



# **MONARCH ELEMENTARY**

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### THE 2024-25 MONARCH STUDENT HANDBOOK

# **Attendance**

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17<sup>th</sup> birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

## **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

## **Unlawful Absences**

- Absences of a student without the knowledge of his or her parents
  - Absences of a student without acceptable cause with the knowledge of his or her parents •
- Suspension is not to be counted as an unlawful absence for truancy purposes

## **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

## **Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

## **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

## **Student Arrival and Dismissal**

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

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

## **Student Behavior Code**

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. 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. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in

accordance with the instructional activities of the facility.

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's food service program)
- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

### **Criminal conduct - Level III**

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

**NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.**

**The principals must recommend students for expulsion if they have committed offenses which are underlined above.** If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

## **Dress Code**

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and

safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed. • Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term. • Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips • Holes in garments or exposed skin are prohibited above the required short/skirt length • Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments. • The width of top straps must be at least the width of a student ID card ( 2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle school student ID cards must be worn and visible

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

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

- 1<sup>st</sup> Offense: Warning/Parent Contact
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Referral for Additional Discipline

## **Transportation**

### **Discipline**

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

#### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures



- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level I Consequences**

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension •
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level II Consequences**

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

### **Level III Offenses**

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance •
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

### **Level III Consequences**

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

## **Discipline of Students with Disabilities**

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

# **Procedures for Transporting 4k, 5k and 1st Grade Students**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front: 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](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto:TitleVI@greenville.k12.sc.us). Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

# **Title IX Complaints (Sex-Based Discrimination/Harassment)**

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

## **Reporting & Investigation**

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDA. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

# **Homework**

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of

homework: Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

# Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

## **The SC Grading Scale is as follows:**

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

## [SC Uniform Grading Scale](#)

### **Prekindergarten**

• Personal and social growth	+ Exceeds standard
• Approaches to learning	= Meets standard
• Physical development and health	# Making Sufficient Progress
• Language arts and literacy	- Not Yet making Progress
• Mathematics	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	M=The student consistently meets or exceeds end-of-year expectations for this standard
Writing and Language	P=The student shows expected growth/progress in meeting this end-of- year standard
Communication	B=The student is beginning to progress toward meeting this end-of-year standard
Science	N=The student needs intensive support at school and home to develop this end-of-year standard
Mathematic	
s Social	
Studies	
	<i>If left blank, this standard was not addressed or assessed during this reporting period</i>

#### **Successful Learner Characteristics:**

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

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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**2<sup>nd</sup>-12<sup>th</sup> Grade**

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

**Grading Floors**

**Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

**Middle School Students (Grades 6-8)**

A floor of 50 will be applied to all grades for middle school students (6-8)

**High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

# **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.

- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information. •

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

\*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

## **Directory Information**

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

# **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

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

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

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

## **Student Use of Technology**

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee



that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

## **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

# THE 2024-25 MONARCH STUDENT HANDBOOK

Mark Loach, Principal

Stephanie Hydrick, Assistant Principal ~ Natalie Bostic, Administrative Assistant

Phone 864.452.0600 Fax: 864.452.0690 Website: [www.greenville.k12.sc.us/monarch](http://www.greenville.k12.sc.us/monarch)

*School administration reserves the right to update the policies herein to ensure the health and safety of students and employees and to promote the efficient operation of the school.*

## HANDBOOK HIGHLIGHTS

- **The school requires signed notes from parents or guardians for explanation of the following:** Absence/Tardiness/Early Dismissal/ Change in the way a child is going home/ Permission to go home with another student (\*If riding the bus, students must already ride the same bus route). A signed parent note or medical excuse must be given to the office any time your child is absent.
- The back entrance where car riders enter the building closes at **7:45 am**. Even if a parent is in the line, students are considered tardy if they are not in the building when the bell rings. • Any changes in afternoon transportation must be in writing and signed by the parent. Emails or phone calls cannot be accepted.
- Per Greenville County School District (GCS) policy, early dismissals must be **before 1:45 pm**. • During daily dismissal, under normal weather conditions, cars are scanned in the carline **until 2:40 pm**.
- During daily dismissal, all parents/guardians who come to the office, must remain outside **until 2:45 pm**.
- After afternoon dismissal, no students are allowed back into classrooms to retrieve anything they have forgotten after they have left the building.
- Parents, please notify daycares of early dismissals and absences.
- Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's book bags while on school grounds.
- Shoes must have a back or back strap on them and high heels are not allowed. • Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, crop or short tops, spaghetti strap tops, halter-tops, or see through/mesh garments worn without shirts. Students may not expose undergarments. Pants must be worn at the natural waistline and undergarments are not to be visible. Pants must not bag, sag, or drag. All shirts/dresses must have straps at least one inch wide. Skirts and shorts must be properly fitted and in good taste and not be shorter than mid-thigh. (Skirts and shorts must fall below the fingertips when arms are hanging at the sides.)
- Pajamas are only allowed on specified school PJ days.
- Hats and hoodies should not be worn inside the building, except on specified hat days.
- Balloons, flowers, and similar items are not allowed in classrooms.
- Money is receipted by teachers first thing in the morning. All money must be turned in to teachers **by 7:45 am**. The office cannot accept any money.
- **Please send correct change or check when paying for school fees, field trips, etc.** • According to healthy school guidelines, **no restaurant/fast food/food delivery** of any kind is allowed – healthy or not. To support healthy choices, birthday treats must be healthy, such as

yogurt, fruit popsicles, or pretzels. Treats must be individually packaged by the manufacturer. All birthday treats are served at lunch.

