize critical thinking and technology as tools for learning.

Purpose

The purpose of Gateway Elementary School is to educate, prepare, and empower our students to become tomorrow's leaders. We, as the Gateway community, will lead and educate to the best of our ability and seek opportunities for personal and professional growth in our mission for continuous improvement. Our students will become effective communicators, developing appropriate social and decision-making skills by collaborating with others.



District Information:

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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. 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

Information Specific to Gateway:

ARRIVAL/First Day of School

We are thrilled to have our new friends with us this year, and look forward to working together to make this year Gator Great! As you know, the first day of school is very exciting for everyone! It is also a popular time for many parents, siblings and special friends to accompany our Gators to class. As you may expect, the first day can be a little overwhelming for our students. In order to make the first day's arrival run as smoothly as possible, we will continue to ask that you limit the number of people who accompany your child to class on the first day of school. After the first day of school, parents should not accompany their child into the building. We will have adults and patrols stationed in the hallways to assist students in finding their classrooms. Please contact our principal, or guidance counselor if your child has an extreme circumstance and we will find a staff member to escort them to class.

Please assure that your child is ready to exit the car as soon as you stop in the loading area. If your child needs extra time to gather his/her belongings, please park in the parking lot. If your child is able to open their own car door, they will be asked to do so, to keep the car line moving. Please post your car tag in the window of your vehicle each morning for safety purposes.

We begin welcoming our students into the building at 7:00 each day. To reduce traffic in the car line in the mornings, we suggest arriving no later than 7:20 each day. Our car line will become very congested after 7:20 each day, as the majority of our students are car riders. Arriving prior to 7:20 will also give your child time to eat breakfast, unpack for the day, and greet friends without feeling rushed.

The elementary school instructional day begins promptly at 7:45. Students are marked tardy if they are not **in their** classrooms by 7:45 AM each day. Occasionally, siblings are dropped off at the same time; however, one child is marked tardy while the other is not. ***If a student has a longer walk than their***

siblings or stops to visit with friends along the way, he or she will arrive late to class. Students should be dropped off in the car line each morning. Our staff members and student patrols are stationed strategically throughout the building in the morning to help our children find their way to class. Our car line drop off routine makes the transition much easier for all of our children, and they are thrilled to be able to walk in with new friends. As stated earlier, in an effort to reduce the number of adults in our building at one time, parents will not be permitted to walk their child to class after the first day. Please arrange a conference with Mrs. Howard, our school counselor, or Mrs. Stubley if your child is experiencing difficulty transitioning to the morning routine after the first day of school. They can be reached at 355-5200. **Due to safety concerns, students may not be dropped off in the parking lot, bus loop, or the cafeteria side of the building under any circumstances.**

For safety, students must not be dropped off at school earlier than 7:00 AM under any circumstances. There is no supervision for our students until 7:00 AM each day, when our teachers and staff report for morning duty. Students arriving at school each morning should report to the cafeteria for breakfast, then proceed to their grade level holding area. Please note that breakfast is not served after 7:35 each day. Students not eating breakfast should report directly to their grade level holding area. Students arriving after 7:45 must report to the office with their parent for a permit to enter class. For the safety of our children, students arriving after 7:45 AM cannot be dropped off at the front door without a parent escort to the office.

*As a reminder, *alcoholic beverages and tobacco products* are not permitted on the school grounds. *This includes our car lines and on field trips.* Additionally, to maintain safety during arrival and dismissal, *adults should refrain from using cell phones, and playing loud or inappropriate music.*

DISMISSAL

Any/all changes in student dismissal must be written by the guardian/parent, documented in writing and will be verified by the office staff. There are no exceptions to this rule. Changes in dismissal routines may not be relayed to students in time if last minute changes are made.

