

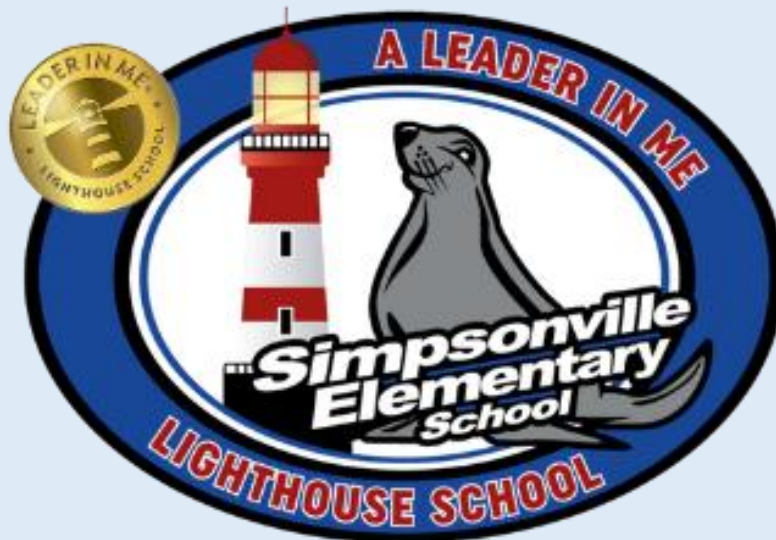


GREENVILLE COUNTY
SCHOOLS

Inspire | Support | Prepare

2023-2024

Student Handbook



Simpsonville Elementary School &
GREENVILLE COUNTY SCHOOL HANDBOOK

TABLE OF CONTENTS

1.	Attendance	2-3
2.	Behavior Code	3-6
3.	Dress Code	6
4.	Transportation	6-8
5.	Safe Schools/Anti-Bullying	9
6.	Title IX	10
7.	Homework Policy	10-11
8.	Uniform Grading Policy	11-12
9.	Family Educational Rights and Privacy Act	12-13
10.	Directory Information	13
11.	Student Speakers	13
12.	School Insurance	13
13.	Parent's Right to Know	14
14.	Student Use of Technology	14
15.	Simpsonville Elementary Addendum	15-31

Message of Welcome

Welcome to Simpsonville Elementary School and the 2023-2024 school year! If you are new to Simpsonville, we extend a warm welcome to our school family and we are excited to have all of our returning students as well. We are a Leader In Me School and last year we received Lighthouse recognition. Here at Simpsonville Elementary, we not only focus on academics but we strive to build leaders of today and tomorrow by incorporating the Eight Habits. This handbook is intended to provide you with beneficial information regarding practices, policies, procedures and programs that are specific to Simpsonville Elementary. Thank you for joining us in our mission to help all Simpsonville Seals accomplish their academic and personal goals. Please do not hesitate to contact me if you have any questions or concerns.

Jackie Earle, Principal

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
--	---

Kindergarten and First Grade

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

Academic Skills Indicators:

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

Successful Learner Characteristics:

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

Related Arts Indicators:

Art Music	M=Meets related arts standards P=making progress towards related arts standards
--------------	--

2nd-12th Grade

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

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

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

Grading Floors

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

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

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

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

Directory Information

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

Student Speakers at School-Sponsored Activities

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

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

School Insurance

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

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

Parent's Right to Know

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

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

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

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, 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 at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

Simpsonville Elementary School

Addendum to Greenville County School Handbook

"Leading and Learning SEAL Our Success!"

Simpsonville Elementary Mission Statement

We are...

Successful citizens

Empowered with 21st century skills

Academic achievers

Leaders and life-long learners

Simpsonville Strong

Our Vision

The vision of Simpsonville Elementary is to prepare students to be productive, respectful, and responsible.

SCHOOL MASCOT: Seal

SCHOOL COLORS: Blue and White

Facebook: @SimpsonvilleES

Instagram: simpsonvilleelementary

#simpsonvillestrong

The Eight Habits

Principles are timeless and embedded into our everyday life at Simpsonville Elementary.