- To protect instructional time, the only forgotten items that can be brought in are glasses, hearing aids, Chromebooks, and backpacks.
- Forgotten lunches will be placed on a designated table in the cafeteria. Students can pick them up on their way to lunch.
- Due to class interruption, missed instructional time, and limited space, students are not allowed to attend sibling performances.
- Per GCS policy, school personnel are not allowed to touch birthday party invitations. A student can distribute invitations if **all** students in the class are invited.
- Parents or Guardians are to bring in medications to the Health Room. It is vitally important to report head lice to Nurse Shelley or Nurse Leigh at 452-0604.

## CURRICULUM AND INSTRUCTION

### DAILY SCHOOL SCHEDULE

*School office hours are from 7:15 a.m. – 3:45 p.m. **7:00 a.m. until 2:35 p.m. Students may not enter the classrooms before or after these hours.***

7:00 a.m. to 7:40 a.m. - Breakfast  
7:45 a.m. – Students admitted to classrooms and classes begin  
2:15 p.m. - Students dismissed  
2:15 p.m. to 6:00 p.m. – Extended Day Program

Students that have not been picked up by 2:45 p.m. are moved to the front lobby and must be signed out by a parent/guardian.

**Supervision by staff is provided from**

### Guidelines for Grading

District guidelines are followed at Monarch and grades reflect the accomplishment of the student in the classroom.

Kindergarten and First Grade Academic Skills Indicators	
<b>M</b>	The student consistently meets or exceeds end-of-year expectations for this standard
<b>P</b>	The student shows expected growth/progress in meeting this end-of-year standard
<b>B</b>	The student is beginning to progress toward meeting this end-of-year standard
<b>N</b>	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	

<b>Second Grade – Fifth Grade</b>	A=100-90 B= 89 - 80	C=79-70	D=69-60	F=59-50
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*On interim progress reports, an actual grade appears. On report cards, a floor of 50 is calculated.*

<b>Penmanship, Art, Music, and Physical Education</b>	<div> <b>M=Meets</b> standards         </div> <div> <b>P=Progressing</b> towards standards         </div>
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### Monarch Major Assessment Retake Guidelines (NOT minor assessments)

Students who score a 64 or below on a major assessment may retake/redo the assessment within one week of taking the initial assessment and will be allowed to earn a maximum grade of 65.

### Monarch Missed Work/Make-Up Guidelines

If your child is ill and unable to attend school, you may arrange to pick-up assignments by contacting the teacher. You may pick up these assignments in the office after 2:50 p.m. or they may be posted in Google Classroom. Parents may not get assignments for ill children during instructional time. Provisions for make-up of work missed during excused absences are worked out with the teacher(s) at the earliest time possible but should not exceed five (5) school days after the student returns. Tests must be made up by the 5th school day after the absence occurs.

Make up of work missed during **unexcused** absences may be approved only with the principal's permission. **Family vacations are unexcused absences.** Make-up work is not given prior to a trip.

### Report Cards, Progress Reports and Parent Back Pack

A report card is sent home each nine weeks. If a report card is not received at the end of each nine-week period, please notify your child's teacher or the school office. Parents can access student grades via the Parent Back Pack. If you do not have your password for access, you may come to the office with picture identification for information. Report Card dates for 2024-25 are October 21st, January 9th, and March 27th.

### Student Progress Reports

Student Progress Reports are optional. Teachers will contact the parents of students who are at risk of failing at mid-term and at the end of each grading period, and progress reports will be sent for all students at risk of failing at mid-term.

### PROMOTION/RETENTION POLICIES

The district's policy assures students reach minimal academic standards at each grade level before promotion. To ensure each child has the opportunity to meet standards, intervention measures and transitional programs are available. The decision to retain is made only after intervention efforts are unsuccessful in helping a student reach certain achievement levels. The principal, after consultation with the teacher, makes the final decision on promotion or retention, but must have compelling procedural and/or substantive reasons for not accepting the teacher's recommendation. A student with disabilities, as identified by federal and state statutes and regulations, is subject to promotion criteria appropriate to the student's age and grade placement unless the student's Individual Education Plan (IEP), as developed by the

IEP TEAM, addresses and defines alternative learning goals and promotion standards. In K-8<sup>th</sup> grade, a student may not be retained more than once in any one grade, and no more than a total of two times unless approved by the Superintendent or his/her designee. In event of catastrophic illness, injury, or psychological trauma, the principal may waive promotion criteria provided the incident demonstrated negative effect on the student's academic performance when compared to prior achievement. The principal shall document the circumstances prompting this action. A Multi-Lingual (ML)/migrant student is promoted or placed with age-level peers, according to this Rule. Retention must be documented with evidence that indicates that determining factors are other than English language proficiency. The South Carolina Read to Succeed Act became law in 2014. The intent of this law is to ensure all students have the reading skills necessary to become college and career ready. This law includes significant changes regarding students being retained in 3rd grade or promoted to 4th grade. Beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of the third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment (SC READY).