CAR RIDERS

All students will remain in the building until their car tag has been scanned by a staff member. Everyone picking up students must stay in their vehicle and ***car engines must be turned off*** when you enter the loading area in the afternoon. Each car should have a tag posted in their car window that is easily accessible for our faculty to scan. When scanning, the staff on duty will walk down the center isle of the car line to scan each car. ***Please do not change lanes after your car is scanned.*** This will result in your child coming out with the wrong group of students. When this occurs, your car will be "red tagged", and we will ask you to park in the parking lot. A staff member will then bring your child to you.
Please make sure that your tag can be moved each day to allow the scanner to readily and quickly access your tag. If you do not have a car tag, you will be asked to park and come inside to pick up your child with a valid photo ID. No student will be allowed to leave with an adult who is not listed on the student's

information form on file with the main office. Our car dismissal system is a secure system and cannot be accessed off of school grounds. If your phone number or pertinent information has changed, your tag may not scan correctly. To avoid this, please update Mrs. Bowles in the main office if your phone number(s) change at any time during the school year.
Students should be picked up by 2:30 PM each afternoon. If for some unexpected reason you arrive after 2:30 PM, please come in and sign your child out in the office. Due to district policy, no early dismissals will be granted after 1:45 PM. Early dismissals could result in students receiving zeros for the assignments missed unless we receive a doctor's note the next day.

BUS RIDERS

Bus riders are to walk to the buses with their teachers, and must have a bus tag to be scanned by the teacher on duty. Bus riders are to go directly to the buses. You may not get off of a bus once you have boarded. All bus riders must follow the safety rules on the bus and listen to their driver. Failure to follow these guidelines may result in the loss of bus privileges, as outlined by district policies, included in the first portion of this handbook.
If you need to make a change in afternoon transportation for your child, please be sure to send a note to your child's teacher. If you have siblings at Gateway who will also be affected by this change, please send a note to *each* child's teacher. To assure that our academic day is not interrupted, we are unable to interrupt classes for phone messages.

ATTENDANCE

If a student is absent from school, he or she is required to bring a written explanation from his/her parents when he/she returns to school. The excuse should have the date, student's name, teacher's name, the reason for the absence, and a parent's signature. If a written excuse is not turned in, the absence is considered unexcused. Teachers are not required to help students make up work when an absence is unexcused.

TARDIES AND PERFECT ATTENDANCE:

- 9 Weeks Awards –Present every school day (includes face to face and eLearning school days), and no more than 5 tardies for the 9 weeks period (starts over every 9 weeks)
- Principal's Perfect Attendance Award – Present every school day (includes face to face and eLearning school days), and no more than 5 tardies for the entire school year

PARENT VISITORS, SIC, PTA AND VOLUNTEERS!

VOLUNTEER AT GATEWAY!

Gateway is thrilled to have a number of parent visitors and volunteers each day! Please see the information regarding the protocol for becoming a classroom volunteer and chaperoning field trips in the first section of this handbook. All visitors/volunteers to our school are asked to notify the office upon entering the building and must receive a visitor's/volunteer's pass. Unauthorized visitors will not be welcomed. Visitors are welcome in our building, but are not authorized to visit classrooms or chaperone students without prior approval. All visitors must present a valid ID. Visitors without Volunteer 2 status, must be chaperoned by a GCS staff member for the duration of their visit.

To orient our volunteers with our building, a *Volunteer Orientation* meeting is held each September. Please be on the look-out for more information regarding meeting dates soon! There are so many opportunities to support Gateway, even for our working parents. Our PTA collects Box Tops, and participates in the Publix school partner program each year, among other fundraisers. There is always an opportunity to help at home in your child's classroom with room décor, cutting out laminated student work for display, party planning, etc. Please contact your child's teacher for more information.

LUNCH VISITORS

Gateway welcomes our parents and special visitors for lunch after Labor Day. Your child's teacher will share your child's daily schedule at the beginning of the school year, however please feel free to call our main office at 355-5200 if you would like to verify your child's lunch time. We have limited space in the back of the cafeteria for lunch visitors, however there are additional tables in our atrium for our guests. After lunch, we ask that all visitors return to the main office and to be logged out of our system. ***Due to safety concerns, parents will not be allowed to have your child's friends join you for lunch. This is a special time to enjoy lunch with your child*** 😊.

PTA

Gateway encourages all of our Gators to become active members of our PTA! Our PTA is second to none and we are so grateful for their amazing support each year! Please see your child's *Back to School* packet, for information on how to join PTA, and please visit our PTA table at Back to School Night for additional information! Gateway has an active, involved PTA that sponsors several fundraising projects during the year to provide equipment and materials for our school. Each parent is encouraged to become actively involved in supporting PTA activities. Everyone's input and assistance is appreciated! PTA meetings will be held 4 times during the year. Announcements about meetings will be sent home with the students. Parents, grandparents, other family members and friends of Gateway are invited to join the PTA! Our PTA welcomes ideas and suggestions throughout the school year, and will also publicize information on Facebook, Instagram and our school website.