- Habit One: Be Proactive
- Habit Two: Begin with the End in Mind
- Habit Three: Put First Things First
- Habit Four: Think Win-Win
- Habit Five: Seek First to Understand, Then to be Understood
- Habit Six: Synergize
- Habit Seven: Sharpen the Saw
- Habit Eight: Find Your Voice

Simpsonville Elementary School Faculty and Staff

Principal: Jackie Earle

Assistant Principal: Nicholas King

Secretary: Sharon Farrow

Office Clerk: Andrea Plumley

Attendance Clerk: Kara McDowell

K3 Special Education:

Melanie Grieve-Beal

Patricia Idarraga (Assistant)

Alissa Welch (Assistant)

K4

Erica Anderson

MaryBeth Pool (Assistant)

Kindergarten (K5):

Joy Floyd

Suzy Mefferd (Assistant)

Allison Landreth

Paula Mauer (Assistant)

Joanna Morris

Kayla Timms (Assistant)

Amber Risell

Angie Wilkins (Assistant)

Cheryl Ritter

Leigh Ann Bishop
(Assistant)

Sabrina Long

Stacey Adams (Assistant)

First Grade:

Antoinette Boller

Lindsey Gordon

Abi Hobbs

Becky Hunter

Mary Mabry

Kristen Pickens

Pam Reece

Second Grade:

Jamie Cannon

Jennifer Johnson

Molly Mathews

Katherine Schultz

Tabitha VanHorn

Third Grade:

Heather Bolt

Amanda Forrester

Kalla Ivers

Skye Miller

Melissa Smith

Fourth Grade:

Marley Dell

Tania Laemmel

Kelly Mangum

Ashleigh Miller

Rachel Vincent

Fifth Grade:

Lorena Allison

Noel Couch

Kasie Granner

Jean Wender

Patricia Workman

Special

Education:

Charmain

Madison

Carin Ayala

(Assistant)

Leslie Bell

(Assistant)

Abbey Fowler

Amy Bartley

(Assistant)

Chip Shelf

(Assistant)

Resource:

Zoe Hudson

Sally Given

Shannon Miller

Challenge:

Angela Watts

ESOL:

Becky Valencia

Related Arts:

Art: Ashley Brewer/Jill Fowler

Technology: Lindsey Collins/Gina Raneo

Music: Cheri Owensby/Katie Vanderkooi

PE: Phillip Brown/Rita Grant

Guidance Counselors:

Christie Carlson

Kelley Latta

Media Center:

Carrie McAlister, Librarian

Leslie Bak, Media Clerk

Instructional Coach:

Jennifer King

Literacy Specialist:

Sharon Clyborne

Intervention:

Jessica Burton

Amy Kozakiewicz

Cassie Lemus

School Nurse:

Donna Whitmire

Speech:

Shannon Forman/Regina Sitton-Thomas

Fran Toth (Pre-school)

Food Service:

Regina Humes, Manager

Amanda Mayson, Assistant Manager

Ricky Childres, Barbara Daigle, Tiffany Falzon, Phally

Hoeung, Jessica Snyder

Custodial Staff:

Dennis Fox, Plant Engineer

NEW, Head Custodian

Florida Carpenter, Ronnie Oliver, Sherold Prather, Eddie Smith

Goals

We at Simpsonville Elementary School have the following goals:

1. To create in all students the desire to learn.
2. To strive to meet the mental, emotional, physical and social needs of all students.
3. To provide academic opportunities that will prepare students to be productive in a changing world.
4. To help students develop good habits and become life-long leaders.
5. To help students appreciate art, music and literature.
6. To encourage appropriate student behavior by creating an environment that promotes positive self-esteem and self-control.
7. To help students develop good citizenship habits through an understanding of family, community, state and country.
8. To foster an appreciation for differing values and cultural norms.
9. To encourage the active involvement of parents in their child's education.

Desired Results in Student Learning

These learner standards define what the school expects its students to know and be able to demonstrate at the completion of fifth grade.

The student will demonstrate:

1. Proficiency in basic academic knowledge and skills.
2. The ability to listen, speak, read, and write effectively.
3. The ability to apply mathematical and scientific principles.
4. The knowledge of the history and principles of a democratic society.
5. The ability to select and apply technology.
6. Knowledge of visual arts.
7. The knowledge and skills necessary for physical fitness.
8. The ability to gather and use information to solve problems.
9. The ability to reason logically and think creatively.
10. Respect, responsibility, and integrity.
11. The ability to work independently and with others.
12. Knowledge of the different types of work and the contribution of each to society.
13. The ability to set goals and to develop plans for achieving them.
14. The knowledge and skills necessary to meet entry requirements for the global workforce and for further education.

Parents and Visitors

Parents and visitors are welcome to visit the school; however, for the safety and well-being of our staff, students and their families we have implemented some guidelines. If you would like to volunteer, we ask that you contact a PTA representative for guidance and information. Parents are able to join students for lunch; however, due to limited space in the cafeteria a student may have no more than two lunch visitors per day. We request that you not send foods to be shared with other students, such as birthday cake, or cupcakes unless the items have been pre-wrapped by the manufacturer. All parents and visitors must enter through the office, sign in with a photo ID and get a visitor's pass before leaving the front office and entering the building. Added security measures include having to ring the doorbell in order to be buzzed into the office and having to be buzzed out of the office to get to the hallways. It is essential that we know who is in the school at all times in order to protect students and staff from harm.