### **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. Homework in grades K-2 should not exceed 30 minutes and in grades 3-5 should not exceed 60 minutes.

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.

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.

### **PERMANENT RECORDS**

A permanent record is maintained in the school office for each student. Permanent record information is confidential and is accessible only to the professional staff, and the student's parents/guardians. Please schedule an appointment with our counselor if you want to review your child's record. When a student transfers to another school records will be forwarded to the new school upon receiving a written request from the new school.

### **PROCESSING RECORDS (END OF SCHOOL YEAR)**

*Before processing a child's record for the next school year, the following must be completed:* Pictures (Fall, Spring and Group) must be returned or paid for in full. Fees for lost/damaged SC textbooks must be paid in full. Activities, materials, etc. that have not been paid for during the year must be resolved. Breakfast/lunch fees must be paid. All NSF checks and service charges must be

cleared. All library books must be paid for or returned.

## **FIELD TRIPS**

Field trips are an academic extension of our curriculum. Students are expected to fulfill responsibilities, i.e. homework, behavior, class work, monetary obligations, to participate. Written permission is required from parents/guardians before a child can go. A signed permission form is required for students and chaperones. If a financial reason is keeping a child from participating, please notify the teacher or principal to discuss alternatives to make the trip possible. There are no refunds on field trips. Parents must bring medications to Monarch the morning of the trip if students leave before school starts and/or return after school hours. Chaperone selection is restricted to parents/guardians of currently enrolled students. The number of chaperones is determined by supervision needs and trip destination. All chaperones must be GCS approved Level 2 volunteers. Only field trip chaperones may accompany the class on a trip.

## **COUNSELING PROGRAM**

Programs include whole class, small groups, and individuals. Students may be referred by themselves, teacher, parent, or staff member. *Best Buddies* is Monarch's Character Education program. Students learn and practice friendship-building skills. Students will work on these skills by role playing KINDNESS and other friendship-building behaviors, learning others' strengths and differences to develop COMPASSION, exploring how our behaviors affect others to increase RESPONSIBILITY, and participating in group projects to develop TEAMWORK.

## **CHALLENGE PROGRAM**

Beginning in grade three, the district provides a pullout program for gifted and talented students to challenge them with rigorous, complex work and research. Weekly, third graders attend 125 minutes and fourth and fifth graders attend at least 200 minutes. Students are required to make up any work missed in regular classes. Gifted students demonstrate high potential or ability in academic areas. Identification in academic areas is made using state criteria. Teachers, administrators, or parents may make a referral for a student to be screened. Students currently in Challenge will continue to be served. If a student withdraws from Challenge, he/she must requalify. Results of private testing are not accepted for Challenge placement. Please refer questions regarding the program to our challenge teacher and not the regular classroom teacher.

## **SPECIAL EDUCATION**

Resource services are for qualifying students based on SC federal criteria. Due process procedures are followed; written permission for a psychological evaluation and placement must be obtained from parents. Parents and teachers work together to refer a struggling student to the OnTrack process. Psychological evaluation, speech, hearing, and vision testing are provided by the district. If you feel your child could benefit from services, contact the teacher or principal. Monarch is required to follow a specific process in referring students for special services. This is a lengthy process that may extend throughout the school year.

## **SPEECH SERVICES**

Our Speech Language Pathologist serves students with deficits in these areas: articulation (speech sound production), language (word meaning, listening skills, grammar, social communications, etc.), voice (hoarse, breathy, and nasal) and fluency (stuttering). Speech screenings are completed for all students referred by teachers and parents. Students that have difficulty with the screening will be considered for further evaluation.

## **GCS Backpack**

We encourage all parents to sign up for a GCS Backpack account to facilitate communication between parents and teachers and to keep up with your child's progress. Here are the directions for creating an account:

You will need an email address to create an account. You can obtain a free email account at Outlook.com, Google (Gmail), etc.

Go to the [GCS Backpack site](#).

If you already have a Parent Backpack Account, please proceed to step 4 in the instructions below to add a Student to your Account.

