



Student Handbook



Pelham Road Elementary School
100 All Star Way Greenville SC 29615

2023 – 2024 SCHOOL YEAR

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Attendance

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents

- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Carnegie Credit

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

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Behavior Code

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

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in Policy JCDA and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of

a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

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

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

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

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

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

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

Criminal conduct - Level III

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family

- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Transportation

Discipline

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

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

Level I Offenses - Disorderly Conduct

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

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

Level I Consequences

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

Level II Offenses

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

Level II Consequences

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

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance

- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

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

Discipline of Students with Disabilities

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

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

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

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

Front:	Back:	
Student Name	Student address	unique number
[] Student designee name (4th grade or above)		
Route number		

Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus

stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in

Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

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

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

Title IX Complaints (Sex-Based Discrimination/Harassment)

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

Reporting

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

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

Homework

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

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

Practice: reinforces newly acquired skills taught in class

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

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

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

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

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

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

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

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

Uniform Grading Scale

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

The SC Grading Scale is as follows:

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

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

Link to: [SC Uniform Grading Scale](#)

PreKindergarten

<ul style="list-style-type: none"> • Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics 	<ul style="list-style-type: none"> + Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed
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Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of-year standard B=The student is beginning to progress toward meeting this end-of-year standard
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	<p>N=The student needs intensive support at school and home to develop this end-of-year standard</p> <p><i>If left blank, this standard was not addressed or assessed during this reporting period</i></p>
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Successful Learner Characteristics:

<p>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</p>	<p>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</p>
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Related Arts Indicators:

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

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

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

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

Grading Floors

- **Elementary School Students (Grades 2-5)**
A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.
- **Middle School Students (Grades 6-8)**
A floor of 50 will be applied to all grades for middle school students (6-8)
- **High School Students (Grades 9-12)**

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

Directory Information

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

Student Speakers at School-Sponsored Activities

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

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

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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

Parent's Right to Know

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

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

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

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

Morning Drop-off Procedures

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

- Use the carline to drop your student(s) off at school. This is the safest way for your student to enter the building.
- Do not drop your students off in the school's parking lot.
- Do not park or let students out of your car at the church, flag pole, or area near the woods.
- The car line is a single line from 7:00 – 7:15 AM.
- Pull all the way forward when dropping your student off in the unloading zone. At 7:15, there are safety patrols on duty to direct you to the end of the sidewalk (close to the electronic sign). Please pull all the way down in order to maximize the number of cars in the unloading zone at a time.
- All students should exit the car on the right side.
- Do not switch lanes. Follow the cars in front of you and move to the left when it is safe to do so.
- Have your student prepared to exit the car when your group is pulling forward so we can keep the line moving. If your child needs additional time getting out of the car, you can move forward when the line starts moving.
- Do not pull out of your group after your student has unloaded – stay in line.
- Do not hold up the line by putting your car in park. If your student needs additional time to get out, pull forward with the next group.
- Merge to the left side in the order of your group.
- There are two lanes at the exit of the drop off line – left turn and right turn. Whichever one you are in is the direction you will need to turn. This will allow traffic to flow more smoothly.
- Students should be dropped off in the car line at the authorized drop off points only. Letting children out in the roadway is extremely dangerous. Crossing at non-designated areas could result in serious injuries. As a result, we highly discourage parents from parking at the church and walking students across the street. Please use the carline. Crossing at non-designated areas could also result in fines from law enforcement.
- Other options to consider: carpooling and arriving during less congested times of 7:00 - 7:15 am.

Parents are allowed to walk their student to class on the first day of school only. Beginning on day 2 and ongoing, students are expected to walk themselves to class each day. Parents are not allowed to walk students to class.

Safety Patrol Drop-Off

- Safety patrols can arrive at school between 7:00 – 7:10 AM.
- Use the carline to drop off students in the morning.
- Do not drop your safety patrol off in the school's parking lot, church parking lot, or at the flagpole.