Backpack for Parents

We recommend that you create a parent backpack account. This allows you to follow your student's grades, attendance, etc. You will need an email address. You can obtain a free email account at Outlook, Gmail, or Yahoo. When you go to <https://parents.gcsbackpack.com>, you will see the screen below. If you already have a Parent Backpack Account, please proceed to Number 4 to add a student to your account.

1. Please go to <https://parents.gcsbackpack.com>



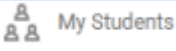
2. You will see the Sign Up for Parent Account.

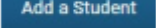
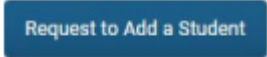


3. You will receive an email to verify the account.



It will take you back to the log in screen. Use the 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 . Fill in your student's information, click . If your information is correct, you will receive this message.



This will direct you to go to your student's school and what documentation that you will need to bring to set up your Decision Maker/Parent Account for your student. If you have any questions or concerns, please contact the front office at 864-355-8300.

Parent-Teacher Communication

- Teachers may be reached by email (available on our school's website) or by sending in a note with your student. If you call the front office to speak to your child's teacher, please note that you will be put through to the teacher's voicemail so you may leave a message. The teacher cannot be called to the phone during class.
- Parents are strongly encouraged to attend the scheduled conferences and to initiate other conferences to discuss their child's progress as needed. However, we ask that you do not drop-in for a conference without an appointment. Please contact the teacher to schedule a conference at a time mutually convenient to both you and the teacher. Teachers are generally available after school except on Wednesday afternoons, which are reserved for faculty meetings.
- Please give a 24-hour notice in advance for observing in the classroom.
- Please do not ask your child's teacher for class rolls, addresses or phone numbers. We are not permitted to release this information. We ask that if party invitations are given out at school, every student in the room must be given one. The student is responsible for distributing the invitations at the end of the day. Staff members are not permitted to pass out invitations or place them in book bags.

Mutual Trust

Believe in your child's teacher. All of the teachers at Simpsonville Elementary are sincerely doing their best to provide your child with the best education possible. Remember also, that sometimes your child may get angry with you as well as the teacher when he doesn't get his way or is reprimanded. Realize that your child reports facts from his viewpoint. Your child may not be aware of all the facts. If your child reports an injustice at school, please be open-minded as you find out all of the facts. Positive parent / teacher relationships help children learn respect for others. As adults we must be good role models and show respect for each other.

If your child comes home angry or upset please contact the teacher to gain more information about the situation. Helping our children grow to be responsible citizens takes everyone working together.

Health-Related Information

The health room is staffed with a licensed nurse. Any child who is not feeling well or has been hurt will be sent to the health room by his/her teacher. The health room nurse keeps a record of each child's visits, will take temperatures, and perform minor first aid. The nurse does not have any types of medication and cannot administer any without written permission. Parents are always contacted if the child has a fever of 100 degrees or more.

An emergency form must be on file in the health room for every child. This form supplies vital information to the nurse about special health problems a child may have and whom to contact in case of emergency. It is requested that parents keep this information updated. If and when a home, cell, or work phone number for any parent or guardian changes, please submit the new number to the school as soon as possible. It is important to notify school personnel and the health room staff at the beginning of the year if your child has any recurring health problems. Sending a note for the health room files, as well as one for the school office files, would be beneficial.

ALL medications to be administered at school will require a physician's order/authorization. NO EXCEPTIONS. This means EVEN cough drops. An adult must bring the medicine into the nurse, in the original container (NO BAGGIES!), labeled (student's FULL name, dosage, time to administer, duration of administration) and already have the medication authorizations form completed with the parent's and physician's signature. The nurse WILL NOT accept the medication without all of this done. School district policy states that students are not to bring any medications to school. At the end of the year parents are responsible for picking up any remaining medications. Those not picked up will be discarded, per DHEC guidelines. Medications in the possession of students during the school day will be considered a violation of district school rules and regulations, and South Carolina state law 08/06, and subject to appropriate disciplinary action.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

Please make every effort to keep sick children at home. Temperatures over 100 degrees, vomiting, diarrhea, chicken pox, strep throat, or bronchitis may be contagious. Your child will be more comfortable resting at home. Please contact the school nurse if you have any questions.

Accidents and Emergencies

In case of an accident, first aid is given by authorized school personnel. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs first aid.