SIC

Our SIC, (School Improvement Council) consists of parents, community members and staff. This committee shares ideas for school improvement, and brainstorms opportunities to share Gateway's

achievements with our community. This committee meets monthly. Please contact the main office if you would like more information on our SIC. Members are selected each spring for the following school year.

REPORT CARDS AND CONFERENCES

Report cards are issued every nine weeks for grades 2-5. Kindergarten and first graders follow a different developmentally appropriate schedule for the first nine weeks, but they do have report cards for the 2nd-5th nine week grading periods. **Gateway does not issue progress reports unless the child is failing a subject**. Parents have access to student grades at all times through Greenville County School's parent Backpack system. You will receive login information, as well as directions to link several children to one account, on the first day of school. Teachers log grades into the system to be viewed by parents within 7 school days. The Backpack system will be available to you throughout your child's school career, and will also track attendance and tardies to school. Please feel free to drop by the main office if we can assist you in navigating the Backpack system :).
Conferences are held at the end of the first reporting period, and throughout the school year as needed. Conferences may also be held virtually. These conferences are very important, and all parents are urged to participate. Parents are welcome to request a conference at any time by sending a note, emailing the teacher or calling the school office for an appointment with the child's teacher. Please remember that teachers are supervising students in the morning and afternoon; therefore, it is important that you schedule a conference time and date with your child's teacher.

BIRTHDAY PARTIES/SNACKS FOR CELEBRATIONS AND SPECIAL EVENTS

At Gateway Elementary School, we love to celebrate birthdays and special classroom events with our Gators! If you would like to send a snack for the class, please coordinate this with your child's teacher, as many of our children have food allergies. As a reminder, for safety reasons, ***we do not distribute birthday party invitations at school under any circumstances.***

DISCIPLINE

At Gateway Elementary School, we strive to meet the needs of each student. We hope that our students will feel safe and be comfortable with our guidelines. We believe that our school must be a disciplined environment, but one that provides enough freedom for socialization, individuality, and creativity. We look forward to partnering with our parents to ensure that our Gators are successful in the classroom, enjoy coming to school, and appreciate how important they are to our school community.

Beginning with the 2018-19 school year, Gateway adopted a Ron Clark House System for our Gators ! This community-oriented system assigns each student and staff member to a "House" and builds character while creating an awareness of "soft skills". Our school-wide behavior system is based on our "Essential 21" guidelines for excellent behavior. Additionally, each teacher develops a behavior management system for their classroom to ensure a safe and organized learning environment for all students. This information will be shared with you in your "Back to School Night" packets.

If a student consistently breaks school rules, then a discipline referral will be written. Some behaviors will result in an immediate referral and possible suspension from school. Administration will give consequences and parents will be notified. We appreciate the vital role that our parents play in reinforcing school expectations. **A parent conference is required for all students receiving a referral that results in suspension.**

Cheating and copying work belonging to another student are violations of school rules as well as personal ethics. The lender and the borrower will receive zeros on the work and/or disciplinary action.

Due to safety concerns, if consistent disciplinary issues occur that could present a safety issue for the child or others off campus, field trip privileges may be revoked.

All staff members will be responsible for the supervision of all students. Students must follow all school rules.

EXTENDED DAY PROGRAM

Gateway will provide after school supervision through our extended day program. This is a great opportunity to complete homework, as well as to socialize with friends, and visit our computer lab for additional enrichment! For rate information, please contact Marcie Bunch, Extended Day Director at 355-5202. *Additionally, enrichment activities will be offered throughout the year for daycare and non-daycare students*. Parents will receive information regarding enrichment activities during the 2022-2023 school year.