Cell Phones & Electronic Devices:

Cell phones and other electronic devices used inappropriately by students such as texting during class are not automatically confiscated by school administrators. The district policy states that students will be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy. For example, if a student refuses to put away a cell phone when asked, then that student would be disciplined for failing to follow the teacher's directive.

If your student brings a cell phone to school, the phone should be put on silent or turned off and kept in his/her bookbag during school hours. Inappropriate use of cell phones during the school day includes taking or making phone calls, texting, etc. If you need to get in contact with your child, you can email the teacher or call the front office. If there are special circumstances where you feel your child needs to have their cell phone on with him/her during the day, you should contact administration.

Cells phones may be allowed if used for instructional purposes as determined by the teacher.

TARDY POLICY

The school day for all elementary students in Greenville County begins at 7:45 am. Beginning the instructional day promptly is important to our teachers and staff, and demonstrates our commitment to your child's success. In our school, instructional time is viewed as a precious resource. Students not in class by 7:45 am are considered tardy and will be marked tardy in our system. We view chronic tardiness as a serious problem. Teachers often have to stop teaching to help catch students up who may be coming in late to get caught up. This also takes away instructional time for students already in class working on their learning targets for the day. Students attending Pelham Road Elementary on Change in Assignment may be denied permission for the following school year for excessive late arrivals (tardies).

If your student arrives past 7:45 and the front doors are closed, you will need to bring your child in to the front office and sign them in. Failure to comply with this policy will result in contact from administration. If your student is not in the classroom when the bell rings, they may be marked absent by the teacher and it will be changed to tardy as long as they check in at the attendance window.

EARLY DISMISSALS

In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, please make your medical and dental appointments after school hours. If a parent needs to pick up a child from school early, the parent must send a note to the teacher in the morning stating the reason and time for the early dismissal. Please come to the office to sign out your child by 1:45 p.m. The child will be called to the office to meet you.

Identification will be required of any adult attempting to pick up a child.

NOTE: PLEASE CONTACT YOUR AFTER SCHOOL DAYCARE WHEN A CHILD IS PICKED UP EARLY AND WILL NOT BE RETURNING TO SCHOOL. THE DAYCARE DRIVERS NEED THIS INFORMATION BEFORE ARRIVING AT PELHAM ROAD FOR AFTER SCHOOL PICKUP.

LATE PICK-UP POLICY

Students should be picked up no later than 2:35 p.m. PRES can provide a list of nearby after school options if helpful.

Students attending Pelham Road Elementary on Change in Assignment may be denied permission for the following school year for excessive late pick-ups.

Our staff has additional responsibilities once the school day and car line dismissal ends.

Late Pick-Up After 2:45

1st time – Verbal Warning (Discuss school hours and pick up times)

2nd time and thereafter - Charged daily rate for the afterschool program (\$18 per child)

Law enforcement may be called for a well check if your child is not picked up before the front office closes.

CHANGE IN AFTERNOON TRANSPORTATION:

Occasionally, a student may leave school using a transportation method other than what is his/her “typical schedule” or has already been communicated to the teacher. In this case, we ask that parents complete the Change in Transportation Google form prior to 1:30 pm, the DAY OF for the change. Once the form is received, the front office will verify the change and notify the teacher prior to the end of the school day. You can visit our school’s website for a copy of the link. The link can be found by click the “Parent Tab” and then “Parent Resources”.

Here's a link to the Change In Afternoon Transportation Form:

https://docs.google.com/forms/d/e/1FAIpQLSciId_pr5d94xW8PmnEORIsHfHRz6lqnSdeOaf7LmMFeixh9g/viewform?vc=0&c=0&w=1&flr=0

If daycare providers are impacted by such changes, please complete the Change of Transportation form and contact them separately.

PARENT BACKPACK INFORMATION/STUDENT PROGRESS

We follow the School District of Greenville County policy on grading. Report cards will be sent home in October, January, March, and June. Parent/Teacher conferences are held formally at least twice per year or by parent request at any time.