Immunization Requirements for Attendance in South Carolina Schools

A child cannot be admitted to any school or child development program without a valid SC Certificate of Immunization or a medical, religious, or special exemption. For details, contact the Health Department or your physician. If your child does not have a valid certificate, take his/her shot records to your physician or the county health department (282-4100). A parent or adult authorized by the parent must accompany a student under 16 who requires shots. For further information, call Medical Health Services at 355-3170.

Attendance (Addendum to GCSD Handbook)

Absences: In order to keep parents informed, a letter is sent home when a student reaches 5 absences. When a student reaches 10 absences a letter will be sent home reminding parents that medical excuses are required for the remainder of the school year. If a student has 3 consecutive or a total of 5 unexcused absences a parent conference is required.

Tardies: It is very important that students start their day on a positive note. This means arriving at school on time. Students are expected to be in their classrooms by 7:40 AM. If they arrive after the 7:45 bell, they are considered tardy and must be escorted into the building to receive a late pass. By practicing the 7 Habits, you can be punctual and it is an important life skill that we need to teach and model for our children.

Arrival

- Children should not arrive at school before 7:00 a.m.
- All students will go to their grade level's hallway to sit and read until the 7:30 bell. If a student eats breakfast, he/she will report directly to the cafeteria. Breakfast will be served from 7:00 until 7:30 a.m.
- Please do not drop students off in the parking lot. Use the drop-off lanes directly in front of the school when dropping off students. If you choose to pull into the parking lot, you must walk your child completely across the crosswalk for their safety.
- The parking lot closes from 7:40-7:45, and you must use the car loop to drop off students during this time.
- Car riders are not allowed to be dropped off in the back of the school.

Dismissal

- School is dismissed at 2:15 p.m.
- **Car riders:** All students must be picked up no later than 2:45 p.m. At 2:45 p.m., parents must come into the office with their ID to get their child and sign the Late Pick-up Register before a child can be released. Please make sure your child knows how they are getting home each day and who is picking them up if they are a car rider.
- **Walkers:** If your child walks home from school, please explain and demonstrate to your child how to properly cross streets when coming to and going from school. Discuss with them the importance of obeying the crossing guards at these intersections. Safety while walking and driving is a number one concern for everyone at our school. Please do not encourage your child to run across the street to you.
- **Bus riders:** Please contact the School District Transportation Office at 355-5280 for information regarding late buses.
- **Changes in dismissal:** We ask that if you must change procedures of how a child gets home, you send a note to the classroom teacher or in emergencies, you call the front office prior to 12 noon. In general, teachers send children home by the regular method (car/bus/daycare) unless they know positively that other arrangements have been made.

Dismissal Numbers

- All students will receive a dismissal number, including car riders, bus riders, daycare van riders, and walkers.
- **Car riders:** All cars will display the dismissal card by hanging it from the rear-view mirror or in the front window of the car. Please do not park in the parking lot and walk across to pick up your child. This is a safety hazard. No parent is to park or pick up from the back of the school in the bus loop.

- **Bus riders:** Pre-kindergarten, kindergarten and first grade students will not be let off the bus unless an adult is at the bus stop with the student's dismissal card.
- **Walkers:** Pre-kindergarten, kindergarten and first grade students will be released to an adult with the student's dismissal card.

Early Dismissal

Please send a note to the teacher if your child must be dismissed early. The parent must come into the office with their ID to sign their child out on their early dismissal card before a child can be released. At that time, the child will be called to the office for dismissal. Early dismissals must be prior to 1:45 p.m. (exceptions will be made for emergencies). Medical excuses are required for any dismissal over seven, or be pre-approved by an administrator. No early dismissals the last half hour of school on the half days at the end of the year. NOTE: Students must attend school for at least half of the school day to be counted as present for the day – a total of 3 hours of instructional time.

In case of early dismissals called by the superintendent, we will follow parents' instructions on the school form, which you completed for the teacher. Please help us keep up-to-date information by notifying the school front office as well as the homeroom teacher immediately upon changing your address, phone number, or cell phone number.

Procedures for Make-Up Work

- Provisions for make-up or school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed (5) five school days after the student returns to school.
- Make-up of schoolwork missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
- Parents should call prior to 10:00 a.m. for students' work after absences of more than one (1) day. The teacher will have the assignments in the office by 2:30.

Student Behavior and Discipline (Addendum to GCSO Handbook)

Most discipline problems can be effectively handled between the teacher and student. However, if the offense is serious or if inappropriate behavior persists, the student's parents will be informed. It is the intent of the school to follow procedures that reflect the concerns of all parents.