FIELD TRIPS

Field trips are planned by the teacher to correlate with state standards and the curriculum taught in the classroom. Written permission from a parent or legal guardian is required. A child may be asked to pay a fee to cover expenses. If you need assistance in paying for any field trip during the school year, please contact Mrs. Stubley at 355-5200, and she will be happy to help you. Parents are needed to serve as

chaperones on most field trips. **District guidelines require that all chaperones be level II volunteers. This process can take up to three weeks, so please plan accordingly.** Additional information regarding becoming a level I or level II volunteer is included in more detail in the first section of this handbook and on the district website. We often receive more parent requests to attend a field trip than space allows. Our teachers make every effort to allow all interested parents to attend at least one scheduled trip during the school year. ***We ask that younger children not accompany parents who are serving as chaperones.*** Safety of students is always a concern when students are away from campus. Students who do not obey safety rules or who cannot control themselves may not be allowed to go unless accompanied by a parent. Adult chaperones are to be obeyed and treated with respect at all times on field trips. Students are required by the district to be insured in order to go on field trips. Transportation for trips is arranged by Greenville County or chartered buses. Students must ride to and from field trips on the bus. Students riding in cars with parents must ride to and from the trip with their parent and will be under the supervision of their parent for the duration of the trip. School insurance is available for all students. School insurance information is available on the Greenville County School's website. https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance

HEALTH ROOM

***Please do not send your child to school with a fever, or any symptom of the COVID-19 virus.

The health room is located at the front entrance of the school and is staffed with a registered nurse. Angela Stone serves our Gators in this capacity and is extremely knowledgeable. We believe that a student who is not well enough to be in class should be at home under parental supervision. Please do not send sick children to school. Please remember that students must be fever-free for 24 hours before returning to school. The school cannot care for accidents or illnesses that occur/begin at home.
If your child has an extreme allergy, seizures, or other on-going health related concern, it may be helpful to develop an IHP (Individualized Health Plan). This will allow administration, our school nurse and your child's teacher the opportunity to sit down with you to discuss the specific details of your child's medical concerns and develop a plan of action to be followed in case of an emergency. Please contact Nurse Stone at 355-5207, to schedule an appointment to develop an IHP.
An adult must deliver all medicine, prescription and over-the-counter to the school nurse with the appropriate district form completed by the parent or doctor giving directions for administering the medicine. Both forms may be obtained from our school website or from our school nurse. No medication will be administered to students until the appropriate forms are completed and returned to the nurse. Medication forms may be delivered by the parent or faxed to the school at 355-5259. All medicines are to be kept in the health room or office and taken under the supervision of school personnel. All medicine must be in the original bottle. Medicine must be picked up by a parent by the end of the year, or it will be discarded.

HOMEWORK

It is beneficial to your child's academic success to schedule a time for nightly reading (20 minutes is optimal) and homework completion each day. Homework is an extension of classroom learning and the assignments should be challenging and meaningful. Homework may be given Monday through Thursday. **There is never a day from Monday through Thursday that students will have no homework assignments. At a minimum, nightly reading is required.** For younger students, you may choose to read to them and ask questions throughout the book. As your child becomes a reader, you may find that taking turns reading alternate pages works for your nightly routine.

Gateway purchases IXL subscriptions, for each student annually. Your child will be given login information during the first week of school. IXL is directly correlated to our curriculum and if practiced nightly, can positively impact student achievement. Please see the bottom of our school website for additional instructional technology apps.

If your child reports that there is no homework on a given day, please contact your child's teacher. Time requirements vary by grade level, but should not exceed 10-15 minutes for kindergarten and first grades, 20-30 minutes for 2nd and 3rd graders, 40 minutes for 4th grade, and 50 minutes for 5th graders. If your child is having extreme difficulty completing homework assignments, please notify your child's teacher. Homework will not be given on weekends or holidays. If your child experiences difficulty with a specific assignment, please write your child's teacher a note as reteaching may be needed.

PRINCIPAL'S LIST/HONOR ROLL/BUG CLUB/ACHIEVEMENT AWARD

Students in grades 2-5 are eligible to be on the Principal's List, BUG (Brought Up a Grade with none falling) or on the Honor Roll! Students in 4K-1st grade are recognized for exceptional achievement. These students are recognized at the end of each grading period. The Principal's List requires A's in all academic subjects. The Honor Roll is awarded to students with all A's and B's in each academic area.

MEDIA CENTER

Gateway's Media Center is a fun, interactive place to visit, to read, to check out books, or to study! The Media Center is open to students from 7:30 am until 2:30pm each day. Students should have their teacher's permission before going to the media center. Students are asked to take good care of media materials and books. Charges will be levied for lost or damaged books and must be paid within 10 days.

