



BEREA ELEMENTARY

Student Handbook 2026-2027 School Year

Principal:

Dr. Hunter McClure

864-355-1510

(imcclure@greenville.k12.sc.us)

Assistant Principal:

Mrs. Mary Simpson

864-355-1563

(msimpson@greenville.k12.sc.us)

Parent Involvement Coordinator:

Mrs. Miriam Rios

864-355-1516

(mlrios@greenville.k12.sc.us)

Page 2: Connecting with Parents

Page 3-5: Transportation

Page 6: Administrative support

Page 7-8: Nurse and Medication Policies

Page 9-11: Academics

Page 12-13: Dress Code

Page 14-16: Additional Policies

Connecting with Parents

Home Communication

- Take home folders will go home weekly on Thursdays. Please take your weekly folder to your parents for any school and/or class newsletters, graded work and other materials that may be included. If your parent signature is required, please comply and return the item or folder the next day.
- All parents should have a Parent Backpack account that is checked regularly. There will be a weekly call from Dr. McClure, including the week's updates. Your parents will have announcements related to school each week.
- Classroom communication will take place via class dojo.

Lost and Found

- Students are asked to turn in lost and found items to the stage in the cafeteria. They, as well as parents, are urged to check our lost and found area in the cafeteria for lost items. Each year, quantities of clothing in excellent condition accumulate. Please mark all jackets and sweaters with the proper name. Unclaimed items will be donated to a local charity at Christmas and at the end of the school year.

Transportation

Arrival and Dismissal

- Students should not arrive by car before 7:15. The school day begins promptly at 7:45 am. Students should be in their classrooms and ready to begin work at that time. Punctuality is a quality of good citizenship.

7:00 School opens for bus students; breakfast in the cafeteria

7:15 School opens for car riders; breakfast in the cafeteria

7:45 School begins. Students should be in their classrooms.

After 7:45, students are tardy.

2:15 Student dismissal

Transportation Changes

- If a parent wishes to change a mode of transportation for a day, a note is required to be submitted to the front office.
- If a parent wishes to make a permanent transportation change, the parent should come to the office to complete a new transportation form.
- For your safety, **no transportation changes will be made over the phone** or messages on cell phones.
- Students are not permitted to ride buses other than those for which they are zoned.
- Students who ride in cars are dismissed daily at 2:15. Parents are urged to pick up their children promptly when school is dismissed. **Under no circumstances should a student be left at school after 2:35.**
- **No early dismissal after 1:45**

Car Pick-Up

- With the cooperation of all parents, arrival and dismissal will be a smooth process. When cars park, pass, or make U-turns, this impacts safety and the flow of traffic:

- All children will be loaded into cars on the curbside at the front of the school.
- Children may load only when a car is stopped in the designated loading spot. Parents should not park and come to the door of the school. This interferes with the loading process and impedes the progress of traffic.
- If parents need to enter the front office, they park in the parking lot and use the crosswalk.
- **No students are allowed to be dropped off in the parking lot.**
- All cars should move forward as far as possible before stopping for children to load and unload.
- If you are in line and traffic stops where your car is adjacent to the front sidewalk, students should unload from their vehicles to enter the building.
- Parents must have a district-provided number to pick students up in the carline. A student must have a corresponding number on their backpack to get into the car.
- If your parent does not have a number, you will be required to check out in the front office.

Walkers

- Walkers are dismissed before car riders. All walkers will be escorted to the crossing guard. Students can then walk home or meet in a preselected location off school grounds. The school is not responsible for students once they leave the school campus. A permission to walk form is required for students to walk home.

Bus Transportation

- All bus students must have a backpack tag that corresponds with their bus. K5 and 1st grade students must have a parent meet him or her at the bus stop or have a designee on his or her tag. Under no circumstances can a k5 or 1st grade student exit the bus without a parent or designee.

- Our bus routes are very short and there will be zero tolerance of inappropriate behavior. Students will sit in assigned seats, follow driver expectations, and keep their area clean on the bus. If a bus referral is written consequences are as follows:
 - 1st referral- warning
 - 2nd referral- 1 day suspension
 - 3rd referral- 3 day suspension
 - 4th referral- 5 day suspension
 - 5th referral- 10 day suspension
 - 6th referral- referred for bus expulsion
- Parents that do not meet k5 and 1st grade students at the bus will have the same suspension process if students are returned.