An orderly, disciplined school atmosphere will exist when students are responsible and are accountable for their actions. Each student is expected to behave with respect toward each individual in the school.

Playground Rules for Students

1. Make sure that you are where your teacher can see you at all times. (If you can see her, she can see you.)
2. Play only in the area designated by your teacher.
3. Stay within the schoolyard. Do not bother other classrooms while they are working.
4. Fighting is not allowed!
5. You must request permission to go inside the building.
6. Do not go near animals that have strayed onto the playground. Tell the teacher if you see any animals on the playground.
7. Report any injuries to your teacher immediately.
8. Play safely.
9. If a student brings a ball to school to use at recess it must be contained in a bag.

Profanity Free Zone

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

Articles Prohibited at 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, pagers, laser lights, lighters, cigarettes, non-prescription drugs or pills, 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. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension.

A cell phone may be brought to school but must be kept turned off and inside the student's bookbag. The student must obtain permission from an administrator before using it in an emergency situation. Cell phones may only be used after school has been dismissed. If a cell phone is misused, it may be confiscated, and a parent or guardian may be asked to come pick up the device.

Dress Code (Addendum to GCSD Handbook)

- Student dress and grooming will be neat and clean.
- No flip flops (shower shoes) or bedroom style shoes/slippers
- No shoes with wheels, lights or speakers.
- No stomach/back showing.
- No spaghetti straps, tank tops, halter-tops, or vests without shirts will be permitted. Shoulder straps must be a minimum of three inches wide.
- No sagging pants (must be worn at waist level).
- Clothing may not drag the floor.
- Shorts / skirts no shorter than mid-thigh (fingertip length).
- No spandex, bike shorts, or cycling pants.
- If leggings are worn, the top must be long enough to cover as if you were not wearing leggings.
- No see-through or mesh garments may be worn.
- Hats/hoods and sunglasses may not be worn inside the building.
- No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Extraneous articles hanging from clothing, such as chains, are considered inappropriate and will not be permitted.
- Rolling backpacks are NOT permitted – due to safety concerns, lack of storage space, and disruption to the learning environment.

Transportation (Addendum to GCSD Handbook)

Buses:

- Students attending Simpsonville Elementary by special permission may NOT ride any bus.
- Students are limited to what can be transported on the school bus. Items must be held so that the aisles are kept clear and the doors and emergency exits of school vehicles remain unobstructed at all times.
- Students may ride only the bus to which they are assigned. Children may not ride home with a friend unless they are assigned to the same bus, and the parents have written a note stating where the new stop will be. Exceptions are made only in emergency situations in which a child may be staying temporarily in another home (parent in hospital, out of town, etc.) You may make such arrangements by sending a note to the assistant principal prior to the day your child will need to ride the bus.
- Disciplinary action for misconduct on the school bus will be taken. A school bus disciplinary report is filled out by the bus driver and submitted to the assistant principal for appropriate action. A copy of the disciplinary report is sent to the parent and filed with the bus supervisor in the school office. After due warning has been given to the student and parents, the principal or assistant principal may suspend the student from bus transportation.
- Each bus rider is expected to:
 1. Follow the driver's directions
 2. Sit in the assigned seat
 3. Keep hands, arms, legs, and objects to him/herself
 4. Refrain from cursing, name calling, gestures or loud talking
 5. Refrain from pushing, shoving, or annoying other students
 6. Refrain from eating, drinking, chewing gum, or littering
 7. Abide by the school district's discipline code.

Bicycles

Each student is responsible for the security of his/her bike. Bikes should be secured with locks and chains. Students should walk their bikes on school grounds. By request of the South Carolina Highway Patrol and Greenville SAFE KIDS, we are recommending that all children wear a bicycle helmet if they ride their bicycle to school.

Student Use of Technology (Addendum to GCSD Handbook)

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 your education. If you break "acceptable use" rules, you 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.

Parents, who do not want their children having access to the internet, must notify the school in writing by August 29, 2023. Parents who do not want their child's picture used on the web page, in the yearbook, or the newspaper, must notify the school in writing by August 29, 2023.

Please note that students who do not have access to the internet will not be able to access 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 any computer equipment or software will be considered vandalism, and may warrant the involvement of the 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-If you have any 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.
- All online communication must be polite and not threatening or offensive in any way-All students in grades 3-12 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 education 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.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

Computer Use

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 your education. If you break "acceptable use" rules, you may lose 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.