PERSONAL ITEMS

Radios, cameras, pagers, cell phones, IPods, MP3 Players, toys, collector cards and large sums of money should not be brought to school. This includes any device with the ability to text, email, call or reach the internet. Students will not be allowed to have these items with them during the school day as they

become a distraction to instruction. Gateway provides Chromebooks for all students to access instructional technology as appropriate. Gateway cannot be responsible for lost or stolen personal items. Expensive jewelry should never be worn to school. Pocket knives or any type of weapon are not allowed at school and may result in criminal charges and/or suspension or expulsion.

Please label all of your personal belongings with a marker. Write your name so that it can be seen. If the item is lost or stolen, it can be easily identified if it is located. Report all lost items to your teacher and check with the Lost and Found in the office. The school cannot be held responsible for lost articles. Students are not allowed to buy or sell items from or to other students.

CELL PHONES

Gateway strongly discourages sending elementary students to school with cell phones. Our student Chromebooks are used for students to participate in educational technology. During the 2021-2022 school year, the inappropriate use of cell phones created classroom disruptions to our educational environment. If you determine that your child needs a cell phone at school, it must be kept in their bookbag and turned off during the school day. ***The school is not responsible for the safe keeping of any student cell phone.*** Messages to parents will be conducted by phone in our main office or in the student's classroom when communication home is needed. Failure to adhere to this school rule will be handled in a manner that is consistent to all other behavior infractions.

RETENTION

The staff of Gateway Elementary School does not wish for any student to be retained; however, there are academic levels at every grade that students must master to be successful in the next grade. Your child's teacher will arrange conferences with you throughout the school year to develop a plan to assist struggling students. One of the best practices to assure success is reading for at least 20 minutes daily at home.
The following guidelines will take place in collaboration with parents throughout the school year to assist students in danger of failing their grade:

1. During the first grading period conference, parents are informed if the student is experiencing difficulty doing grade level work based on South Carolina standards. At this time, an action plan will be developed by the parent and the teacher.
2. Parents are notified midyear that retention is possible, and the plan is updated to address current student deficits.

3. A letter is sent in May for parents to sign and return to insure parents are aware of the retention.

Parents are required to have conferences with their child's teacher at the onset of the deficiency. A positive attitude by both parents and teachers is essential for retention to be beneficial to the student.

TEXTBOOKS AND OTHER MATERIALS

Textbooks and many other materials are given to you free of charge to use each school year. These textbooks and materials are expensive to replace. Please take care of them. You must pay the cost of replacing lost or damaged books and materials including Chromebooks. If your family needs help providing your child with any supplies during the school year, please contact Mrs. Stubley or Mrs. Howard at 355-5200, and they will be happy to assist you.

Chromebooks and Personalized Learning Initiative

Gateway Elementary is excited to partner with Greenville County Schools to provide a Chromebook to all students from 4K through 5th grade. This initiative allows us to teach our students how to use technology as an instructional tool from a very early age. Teachers will be using technology regularly to enhance classroom instruction.

The Personalized Learning Initiative attempts to engage students in real-world, authentic learning that prepares students for their future in a world of digital technology and information. In order to accomplish our Personalized Learning goals, every Gateway Elementary School student will be issued a Chromebook as the vehicle to power their learning for the current school year and beyond!

Student Expectations:

- Students will bring their Chromebook to school every day <u>fully charged.</u>
- Students will practice digital citizenship at all times.
- Students will protect the device from damage or defacement.
- Students will not connect personal accounts (such as iTunes) to the device.
- Students will never leave their Chromebook unattended.
- Students will not access any inappropriate material at home OR at school.
- Students will not loan their Chromebook or give their login information to other students.
- Students will not use their Chromebook to engage in any form of cyber bullying.
- Students must remember that if they give their device to others to use, the student is responsible for any content viewed on the device, any material downloaded and any damage that may occur while it is out of their possession.
- Students will follow all teacher guidelines regarding their Chromebook.

LOST /DAMAGED CHROMEBOOK CHARGE:

Loss/DAMAGE of a student's Chromebook and/or charger will result in a replacement or damage fee. This fee is determined by Greenville County Schools and is dependent upon the age of the device. Students will not be allowed to take a Chromebook home until the lost device is paid for. Students will be issued a loaner to use during the school day.