Administrative Supports

Cell Phone

- Proviso 1.103. (SDE: Anti-Bullying/School Safety) To receive state funds allocated for State Aid to Classrooms, a school district shall implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For purposes of this provision, a personal electronic communication device is considered to be a device not authorized for classroom use by a student, utilized to access the Internet, wi-fi, or cellular telephone signals.
- Students are allowed to carry cell phones to school; however, they must be out of sight and turned off during school hours. If a staff member sees or hears a cell phone, the phone will be confiscated and must be retrieved by a parent in the front office. There should be no cell phone use during operating school hours.
- Cell phones should not be used by parents in the car line.

Lunch/Breakfast

- All students at Berea Elementary receive free lunch and breakfast. Students may bring additional money to purchase healthy snacks in the cafeteria.
- Soft drinks are not allowed to be brought by students.
- Popcorn or snow cones will be sold on Fridays for \$1.

Nurse and Medication Policies

Medication Policy

- All prescription medication must be delivered to the school nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. Children are not permitted to have any form of medication in their bags. This includes over the counter medication. It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips should be submitted to the nurse and will be distributed to the classroom teacher to support the student needs. The district has a specific policy regarding medication on field trips and the administration of medication to students.
- All prescription medication must have written parental and physician authorization before medication can be administered at school. All prescription medication must be administered as labeled and OTC medications may not exceed package directions. Medication must be brought to school by designated person over 18 years of age and given directly to the school nurse or designated school personnel.
- Over the counter medications may be provided by the parent if it is in the original container, clearly labeled with the student's name and is accompanied by written parental permission.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication passed the expiration date.
- All medication must be in the original container.
- School nurses are legally required to administer only medications with FDA approval.

- No medication containing Aspirin can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- If you forget to take a morning dose of medication, school nurses are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- If you are tardy for school and take medication at school, depending on the tardiness, the parent may have to administer the medication to you instead of the nurse based on specific doctor orders that were submitted for the medication to be received. Our health room will adhere to all doctor recommendations and act in the best interest of the student.
- Students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications only if we have permission from the prescribing doctor and the parent/legal guardian. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or other students (stimulants, pain relief medication, anti-depressants for example) the school district may refuse to allow the student to carry his/her medication. Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and Epi-Pens for severe allergic reactions.

Academics

Counseling Program

- School counselors are in all elementary schools. The primary goal is to help students develop positive self-concepts, decision-making skills, good study habits, and test taking skills. Berea has a full time school counselor and a full time mental health counselor available to support our students.

Promotion/Retention

- At the end of the school year, the student's performance will be reviewed by the appropriate school personnel. If the student's work has not been at grade level, the student may be retained or required to attend summer school for promotion.
- Parents of students who are in jeopardy of being retained will be notified through conferencing with school personnel beginning in January so that proper interventions can be put into place to help prevent retention. If parents wish to appeal these decisions, they should contact our principal, Dr. McClure, who will advise next steps.

Report Cards/Interim Progress Reports

- Report cards are issued at the end of each 9-week grading period. Parent/Teacher conferences are held at the end of the first and third 9-week grading period. Interim Reports will be issued midway between report cards. These should be signed, and returned to your child's teacher. Report Card envelopes should be signed and returned to your child's teacher.

Testing

- The following tests are administered to students according to statewide standards and/or district testing initiatives:

- SC Ready-Students in grades 3-5 will take the SC Ready test in reading, writing, and math in May.
- SC PASS-4th grade students will take SC PASS test in social studies.
- ITBS (Iowa Test of Basic Skills) and COGAT testing for 2nd grade occurs in the fall 2nd grade COgat (Cognitive Achievement) testing.
- District benchmarks are administered in October, December, and March.
- ACCESS testing is administered to students that speak a second language or who's original language is not English as deemed on the Home Language survey in February.
- Students in first grade are administered the MAP Test 2-3 times a year.
- Students in K5 are administered the KRA at the beginning of the school year.