1. Under "First Time Here?" click the I'm a Parent button.
2. You will be directed to the Sign Up for Parent Account page. Complete the form on this page.
  - Enter your current email address.
  - Create a password containing at least 10 characters following the password requirements listed.
  - Fill in your full legal name (no nicknames).
  - When you are finished, click the Create my Parent Account button.
3. Check your registered email account for an Account Activation message. You must click the Activate your Backpack Account button in the body of the email to complete your account setup. Clicking this button will take you back to the Backpack log in screen. Use your email and password that you created above to log in.
4. You can now link your students to your account by clicking on My Students (you will need your Student's ID Number).
5. Once on My Students screen, click the Add a Student button. Fill in your Student's information, then click the Request to Add a Student button. If your information is correct, you will receive a confirmation message. The message will direct you to go to your student's school to verify your identity and lists the documentation you will need to bring to set up your Decision Maker/Parent Account for your Student:
  - State/County issued birth certificate
  - Government issued photo ID
  - Divorce/Separation documents (if applicable)

## **OTHER REGULATIONS AND POLICIES (Listed in Alphabetical Order)**

### **ACCEPTABLE USE POLICY FOR STUDENTS**

#### **Administrative Rule EFE: Data Security and Use of Technology**

*See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>*

**I. Introduction**  
Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

**A. Legal Requirements** GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following: The Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), Individuals with

Disabilities Education Act (IDEA), Children's Online Privacy Protection Act (COPPA), and Health Insurance Portability and Accountability Act (HIPAA). Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

**B. Acceptable Use** GCS provides computer, network, email, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

**II. Student Acceptable Use** This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to: 1. The internet, intranet, email, portal; 2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and 3. The District's network and supporting systems and data transmitted by and stored on these systems. **A. Compliance with Copyright Laws** Students are to follow copyright laws at all times.

Students should refer all questions regarding copyright concerns to administrators at their school.

**B. Filtering and Monitoring Computer Resources** The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual email accounts. The District reserves the right to review any email sent or received using District equipment and email accounts. Students must adhere to the behavior expectations while using technology and email, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

**C. Prohibited Uses of GCS Resources** The following uses of GCS computer resources by students are prohibited from: The use of school computers for commercial purposes. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols. The bypass or attempt to bypass any of the District's security or content filtering safeguards. Allowing another person to use the computer under your District login. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems. Destroying or tampering with any computer equipment or software. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system. Violating any state or federal law or regulation, board policy or administrative rule. Students,



parents and guardians agree that GCS computer equipment must be handled with care and respect. **D. Consequences** Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement. **III. GCS Internet Safety and Other Terms of Use**

**A. General Access** In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

**B. Personal Safety** The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Students will not agree to meet with someone they have met online without their parent/guardian's approval. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. **C.**

**Expectation of Privacy** Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following: Obtain emails sent or received on District email. Monitor an individual's use on the District's systems. Confiscate and/or search District-owned software or equipment. The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

## **ADDRESS AND/OR PHONE NUMBER CHANGE**

It is necessary that the school office has on file your current address and home/work phone numbers at all times. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone numbers. Even if you have an unlisted phone number, the school must have a number where parents can be located. Monarch does not release contact information.

## **ARTICLES PROHIBITED IN SCHOOL**

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the health room. Abuse of policy is dealt with according to district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, toys aren't allowed unless the teacher specifies a purpose. In order to protect school equipment and property, chewing gum is not permitted during the school day. Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's backpack while on school grounds.

## **ATTENDANCE**

### **SUMMARY OF REVISED ATTENDANCE PROCEDURES/ADMINISTRATIVE RULE JBD • A**

principal has the authority to approve or disapprove all student absences. • 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. • A signed written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in PowerSchool.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11<sup>th</sup> parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

**Truancy** - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10), that was not excused by the principal. Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

**Transfer of Plans** - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

**TARDIES** School begins promptly at 7:45 a.m. and students must be in classrooms by this time. ***If a student arrives after 7:45 a.m., a parent/guardian must come to the office and sign his/her child in.*** The carline opens at 7:00 a.m. Tardies along with absences are recorded in the student's permanent record. **Excessive tardies will result in a Truancy Referral and a meeting with school personnel.**

## **BULLYING**

**Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct** The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JC DAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting. All reports should be filed with the principal or his or her designee. Reports 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 Parent Resource Representative. (See Policy JA for contact information). 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. 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. **Investigations and Consequences** Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential. If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action.

include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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. **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability, discrimination, or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JC DAG, Administrative Rule JC DAG, or the report form from your school upon request.

## **BUS TRANSPORTATION**

### **Greenville County Schools Code of Conduct on School Buses**

In order to insure 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, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document. The School District Behavior Code 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 misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

**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, 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**

- 1<sup>st</sup> Referral -- Warning and parent contact
  - 2<sup>nd</sup> Referral -- In school punishment, parent contact and/or one (1) day bus suspension •
  - 3<sup>rd</sup> Referral -- Suspended from bus three (3) days and parent conference
  - 4<sup>th</sup> Referral -- Suspended from bus up to five (5) days and parent conference •
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense

**Level II Offenses** IE: 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**

- 1<sup>st</sup> Referral -- Suspension from bus up to ten (10) days and parent conference • 2<sup>nd</sup> Referral -- Suspension from bus ten (10) days and parent conference • 3<sup>rd</sup> Referral -- Suspension from bus 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 Disabled Students:** Students with disabilities will be disciplined in accordance with federal 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.

**GCSD General Procedures for Transporting 4K, 5K, and 1<sup>st</sup> Grade Students**

**School Responsibilities**

Schools are responsible for ensuring that all student transportation information is transmitted to

their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in PowerSchool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31<sup>st</sup> prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school. All K4, K5 and 1<sup>st</sup> 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.