- Parents who do not want their child's picture used on the web page, in the yearbook, or the newspaper, must notify the school in writing by August 29, 2023.
- Parental consent form must be completed and signed in order for your child to be able to use third-party software programs and web-based services utilized by our school. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.
- Please be advised without receipt of this signed form we cannot provide your student any educational resources offered by web-based educational programs and services. Please note that students who do not have access to the Internet will not be able to access web-based programs that teachers will be using in class.
- Willful destruction of any computer equipment or software will be considered vandalism and may warrant involvement of local 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.
- 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 friends and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible. All online communication must be polite and not threatening or offensive in any way. All students in grades 2-12 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 education 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.

Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

Field Trips

Field trips are considered to be an important educational tool. Through these experiences, students get an opportunity to experience real-life activities related to the subject matter being taught in the classroom.

Permission forms must be signed by the parent and returned to the school before a child can participate in a field trip.

Students should remember that they represent the school while they are away from the campus. Therefore, their behavior should be appropriate. Students who repeatedly misbehave on field trips may be denied the privilege of participation in future trips. Parents who attend field trips with their child are requested to find childcare for younger siblings.

All field trip volunteers must be a volunteer level 2 with the Greenville County School District prior to attending the field trip. We highly recommend all parents and family members receive this level 2 status at the beginning of the school year, just to be prepared! Follow this link for more information:

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

Field trip fees cannot be returned if a student has been counted in the original number. Charges for trips are determined by the number of students who go and once individual fees are set the school cannot refund the fees. Exceptions will be considered on an individual basis.

Cafeteria Guidelines

Breakfast and Lunch: Breakfast and Lunch is free for all students for 2023-2024 school year. Breakfast is served daily from 7:00-7:30 in the cafeteria. If your child would like to purchase extra milk it is \$.65. Adult breakfast cost is \$3.10 and adult lunch is \$4.75.

Miscellaneous

Delivering Lunch / Money to School If your child forgets his lunch and you wish to bring it for him, please bring the lunch box to the office. We will make sure that your child gets lunch. Be sure that the child's name is on the bag or box. Please do not bring fast food or carbonated soft drinks for your child's lunch. Money may be left with the cafeteria manager. Again, please place money in an envelope with the child's name and teacher's name on the front, along with the student's lunch number.

Calendar The school calendar contains school holidays, teacher staff development days and other important information. It may be found on our website or the Greenville County Schools' website. Refer to your child's class newsletter for updated information.

Class Interruptions Classes may not be interrupted to deliver money, books, assignments or lunches. Please do not take them directly to his/her room. The office will notify your child when things are delivered. Many deliveries to school could be avoided if children were delegated more responsibility for remembering the items that are to be brought each day.

School Closings Closing school early or canceling school due to extreme weather or severe emergencies will be announced on all Greenville County TV stations and on the Greenville County School District website and Facebook page. In addition, the school district will send out a phone message to the primary contact number provided by the parent/guardian at the beginning of each school year.

Report Cards Report Cards are made available in Parent Backpack four times a year at nine-week intervals. Each report will present the student's progress in reading, mathematics, language, spelling, handwriting, social studies, science, health, art, music, and physical education. Please access your child's backpack account to view your child's grades.

Promotion and Retention The curriculum at Simpsonville Elementary is such that the children are able to make continuous progress regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain criteria are followed during the retention process. Parents are informed if the child is not doing grade level work. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal.

Textbooks Students must handle and use textbooks with care. By authority of Section 59-31-290 of code of Laws of South Carolina: State Board of Education Regulations require payment for the loss of or damage to any book ordinary wear and tear excepted. Schools may require students, parents, or guardians to pay for lost or damaged books.

Money and Personal Items Sent to School Children are discouraged from bringing money to school except for specific purposes such as buying lunch, field trip expenses, etc. Neither the teacher nor the school can be held responsible when money is lost or exchanged. Children should not bring toys, cards, games, valuables, electronic games, etc. to school unless it is for a class-related assignment. These items could be damaged and the school cannot be responsible. Teachers will assist students with procedures to keep possessions secure. Personal items brought to school without prior teacher approval may be confiscated.

Water Bottles Water bottles should be sealed containers, preferably flip-top lids, and only contain water. Water bottles should be transported on the outsides of backpacks to limit water damage to school materials/technology transported or stored inside backpacks.

Distribution of Materials

- Simpsonville Elementary does not distribute materials for outside groups directly to students. Items may be placed in the office with prior approval.
- The individual/group responsible for the material should be clearly identified on the material.
- No sales or solicitations are allowed.
- Material must be age / grade appropriate.

Celebrations

School parties: We will hold two parties each school year, the last day before winter break in December, and one at the end of year. There are special guidelines for these events and will be communicated to the parents through a School Messenger and class newsletters.