Textbooks

- The state of South Carolina provides books for each student. However, the student is responsible for the care of the textbook. Lost and/or damaged textbooks must be paid for by the parent before a replacement can be issued.

Attendance

- South Carolina law requires all children ages five through seventeen to attend school regularly. Students must be present for at least three hours to be counted present. Written excuses signed by a parent or healthcare provider must be submitted within three days of an absence. Lawful absences include illness with a physician's note, illness or death in the immediate family, recognized religious holidays, military deployment absences, and pre-approved activities. Unlawful absences are those without acceptable cause or parental knowledge. Excessive absences over ten days require principal approval and may affect credit and promotion. Truancy is defined as three consecutive or five total unlawful absences and triggers intervention per district policy.

Student Behavior Code

- Level I offenses: tardiness, cheating, lying, minor disruptions.
- Level II offenses: fighting, vandalism, threats, refusal to obey staff.
- Level III offenses: weapons, arson, drugs/alcohol, bomb threats.
- Discipline ranges from warnings to expulsion and law enforcement involvement. Use of electronic devices is prohibited during school hours unless authorized.

Dress Code

Greenville County School District 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 that are consistent with this policy.

Greenville County School District establishes the following requirements for school dress code policies for students:

- 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. Students should have a backup for all shoes. Crocs are permitted as long as the strap is on the heel. No flip-flops should be worn by students. No bedroom slippers should be worn by students.
- 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 their undergarments or wear bottoms that are excessively tight and would be distracting to other classmates.
- 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.
- Students may wear sweatshirts with hoodies, but they are not permitted to wear hoods in the building.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items that lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school by 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.

Additional Policies

Anti-Bullying and Safe Schools

- The school district is committed to maintaining a safe learning environment free from bullying, harassment, discrimination, and intimidation. Students who believe they have been subjected to such behavior should immediately report it to school administration. All complaints are investigated promptly and confidentially with appropriate corrective actions taken. Students and parents have the right to appeal investigation outcomes through the district's established procedures.

Title IX Complaints

- Berea Elementary complies with Title IX regulations prohibiting sex-based discrimination and harassment. Students or parents who believe they have experienced sex-based harassment should report concerns to the school administration or the district's Title IX Coordinator. The district prohibits retaliation against anyone filing a complaint and ensures a thorough investigation and supportive measures.

Homework Policy

- Homework assignments at Berea Elementary are designed to reinforce learning, prepare students for upcoming lessons, or provide enrichment opportunities. Homework is carefully planned considering student readiness and home resources. When graded, homework counts no more than 10% of the quarterly grade at middle and high school levels. Parents and students are informed of homework expectations at the start of the school year.
- Uniform Grading Scale
 - Grades are assigned on a uniform scale with A representing 90-100, B as 80-89, C as 70-79, D as 60-69, and F as below 60. Elementary students also receive progress indicators and evaluations of learner characteristics. A minimum grade floor of 50 applies to report cards in grades 2-12.

Family Educational Rights and Privacy Act (FERPA)

- FERPA grants parents and eligible students the right to access, request amendment of, and control disclosure of educational records. Directory information such as student name, photo, grade, attendance, and awards may be released without consent unless parents notify the school in writing within 30 days of the school year start to opt out. Complaints about FERPA violations can be filed with the U.S. Department of Education.

Directory Information

- Directory information may be shared with outside organizations for purposes such as yearbooks, class rings, and military recruitment. Parents who do not want directory information released must notify the school in writing.

Student Speakers at School-Sponsored Activities

- Student speakers at school events are selected based on neutral criteria. Religious expression by students is protected as long as it does not disrupt the educational environment or violate school policies.

School Insurance

- Student accident insurance is available for purchase as a voluntary service separate from required athletic insurance. Information is provided on the district website.

Parent's Right to Know

- Parents have the right to request information about their child's classroom teachers, including qualifications, certifications, and licensure status. Requests can be made through the district's Human Resources Department.

Student Use of Technology

- Students must use district technology resources responsibly and in accordance with district policies. Misuse may result in disciplinary action. The district monitors all school technology and encourages parents to report any concerns promptly.

Board Policies and Administrative Rules

- All current district policies and administrative rules are available on the Greenville County School District's website. Students and parents are responsible for familiarizing themselves with these policies and following them.