Care of Chromebooks

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Each student will keep that Chromebook every year that they attend Gateway, so let's take care of them!

Chromebooks that are broken or fail to work properly must be taken to the Media Center no later than the next school day. Failure to report these damages or lost Chromebooks by the next school day could result in the Technology Fee agreement being altered by Administration.

In order to take the Chromebook home to use for homework and studying, students must have a backpack (not an athletic bag). If you are unable to purchase a backpack for your child, please let us know. We are happy to help!

We also encourage students to use a Chromebook case. We have cases that are proven to provide the best protection available for sale at Gateway that include our school logo. Please contact the front office if you are interested in purchasing a Chromebook case for your child.

Procedures for Accidental Damage

1st Offense of Accidental Damage: Parent Contact, Warning, Replacement at No Cost to Student

2nd Offense of Accidental Damage: Parent Conference, Warning, Student Assessed a Technology Fee

3rd Offense of Accidental Damage: Parent Conference, Restricted Chromebook Access, No Cost To Student

Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) will not fall under the accidental damage procedure listed above.

Procedures for Deliberate Damage

1st Offense of Deliberate Damage: Disciplinary Referral, Parent Conference, Pay a Technology Fee

2nd Offense of Deliberate Damage: Disciplinary Referral, Student's Chromebook rights revoked for remainder of school year.

Decorating Chromebooks

You will need to purchase a cover if you would like to customize your Chromebook. Please, no stickers, writing, name tags, etc. can be placed on the Chromebooks themselves.

Lost/Stolen Chromebooks

Students who determine that their Chromebook is missing (either lost or stolen) should immediately report this to Mrs. Jackson in the Media Center no later than the following school day. If it has been determined to have been stolen, a police report will be generated.

Computrace Software is installed on all Chromebooks

- Company guarantees location of Chromebook within 16 days
- Company has no information regarding the Chromebooks other than the Chromebooks number

WiFi Access

Greenville County Schools have wifi access throughout all GCS buildings. GCS busses are also equipped with wifi, and the Chromebooks automatically connect to GCS wifi.

Everyoneon.org is a subsidized internet site as cheap as $10 per month. There is no contract or equipment to buy. There is also public access to wifi at local libraries and stores. If a student does not have access to wifi while outside of school, they can work on assignments offline and their work will automatically be updated as soon as they are online again.

Student Internet Security

All Chromebooks operate through GCS filters even when not on GCS internet. Parents are highly encouraged to monitor Chromebook at home just like with a phone, iPad, or computer. Students should never let another person use their Chromebook. All actions, websites, keystrokes, etc. can ultimately be tracked and investigated by the Greenville County School technology division. Any possible improper use of Chromebooks as defined by Board Rule EFE is subject to school disciplinary consequences.

Charging Chromebooks

Students are expected to bring a fully charged Chromebook to school. Students should leave their power cord at home and charge the Chromebook every night like they would their cell phone. The battery life of the Chromebook is 10.5 hours. A fully charged Chromebook should remain charged throughout the school day. Please remind your child to charge their Chromebook overnight on the days that the Chromebook goes home with them. We will place the Chromebooks in our classroom charging stations overnight, if the Chromebook remains at school. Only in emergency situations should a student have access to charge their Chromebook with a teacher.

Oh, The Places We'll Go!

We are excited to continue using technology as a tool for deep learning experiences! While excellent classroom instruction is the key to student success, and is irreplaceable, our one to one initiative will further enhance daily classroom instruction. If we consider excellent classroom instruction the Ferrari, instructional technology is the accelerator! We will be able to take our students "virtually" anywhere in the world!

GATEWAY ELEMENTARY SCHOOL

The School District of Greenville County
Gateway Elementary School
200 Hawkins Road
Travelers Rest, SC 29690-8218
(864) 355-5200 Fax (864) 355-5259
Email: gateway@greenville.k12.sc.us

District Info Line
355-3100

You may access information about Gateway Elementary School by visiting our school website or Instagram accounts. Every teacher has a web page which is updated regularly with class information. **(www.greenville.k12.sc.us/gateway) Thank you in advance for your partnership in assuring that our children have a successful 2022-23 school year!**