Birthdays

- If your child is celebrating their birthday, we ask that most of the celebration take place at home.
- If they choose to hand out party invitations, we ask that they invite the entire class. The students are responsible for passing out their own invitations. School staff or other adults may not hand out invitations.
- We ask that no balloons, flowers or cupcakes be brought to school for this event. If you do choose to send something, please send something that is individually wrapped by the manufacturer.

Please Note: If your child does not attend school that day, they are not allowed to attend class parties or other extra-curricular activities.

Curriculum and Programs

Art Program

It has often been said that “To all children of all ages, art is a necessary mode of expression and communication, which helps provide an outlet for emotions and ideas. Without such expression, life itself would certainly be less beautiful and less meaningful.”

All students in grades K through 5 attend art for 45 minutes weekly. Art class consists of projects designed to teach the basic skills of art and the use of mediums. Through projects, discussion and critiques, children learn to understand art and its form, as well as the beauty in the world around them.

Computer

We are very fortunate to offer two opportunities for students to be instructed through the use of technology. One class that both primary and intermediate students will attend will address the proper use of their Chromebooks and the use of “DreamBox” (find more information about DreamBox on page 17). Another class that the intermediate students will have is a Robotics Class. Simpsonville Elementary has obtained various types of robots that the students will learn to use and be able to interact with.

Guidance (Graduation Plus)

The guidance counselors offer a variety of services and programs to help children learn more effectively and efficiently. Classroom guidance, individual and small group activities, and character education are a part of the guidance program. Other guidance services include assisting with registration of rising sixth graders, as well as assistance with the standardized testing program. The guidance department will also teach career and college readiness skills as a part of the district’s Graduation Plus (G+) initiative. We are a National RAMP school. Schools are awarded this distinction for successfully aligning its counseling program with the ASCA National Model, therefore delivering a comprehensive, data-driven program in an exemplary educational environment.

Library / Media Center

The library serves as the media center for the school, providing materials, equipment and services for students and teachers. Its main purpose is to support the needs of the classrooms and to provide interesting, stimulating and challenging materials for pleasure, hobbies and varied interests.

Appreciation of good literature is stressed with guidance offered for reading as well as building personal libraries. The media center operates on a fixed/flex schedule so that students have unlimited access to materials. All students are encouraged to use the media center frequently, and are taught to use it independently, with emphasis on selecting and using a variety of materials suitable for their age and ability levels.

Materials include books, DVD's, and CD's.

Teaching students the pleasure, the care and responsibility of using, enjoying and returning library materials best describes the goals of the library program.

Library Procedures for Students

- Students may come to the library between 7:30 and 2:30 daily.
- All grade levels are either on a fixed/flex schedule and come to the library for literature enrichment, reference skills, or research skills, or research as teacher and librarian plan activities.
- Books (except reference) may be taken home.
- Books are checked out on the basis of need or pleasure. They should be returned as soon as the student finishes with them.
- The number of books is determined by grade level.
- Books kept out longer than one week are overdue and must be returned before other books can be taken out.
- A book must be brought to the library to be renewed and may be renewed no more than twice, unless special permission is granted.
- Students are responsible for books they check out and are requested to pay for lost or damaged books.
- There are other library regulations that students, teachers, and the librarian understand and follow cooperatively. Children are encouraged to use the media center frequently.

Music Program

Our aim in the music program is to provide children with an understanding of music and knowledge of the mechanics of making music with their voices, hands, and their body movements both individually and as a group. Many styles and periods of music are incorporated into our program. So that each student can experience success in some area of musical growth we participate in a wide variety of activities. These include singing, creating, moving, and playing both melody and percussion instruments.

Spring Sing Five percent of 5th grade gifted singers will be selected to participate in the after-school district chorus called Spring Sing. The Pleasantburg Rotary Club sponsors it. A team of music teachers comes to the school to audition the students selected by the music teacher. Area rehearsals are conducted one day a week in the afternoons at designated elementary schools from February until their performance in May at the Peace Center.

Physical Education

The purpose of Physical Education is to develop positive attitudes toward regular physical activity that will enhance a person's health. Our Physical Education program is an educational age-appropriate and comprehensive program that will improve the skills, attitudes, and knowledge that are needed to develop and maintain a physically active lifestyle

The program is sequential over grades K through 5. It begins with fundamental movement patterns and motor skills and then progresses to ball handling, game skills, educational dance, recreational and fitness activities. The instruction recognizes that every student has different needs and abilities and will provide opportunities for enjoyment, challenge, social interaction and self-expression. Emphasis is placed on good sportsmanship and responsible personal and social behavior in a physical activity setting.