Per Board Policy IHAB, Academic Achievement: Reporting Student Progress, quarterly progress reports are optional. Mid-term progress reports will only be sent home with students who have failing grades. As stated in IHAB, our teachers will notify parents of students “who are at risk of failing mid-term and at the end of each grading period.” Parents can check the GCS Backpack for weekly progress and grades for each subject area.

PARENT BACKPACK Parents can access student's grades, class assignments, discipline and other demographic information through the Parent BackPack.

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

All parents should sign up for a PARENT BACKPACK account. Instructions on how to create an account can be found on our school's website. You can also contact the front office for help.

WALKING CHILDREN TO CLASS

Parents will be allowed to walk their child to class on the first day only. Beginning day 2 and ongoing, parents are not allowed to walk students to class in the mornings. Parents must have a scheduled conference with the teacher in order to be allowed to go to their child's classroom in the morning. New parents enrolling students after the first day of school will be escorted to the classroom by a staff member to meet the teacher and see the classroom.

BELL/DAILY SCHEDULE

Elementary School Hours 7:45 – 2:15 PM

Morning Drop-off 7:00AM – 7:45AM - *Students arriving after 7:45am will be marked tardy.*

Afternoon Dismissal 2:15PM – 2:35PM - *Students picked up after 2:35pm will be considered late pick-up.*

Breakfast Hours 7:00AM - 7:35AM - *GCS has universal breakfast for all students so free breakfast for students.*

Front Office Hours 7:00AM – 3:45PM

TEACHER ASSIGNMENT / PLACEMENT OF STUDENTS

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

CHANGE IN ASSIGNMENT PROCESS

Students are assigned to a school (home-based) based on the address where their custodial parent/guardian resides. If an address falls outside of Pelham Road Elementary School's zone, parents may request that their children attend PRES through Change in Assignment Choice by following the process/steps described below. Exact timing and deadlines are released by the district each school year.

Step 1: Returning Students Declare Intent (usually early to mid November) – PRES sends parents a renewal form which must be returned by the listed deadline to guarantee being able to return to PRES. 33

Step 2: Choice Lottery Window (usually late November through early December) – If parents are interested in PRES being their number one choice school, they must visit PRES in person to submit a choice form for their child (you will be able to list up to three schools). In order for parents to get sibling preference, they must apply during this window. Parents receive a form number to later check the lottery results. Choice school submission during the lottery window has priority over requests submitted once the window has closed (usually early December). Note: Parents of 5K students for upcoming school year should submit choice requests during the Choice Lottery Window, and not wait until kindergarten registration in December.

Step 3: Lottery Results Posted – Typically in February, lottery results using the choice form number will be posted on the GCS website.

Step 4: Student Assignment Letters - Student assignment letters will be distributed to every student usually in March. If a student is approved to attend a school by one of the GCSD choice options, that school will be stated in the letter.

Step 5: Waiting Lists Established - Students who are not assigned to PRES will be placed on a waiting list. If space becomes available, students on the waiting list are assigned based on their established ranking from the waiting list. This process will continue through the first ten days of each school year.

If questions, contact: Student Assignment Office at 355-7266 or 355-7263 or email Planning@greenville.k12.sc.us.

Please note: Students attending Pelham Road Elementary School on change in assignment, may be denied permission to return for the next school year for the following reasons: attendance issues, behavioral issues, tardy and/or late pick up. We ask that all children adhere to the discipline and attendance policies set by the Greenville County School District. Parents will be notified by administration if concerns arise regarding change in assignment status.

ADDRESS CHANGE

It is important that we have your current address and telephone number at all times. This information is especially important in case of emergencies. Please notify the school immediately upon changing your address or telephone number.

TRANSFERS

When a student is to be transferred from Pelham Road Elementary School to another school, please notify the school office at least a day in advance giving your new address. A transfer form will be prepared which the parent may pick up on the last day of the student's attendance. It will be necessary for you to sign this form before your student's records can be forwarded to another school.