### **Driver Responsibilities**

Drivers are responsible for ensuring that 4K, 5K and 1<sup>st</sup> grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to school. The center staff will immediately notify the school so that school staff can be present to meet the bus. Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school. Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat. The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

### **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 1<sup>st</sup> grade child. The parent/guardian will be given three (3) 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 (4<sup>th</sup> 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 1<sup>st</sup> 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 via contact information that has been provided by 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 PM 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 appropriate bus center of the effective dates of loss of bus transportation services. **Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.**

## **CAR TRANSPORTATION**

Our objective is to provide safe pick-up and drop-off procedures while maintaining an orderly traffic flow. Parents are asked to follow staff directions as they oversee daily traffic patterns and student safety. We urge all parents to drive slowly and carefully, using extreme caution and follow all directional signs. Car riders are dropped-off and picked-up at the back of Monarch. *For the safety of the students, traffic rules are to be obeyed during dismissal:* 1) Cars arriving enter the lane that wraps around to the back. 2) Each driver has readily available the official car tag 3) Cars form a double line. 4) Student names will appear on a Promethean Board in groups of approximately 30 students. 5) Students will be dismissed in groups and walked through the double line by an adult. 6) As soon as one group of cars is released, another group of students will be walked out to the cars. 7) Dismissal ends at 2:35. If a car arrives after that time and a staff member is not outside scanning numbers/tags, the driver will need to drive around to the front office, bring in his or her driver's license and sign his/her child out. **The MORNING Monarch Express Car Lane is in the front of the school.** This express carpool line is **ONLY** for kindergarteners and students in Ms. Oaks' and Ms. Hodnett's classes. **The car must display the official express car lane tag. This lane will be open Monday through Friday from 7:15 a.m. – 7:45 a.m. ONLY.** This timeframe will be strictly enforced as this is primarily our bus loop.

**CAFETERIA MEAL PROGRAM** Breakfast is free to all students. **Restaurant/fast food and soft drinks are not allowed.** Microwaves are for teacher use only. The Free Lunch Program is available under the National School Lunch Program. For Free Lunch forms please check the district website or inquire at the office. Parents are notified in writing of eligibility. Parents need to pay for a child's meal until the application is returned to Monarch and approved. Menus are sent out in the weekly phone/email blast from administration and is on the GCS website. We are using a music system as a reminder for students to help them focus on eating their food at lunch. The music is on for approximately 5 minute intervals, so the students can eat quietly. When the music is off, students may speak quietly with friends around them.

## **CELL PHONES AND SMART WATCHES**

Smart watches and cell phones are not allowed to be out at school. If a student has one, it must be turned off and remain in the student's book bags while on school grounds. Your child may wear a regular watch. We understand that some children may need to contact a parent after school hours when off campus. That is the reason that we are allowing them in the book bags during the school day. The cell phone or watch will need to remain in the book bag while on school property. Students will be asked to put the cell phone or watch in their book bag if they are found with it or using it.

## **COMMUNICATION**

Teachers are expected to respond to all parent messages/emails within 24 hours of receipt.

**COMPUTER USAGE** **The School District of Greenville County Student Acceptable Use Policy Agreement:** The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom.

Electronic teaching and learning tools and online access are designed to support students' education. If students break "acceptable use" rules, they may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

***Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.***

- Treat computer equipment with care and respect. Willful destruction of computer equipment or software is considered vandalism and may warrant involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times - See District copyright policies for more information.
- If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret - You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- Online communication must be polite and not threatening or offensive in any way. All students are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Google classroom accounts are provided to students for educational related work. Students should not store personal or non-school related work in Google. The District reserves the right to review the contents of students' Google accounts.

## **DISCIPLINE and RULES**

Students are expected to follow classroom and school discipline plans. Most discipline problems can be handled between the teacher and student. If the offense is serious or the behavior persists, parents are informed. There are times when the student's parents are required to come to school for a conference. Discipline policies included in this publication are based on information at the time of printing. District discipline policies and behavior codes are outlined in *Connected*, the Greenville County Schools' parent newsletter, which is mailed annually in early August and posted on the GCS website and the Monarch website. Parents are expected to read in full the district's Student Behavior Code. Some behaviors noted may be atypical for elementary students. In matters related to student behavior and application of disciplinary action, age and development of the child is considered.

## **DRESS CODE**

The primary objective of Greenville County Schools is to provide a world-class instructional program. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress appropriately while on Greenville County School property or representing Monarch. Personal appearance shall be such that it does not disrupt student work or school order, become distracting

to other students, or violate health and safety guidelines. *Greenville County Schools 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. Thus, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories/clothing that could pose a safety threat to oneself or others is not allowed.
- Sunglasses may not be worn in the building.
- Shoes must have a back or back strap on them. High heels are not permitted.
- Pajamas are only allowed on specified school PJ days.
- Hats and hoodies should not be worn inside the building, except on specified hat days.
- Attire can't evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes or sandals with back straps must be worn at all times. Flip flops are not permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, crop or short tops, spaghetti strap tops, halter-tops, or see through/mesh garments worn without shirts. Students may not expose undergarments. Pants must be worn at the natural waistline and undergarments are not to be visible. Pants must not bag, sag, or drag. All shirts/dresses must have straps at least one inch wide. Skirts and shorts must be properly fitted and in good taste and not be shorter than mid-thigh. (Skirts and shorts must fall below the fingertips when arms are hanging at the sides.)
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting/suggesting alcohol, tobacco, drugs or sex.