LOST AND FOUND

A lost and found area is maintained at Pelham Road School. Unclaimed articles are donated to needy children. Please put your student's name on all jackets, coats, sweaters, hats, boots, etc. All unclaimed items will be donated the first Friday of every month.

BIRTHDAY & OTHER CELEBRATIONS

If you would like to provide food for special occasions (i.e. student birthdays) please check with your child's teacher prior to the event. For safety concerns, we cannot serve or give "homemade" foods; therefore, all food to be shared with other children must be store bought with visible ingredient labels and individually pre-packaged. A single cake or box of ice cream is not appropriate because it takes too long to serve. Invitations to a birthday party must include the entire class, all of the boys in the class, or all of the girls in the class if they are given out at school. Also, please do not bring balloons to school. Staff members/teachers cannot distribute birthday invites to students. It is the responsibility of the student to distribute invites to classmates.

Birthday parties at school are not allowed at school. The celebration is limited to one treat (see above). Gifts, treat bags, balloons, decorations, etc. are not allowed in the cafeteria, classroom, or any other place in the school. If any of these items are brought to school, parents/guests will not be allowed to take them beyond the front office.

Birthday celebrations are not allowed at breakfast.

LUNCH ACCOUNTS

Deposits into a student's lunch account can be made each day in the cafeteria from 7:15 am to 7:45 am. Parents can also view and make deposits into a student's lunch account through the My School Bucks software on the Greenville County School District website. Greenville County Schools will now offer Universal Free Breakfast to all students, regardless of the student's free and reduced meal status.

HEALTH ROOM SERVICES/MEDICATIONS

All medication must be delivered to the School Nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. It is against School District Policy for a student to carry ANY medication on their person without physician permission, parent permission and school district permission to self-administer and self-monitor (SC Law S144). All medication will be maintained in the health room. Medication required for field trips must be given to and administered by an employee of Greenville County Schools designated by the principal. There are separate permission forms for medications on field trips.

For your child's safety please remember:

ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school. Form MED-1*

All PRESCRIPTION MEDICATION must be administered as labeled and OTC medications may not exceed package directions.

ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse or designated school personnel.

*OVER THE COUNTER MEDICATIONS may be provided by the parent if it is in a new - unopened container, clearly labeled with the student's name and is accompanied by written parental permission. Form Med-3**

Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School Nurses will not administer any medication passed the expiration date.

ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.

The school nurse will perform minor first aid. Students having a fever or symptoms of illness should be kept at home. If a student becomes ill, too uncomfortable to remain in school, or has a temperature 100.4 degrees or greater, parents will be notified.

The school should be informed at the beginning of the year if a student has a special health condition such as epilepsy, allergies, asthma, diabetes, heart condition, poor vision, or hearing loss.

*All Health Services procedures and guidelines and these forms are available at:

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

SCHOOL COUNSELING PROGRAM

The school counseling program in Greenville County is a collaborative effort benefiting students, parents, teachers, administrators and the overall community. The comprehensive and developmental school counseling program utilizes a planned program of activities that address the three components of student educational development, student career development, and student personal/social development. The school counseling program is provided to all students, K-12, and provides services through individual, group, and classroom guidance.

The school counseling program is developmental and includes sequential activities designed to address the needs of all students and therefore is an integral part of each school's educational program.

The counseling program components include the direct student services of guidance curriculum, individual planning, responsive services, and the indirect services of system support.

PERSONALIZED LEARNING INFORMATION

As a student-centered district, our priority is to build better graduates. While incorporating devices into our classroom environment does not replace classroom teachers or good instructional practice, it can enhance or even transform student learning experiences.

With individual devices, your students will continue to be provided with opportunities to create, think critically, collaborate, and communicate, but in new and innovative ways. He or she may experience Yellowstone National Park through virtual reality, interview a scientist in Australia to better understand the Great Barrier Reef, co-author a presentation for a local government official using Google Slides, or create a multimedia portfolio of his or her best work for a future employer or college application review committee.

The possibilities for individualized and meaningful instruction are endless as teachers are able to personalize content based on your child's needs, rather than insisting that all students learn at the same rate and in the same way.

Breakfast and Lunch Information

All GCS schools currently offer free breakfast. For the 2023-24 school year, every school in the district except the following will be CEP schools, offering free lunches to all students:

- Augusta Circle Elementary
- Bell's Crossing Elementary
- Buena Vista Elementary
- Mauldin High
- Monarch Elementary
- Oakview Elementary
- Pelham Road Elementary
- Riverside High
- Riverside Middle
- Rudolph Gordon School
- Stone Academy

Families that are eligible for free or reduced-price meals at these schools must apply to receive them, and all other students must pay full price (\$2.50) for their lunches. Breakfast is provided free of charge to all Greenville County students, regardless of their meal status.

The online application process for free and reduced-price meals is now live and can be accessed below.

Meal Application:

<https://www.nlappscloud.com/Welcome.aspx?api=01ce365d0b2041b00b289b077abc88c4#loaded>

While hard copies of meal benefit applications will be provided for parents when students return to school, the online applications are by far the most accurate and efficient method to apply for Free or Reduced Priced Meals.

On average, online applications are processed within 24-48 hours of completion. Parents are encouraged to take advantage of this simple process.

Adult Meal Prices are \$3.10 for breakfast and \$4.75 for lunch.

For more information regarding Free and Reduced Priced Meal Applications please contact the Food and Nutrition Services office our cafeteria manager.

Checking In During School Visits/Identification:

Always bring your driver's license or photo ID with you when come to the school to volunteer, eat lunch with your child, attend parent conferences, or get your student out for early dismissal/late pick up. Your ID is required, and will be asked for, for each school visit. Whenever you visit the school and need to go beyond the front office, you will be issued a visitor's badge after checking in with your ID. Visitor badges should be visibly worn during your entire visit. This notifies our staff that you have checked-in properly with your ID. When it is time to check out, you should turn your visitor's badge in to the front office.

Visitors and Volunteers

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

Volunteers are now identified by two different categories: Level I or Level II. The application is the same for level I and level II (you must be 18 or older to become a volunteer) . The application process for each is detailed below:

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

LEVEL I application process:

Use the link <https://apps.raptortech.com/Apply/MzE6ZW4tVVM> to complete the Volunteer Application Form, a Level I volunteer only selects those functions not containing (Volunteer Level II) in the name.

Once approved the Level I volunteer is notified by email.

Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

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

are required to be a Level II volunteer, regardless of the destination (YOU MUST BE 21 or older TO BE A FIELD TRIP CHAPERONE).

- Use the link: <https://apps.raptortech.com/Apply/MzE6ZW4tVVM> to complete the **Volunteer Application Form, a Level II volunteer can select all functions available including those with (Volunteer Level II) in the name.** Step #4 is where you select "functions". By selecting Volunteer Level II functions the system will conduct a criminal background check.
- As part of your application for Volunteer II status, you are required to view the following documents, which will be included in your application.
<https://drive.google.com/file/d/1akMdpLtUYnoKnonpirv-ibFMBackYCY/view>
- Once approved the Level II volunteer is notified by email. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

WALKERS:

The safety and welfare of our students is of utmost importance to all of us. If your student is a walker, please adhere to the following guidelines:

- Staff members will not walk students to the crossing guard. They will be released at the end of the bus exit to the sidewalk on All Star Way. After the buses leave each afternoon, staff members will walk students to the bottom of the school's bus driveway.
- Students in 2nd—5th grades and their designees will be released to walk on the sidewalk to the crossing guard at All Star Way and Seabury Drive.
- Parents of tagged K5 and 1st grade students, will line-up on the grass side of the sidewalk so that students may pass safely. K5 and 1st grade tagged students will be released to the parent/person who has the matching dismissal tag number. The dismissal tag must be shown to the staff member each day.
- Buses leave campus at approximately 2:20, so please be prepared to meet your tagged student at that time. Tagged students who have not been released to a parent by 2:35 will be brought to the front office for parent pick-up.
- If you have concerns about the crossing stop and/or crossing guard, please contact Sergeant Greg Porter with the Greenville County Sheriff's Department at (864) 355-3012 or gaporter@greenville.k12.sc.us.
- Unless there is thunder and lightning and/or the weather poses a safety threat, students will be walkers. Students will walk in the rain, if it is safe to do so. You will be notified by 2:00 PM via parent backpack if students are unable to walk due to weather safety concerns.
- If your child is not going to be a walker, please fill out the Change In Transportation form before 1:30 pm. Any changes submitted after 1:30 pm may not be guaranteed. The front office will call to verify the request and confirm the change.
- Parents of walkers should also sign Walker/Bike Rider Permission Form at the beginning of each school year.