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 which lead to or may foreseeably result in disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, administration will either require the student to change or 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.

### **EARLY DISMISSALS**

Regular early dismissals for weekly piano lessons, outside tutoring, etc. are not permitted. State regulations require students to regularly attend school for a full day. In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child early, that parent must send a written note to the school office in the morning stating the reason and time for the early dismissal. All notes must state the student's first and last name, teacher's name, and if the student will be returning the same day. Please report to the office before 1:45 p.m. to sign out your child. The child will be called to the office to meet you. Identification will be required of any adult attempting to pick up a child for early dismissal. Only individuals listed on the student information card will be allowed to pick up that child. No early dismissals are allowed during state testing, and no one is allowed on the hallways



during state testing. ***Per district policy, no dismissals after 1:45 p.m. are permitted.***

### **EARLY SCHOOL/EMERGENCY CLOSING PROCEDURES**

Closing of school due to extremely bad weather or other severe emergencies will be announced on the GCS website at <https://www.greenville.k12.sc.us>, on GCS social media, local radio, television stations, and optional automated text messages from the district. Please discuss with your child in advance procedures you will follow in getting your child home early. Just a reminder, if your child will be going home a different way the office must have a signed written note. Otherwise, the child will follow the same procedure he/she does on a daily basis. Parents with students in day care must notify the day care to pick up early or be prepared themselves to pick up their child. Please keep in mind that Monarch's Extended Day Program closes if school closes early due to inclement weather or other severe emergency.

### **EXCUSES FROM RECESS/PHYSICAL EDUCATION (PE)**

Sometimes, after serious illness, a parent may wish to have a child excused from PE and/or recess. Please send a note to the teacher stating the reason for the request. If this request is for more than 3 days, a doctor's statement is needed.

### **FORGOTTEN ITEMS**

To protect instructional time, the only forgotten items that can be brought in are glasses, hearing aids, Chromebooks, and backpacks. Forgotten lunches will be placed in the cafeteria for students to pick up.

### **HEALTH AND SAFETY**

South Carolina law requires schools to take measures to prevent the spread of disease in the school and childcare populations by limiting the attendance of students and staff with contagious or infectious diseases at school and school activities. Teachers will be careful to monitor the severity of a child's complaint of illness in class. Complaints that cannot be resolved in the classroom result in a referral to the Health Room. Every effort should be made to keep sick children at home. Please reference DHEC's School Exclusion list, your child's pediatrician, or contact the Health Room with any questions re: your student's attendance if your student is exhibiting symptoms of illness.

## **Return to School Criteria**

### **Fever / Diarrhea / Vomiting**

In an effort to decrease the spread of contagious illness at school, please refer to the Return to School Criteria below according to the *2023-24 DHEC School and Childcare Exclusion List* before your student returns to school.

**Fever** - If your student has been excluded from school for fever (defined as 100.4 or greater), you must provide a parent note upon return stating your student is fever-free without the use of fever-reducing medication.

**Diarrhea** - If your student has been excluded from school for diarrhea, they may return after symptoms are resolved for at least 24 hours or with a note from a medical provider indicating school inclusion is acceptable.

**Vomiting** – If your student has been excluded for vomiting, 2 or more times during the previous 24 hours (without a known condition for which there is a care plan) or for vomiting and fever, your student may return to school with a parent note stating vomiting has resolved and the student has remained fever-free for the last 24 hours without the use of fever-reducing medication. In addition, your student must feel well enough to participate in school activities.

Please contact your school nurse with questions or concerns.

Updated 07-2023

## **HEALTH PROBLEMS**

Please make your child's teacher and school nurses (452-0604) aware of any SPECIAL HEALTH PROBLEMS. A doctor's statement is required to outline procedures that need to be taken in the event your child requires any special attention or accommodations during the school day.

## **IMMUNIZATIONS**

SC State law requires a valid SC Certificate of Immunization or valid exemption. Children without a valid certificate or exemption will not be allowed to attend school.

## **MEDICATIONS AND THE HEALTH ROOM**

The nurse will administer prescription and over-the-counter medicine brought in by a parent or guardian if a GCS Authorization is on file. School district policy states students are not to bring ANY medications to school. Parents or Guardians are to bring in medications to the Health Room. The nurse does not have any stock medications. Students may not bring any medications to school.

- Medications must be provided in an unopened original sealed container with a student's name on it. Cough drops are considered medications and are required to be kept in the health room with a parental permission form.
- If over the counter medicine is to be given longer than TWO weeks, a Prescription Authorization form must be completed with a physician's signature.
- Prescription medications require both a doctor's and a parent's permission.
- At year-end, parents are responsible for picking up remaining medications. Medicine not picked up is destroyed.