LIBRARY:

Pelham Road Elementary School Library is the hub of all learning where technology and books are not only resources but tools for knowledge. Our mission is to assist our students to become effective, independent users of all types of information, provide learning experiences that will encourage them to become life-long learners, and most importantly, to foster the love of reading.

Students and teachers have access to information and materials at school and/or home using the following resources:

- Destiny Discover is our library online patron access catalog (OPAC). It can be accessed at school and at home.
- DISCUS - South Carolina's Virtual Library is provided by our state library. It is a database of various on-line reference sources. It is free, but you need a username and password to use at home. The username and password is sent home by your teacher each year or you can contact the librarian for this information.
- Sora by Overdrive - collection of e-books and audiobooks to borrow. As new tools/resources are available, the information will be shared with teachers and students.

The librarian collaborates with teachers to help reinforce skills and provide resources for enriching activities that correlate with the curriculum taught in the classroom.

BOOK CHECKOUT POLICY: Kindergarten may check out 1 book, 1st grade may check out 2 books, and students in 2nd through 5th grade may check out three (3) books and keep them checked out for a maximum of two weeks.

NOTE: Check out limits are subject to change during the school year. There are no overdue fines, but if a book is lost or damaged, there will be a charge to replace the book.

Please see the library website on the PRES website under STUDENTS for updated information and answers to FAQ. <https://sites.google.com/greenvilleschools.us/pres-all-star-library/e-learning-and-reading-resources>

FIELD TRIP/CHAPERONES:

Grade level teachers plan field trips with specific instructional goals in mind. Field trips are considered an extension of the classroom and are used to enhance a unit of study. Students should not be kept at home because a field trip has been scheduled. The means of transportation will be indicated on the permission form. Under no circumstances will a student be permitted to go on a field trip without a signed permission form. Please help your student remember that this signed form must be returned to the teacher. Parents should contact the teacher or the principal if there is a reason they cannot pay for the field trip. A plan will be made so that the student can participate. Pelham Road Elementary School does not exclude students from field trips due to inability to pay the fees.

All school field trips must be properly chaperoned. Chaperones must pay the required fee, and **MUST BE AN APPROVED LEVEL II VOLUNTEER**. Chaperones must complete an online volunteer application (which includes a background check) at least 2 weeks prior to a field trip.

They also need to check in at the office with their driver's license within two days of the field trip. Parents serving as chaperones will be issued a pre-printed name badge the day of the field trip. This name badge must be worn during the entire field trip.

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired at the expense of the offender. Parents' cooperation is essential in helping us teach students to respect school property, materials, furnishings, equipment, and the building itself.

SEATING CHART BUS RIDERS, ALL ROUTES (AM/PM)

For safety and security, all students will be assigned a designated seat on the bus. A seating chart will be developed at the start of each school year by the driver and administration input. All students are expected to sit in their assigned seat location and not switch seats unless told to do so by the driver and/or school administration. Failure to comply can result in bus disciplinary action.

Eating Lunch with Your Child

Parents and guests are not allowed to eat with students the first 2 weeks of school for lunch or breakfast. This will allow us to establish cafeteria routines.

Parents are not allowed to eat lunch at the class lunch tables. All guests must use the tables labeled "Guests" when coming to school to eat with students. Tables are located in the middle of the cafeteria.