It is vitally important to report head lice to Nurse Amy or Nurse Leigh at 452-0604.

## **STUDENT EMERGENCY FORM**

A Student Emergency Information Form must be completed for each child. This information helps the school contact parents in the event of an emergency. It is most important to make your child's teacher and the school aware of any SPECIAL HEALTH PROBLEMS. Please inform the office in writing if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. Confidentiality is maintained.

## **Health and Wellness Education**

Please see the school district website for material used to teach health and wellness. It is located under Students & Parents, Social and Emotional Learning

## **INCLEMENT WEATHER CLOSING/GCS E-LEARNING DAY**

Closing of school due to extremely bad weather or other severe emergencies will be announced on the GCS website at <https://www.greenville.k12.sc.us>, on GCS social media, local radio, television stations, and optional automated text messages from the district. Monarch teachers will follow the GCS e-learning guidelines for the day(s).

## **LEGAL CUSTODY/GUARDIANSHIP**

If you have legal custody of your child and you do not want anyone else picking up your child, you must note this on the dismissal card. A copy of the proof of custody from the court must be brought to the office and filed in the student's record. Please inform your children of the persons authorized to pick them up and instruct them not to go with anyone else. Without proof of custody in the child's permanent record and notation on the dismissal card, the school has no recourse but to dismiss the child to either parent.

## **LOST AND FOUND**

To help minimize lost articles, make sure students' names are on all clothing items such as jackets, sweaters, coats, scarves, hats, gloves, and lunchboxes. Unclaimed articles are donated to community centers periodically. Children should be reminded to check the lost-and found containers for missing items. Any money found on school grounds should be turned in to the office.

## **MAKE-UP WORK PROCEDURES**

If your child is ill and unable to attend school, you may arrange to pick-up assignments by contacting the teacher. You may pick up these assignments in the office after 2:50 p.m. or they may be posted in Google Classroom. Parents may not get assignments for ill children during instructional time. Provisions for make-up of work missed during excused absences are worked out with the teacher(s) at the earliest time possible but should not exceed five (5) school days after the student returns. Tests must be made up by the 5th school day after the absence occurs.

Make up of work missed during **unexcused** absences may be approved only with the principal's permission. **Family vacations are unexcused absences.** Make-up work is not given prior to a trip.

## **MOMENT OF SILENCE**

SC State law mandates schools provide a minute of mandatory silence each morning. At Monarch, this follows our Pledge of Allegiance during the morning news show.

## **MONEY SENT TO SCHOOL**

Children are discouraged from bringing money except for specific purposes. The teacher and

the school can't be held responsible when money or personal items are lost or exchanged. Please remind students not to exchange money or items with each other. Money should be sent in an envelope or zip-loc bag with the student's name and purpose for the money. **No money will be accepted after 7:45 a.m.**

**NOTES REQUIRED FROM PARENT OR GUARDIAN** *The school requires signed notes from parents or guardians for explanation of the following:* Absence/Tardiness/Early Dismissal/ Change in the way a child is going home/ Permission to go home with another student (\*If riding the bus, students must already ride the same bus route). Disciplinary referrals should be signed and returned to school the following day. ***If your child is going home a different way, a signed and dated note should be turned into the teacher before 7:45 am. In case of an emergency, please notify the school office at 452-0600 and then a signed and dated note may be faxed to the school office at 452-0690, brought to the school office, or a picture of signed and dated note emailed to the school office by 1:00 pm.*** This is for the safety and protection of your child. Please submit any permanent transportation changes to the front office in a prompt manner.

### **ORGANIZATIONS FOR PARENTS AND OTHER STAKEHOLDERS**

**PARENT TEACHER ASSOCIATION (PTA)** Monarch has established a PTA to provide financial and personal support to the total school program. All persons who are interested in the welfare of Monarch and its students are invited to join PTA and become actively involved in supporting activities. Parents, other family members and friends are urged to join. PTA advertises the meetings on their website and on social media.

**SCHOOL IMPROVEMENT COUNCIL (SIC)** Council is composed of parents, business partners, teachers, and school administrators. Six meetings are held yearly. Parents are welcome to volunteer to serve on SIC. The purpose of SIC is to assist in preparation, implementation, and evaluation of the 5-year comprehensive school improvement plan; to develop an annual report to parents; to provide advice on the use of school incentive grant awards; to serve as liaison between the school, school organizations, the community and the school board; and to provide other assistance that the principal may request.

### **Personalized Learning**

Personalized Learning is instruction that is tailored to the needs of the individual student. Technology allows teachers to effectively and efficiently assess and meet the needs of each student by personalizing learning. All students at Monarch receive a Chromebook as a part of the Greenville County Schools' Personalized Learning initiative. See the Personalized Learning tab on the school district website for more information.

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy, the District's Behavior Code and/or academic standards, the conduct expectations and/or academic standards of Monarch, and/or the conduct expectations and/or academic standards of the particular activity.

**PARTIES, TREATS, AND BIRTHDAYS All food sent in for classes must be factory sealed.**

Class parties are an exciting time for children. In adherence to district policy, teachers may have two class parties (December Holiday and End-of-Year). Room parents may arrive 15 minutes prior to the party to set up. Healthy snacks should be brought to school, such as yogurt, fruit, or pretzels. Foods with high-sugar content will not be allowed. We are a peanut aware school. Please be mindful of any allergies in your child's classroom. On other holidays or birthdays, parents and/or teachers may serve healthy snacks at lunchtime in the cafeteria. Please do not send balloons as they are not allowed in classrooms. Flowers will not be delivered to classrooms. Recipients will be called to the office at the end of the day. Please note that these items may not be carried on the bus. Birthday party invitations will only be distributed at school if each child in the class receives an invitation. GCS guidelines state that no matter the age, only children are allowed to distribute birthday party invitations.

**PETS/ANIMALS**

Pets or animals are not to be on school grounds. Many students have allergies to animals that can cause medical problems. Please keep your pets or animals at home.

**PHOTOGRAPHING AND VIDEOTAPING**

Many students have the opportunity of being videotaped and/or photographed at school. Some tapings may air on television, social media, or appear in newspapers. Some video tapings/photographs are used at local, state, or national conferences or workshops. An Internet/Photo/Video release form is sent home with each child.

**PROFANITY FREE ZONE**

Monarch and other school district locations are profanity free zones. Obscene, vulgar, and profane expressions are prohibited. Any student using profanity on school district property, attending a school-sponsored event, or representing the school/school district will face appropriate disciplinary action outlined by the Student Behavior Code of GCS.

**PRIVACY**

Please do not ask teachers for their class rolls, email addresses, addresses or phone numbers. Families wishing to release this information can do so as part of the annual Monarch PTA Directory.

**RELIGIOUS BELIEFS**

Greenville County Schools support the right of individual students to express religious beliefs as long as expression doesn't interfere with rights of others/operation of school. For comprehensive overview of student's rights, review US Department of Education's guidelines concerning religious expression in public schools. [www.ed.gov/Speeches/08-1995/religion/html](http://www.ed.gov/Speeches/08-1995/religion/html).

**RETURN CHECK POLICY**

The school is charged a fee if we receive a check that cannot be processed due to insufficient funds. A service charge is added to the original amount of the returned check. The school reserves the right to accept cash only if this becomes a frequent problem.

**SAFETY**

In accordance with district guidelines, Monarch has a comprehensive approach to safety. Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest environment for students, faculty and visitors. Our counselors present class programs,

which address conflict resolution, student leadership, and interpersonal skills. Administrators schedule fire, earthquake, severe weather/tornado, and other drills on a regular basis to train students in emergency preparedness. Monarch's Safety Plan offers a detailed outline for campus safety and faculty training and provides specific steps to address emergency scenarios.

### **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

#### Insurance

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

### **SCHOOL STORE**

The school store is located in the atrium and is open from 7:00 a.m. - 7:35 a.m. on Fridays. The PTA operates the store.

### **SEVERE WEATHER DISMISSAL PROCEDURES**

In event of severe weather during 2:15 dismissal, Monarch will follow all GCS severe weather directives.

**Car Riders** All car-riders will be held inside the building during severe weather. If weather allows, staff will be outside to radio inside when parents arrive. Please have the official Monarch car tag (QR code) visible in the front window of your vehicle. ***Please be patient, as this process will take longer than normal.***

**Walkers/Bike Riders** Walkers will be held inside from 2:15 p.m. until 2:30 p.m. At 2:30 p.m. a decision will be made as to the safety in releasing walkers and bike riders. If the weather does not allow for safe dismissal (lightning or heavy rain) parents will be called to pick their children up. **Bus and Van Riders** Buses will use the bus loop and students will be loaded accordingly.

### **SMOKING POLICY**

The School Board has established a No Smoking/Vaping Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school or on the school grounds.

### **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.

For a comprehensive overview of student's rights, please review the U.S. Department

of Education's guidelines on religious expression in public schools at <https://ed.gov/policy/gen/guid/religionandschools/index.html>

### **STUDENT WITHDRAWAL FROM SCHOOL**

Please notify the school office as soon as possible if withdrawing from Monarch. Textbooks, library books and any electronic/1-1 devices are to be returned to school. Borrowed lunch money and other fees must be paid before the transfer form can be issued. School records will be sent to the next school upon request from the school.

**TRANSPORTATION:** Safety is always our top priority. GCS has a dismissal system for all elementary-age students. All students are accounted for by scanning them out at the end of the day.

### **VISITING CAMPUS**

All visitors, including parents and volunteers, will be signed in at the front office computer workstation using a valid driver's license. All visitors will receive an ID sticker that must be worn and be visible at all times on campus. This is for your child's protection and will keep interruptions to a minimum and allow visitors to be reached if necessary. Advance arrangements must be made with the teacher before visiting in a class. Parents may not visit the playground during recess as this is a time that requires teachers' undivided attention. No volunteers are allowed in the building until 8:15 a.m. All volunteers must be out of the building by 1:45 p.m. No volunteers will be allowed back into the building after school hours.