The South Carolina physical Education Curriculum Standards are used when planning the grade level units and lessons. Other resources include materials from SC Governor's Council on Physical Fitness, The American Heart Association, American Red Cross, National SAFE KIDS Coalition, Risk Watch, and the Greenville Hospital System.

Uniforms are not required for our Physical Education classes; however, the student should wear clothes that are comfortable and appropriate for play. Appropriate footwear is necessary for active participation. Tennis shoes/sneakers are preferred. Please avoid hard-soled shoes and open heeled sandals or clogs.

DreamBox Math Program

DreamBox is a program purchased by Simpsonville Elementary to help acquire, reinforce, and retain essential math skills, as well as develop problem solving, critical thinking, and communication skills for K5 through 5th. Students can access this program both at school and at home by going to play.dreambox.com/login/64r6/spcf and entering in the username and password provided by their teacher. This research-based program has been shown to dramatically increase not only math testing scores, but also confidence and ability in everyday mathematics. We highly encourage using it at home as much as possible and celebrate the classes and individual students with the highest usage.

Reading Program

The methods and techniques for teaching reading are adapted to the different age levels and diverse educational needs of the students. Some of the methods employed are individualized instruction, small group activities, and large group instruction. Within these formats, a variety of instructional techniques are utilized including demonstrations, games, activities, phonics lessons, exploratory activities, thematic units, centers, discussions, lectures, and independent study.

Our school believes that children who are good readers and writers will be better, happier students and citizens. We have made a commitment to do all that we can to ensure that all of our students will be good readers and writers. Because our school recognizes that all children learn differently, we know that we must find ways to reach children no matter what their strengths and weaknesses might be. We use a balanced literacy approach which includes reading and writing workshops. Students engage in small groups for the guided reading portion of the program. We also offer small group reading intervention to students who qualify in grades K -3.

On Track Team

The purpose of the Simpsonville Elementary On-Track Team is to provide immediate support to teachers in dealing with individual students' learning, attendance, or behavioral problems. This team functions as an intermediate step between the recognition of a problem by the classroom teacher and a formal referral for testing and a parent meeting.

The team meets as needed to discuss the problems, generate possible remedial action and recommend specific intervention strategies. These strategies may include use of a parent volunteer, student tutor, change in instructional materials, preferential seating, modification of classroom materials, assignment to different instructional groups or remedial programs, attendance plans, and/or a behavior modification program. If satisfactory progress is not made, a screening is conducted for speech, hearing, vision, and pre-psycho-educational testing. The team then decides if a referral for psycho-educational testing by a school district psychologist is needed.

Resource/Special Education

Sometimes children need extra help in order to aid them in the learning process. Resource/Special Education is a related service provided under IDEA (Individuals with Disabilities Act). In Resource/Special Education, the child receives small group assistance to meet their individual needs. Based on the results of an appropriate psycho-educational evaluation, systematic observation, and review of the child's history by professionals, an Individualized Education Plan (IEP) is developed to meet the child's needs in the least restrictive environment.

Speech

The speech / language program at Simpsonville serves those students who have been identified as needing extra help in the areas of articulation, phonology, voice, fluency and / or language. Students in kindergarten, new students to the school district and students referred by classroom teachers and parents are screened by the speech / language pathologist. Parents of those students identified in the screening as needing extra help are contacted if further testing is indicated.

Challenge Program

In November of each year, the State Department of Education provides testing for students in grade two to determine their eligibility for Gifted and Talented Programs. The Iowa, an achievement test, and The Cognitive Abilities Test

(CogAT), an aptitude test, are administered to all public-school students enrolled in grade two. These results are available by mid-January, and parents are notified of their child's performance on these tests.

Beginning in grade three, students who meet the state criteria may be placed in the academically gifted and talented program. This program is called "Challenge" in Greenville County.

At the elementary level, Challenge is a pull-out program. In third grade, students attend Challenge for at least 125 minutes each week. Students in grades four and five attend Challenge for at least 200 minutes per week.

Each school receives a Challenge teacher based upon the number of qualified students in that school. Students are taught in classes with a teacher-pupil ratio of 1 to 20 or less.

The School District of Greenville County provides programs for state identified Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened.

However, students must meet the state criteria before being placed in the Challenge program. Identification in academic areas will be made using multiple criteria. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

Students who meet the criteria in two of the three dimensions are eligible for placement. All students currently in the program will continue to be served.

- In Dimension A - Reasoning Abilities Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative and/or a composite of the three.

- In Dimension B - Academic Achievement Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instrument.

- In Dimension C - Intellectual/Academic Performance Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising third, fourth, fifth, and sixth grade students may be eligible to take the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning at the end of grade 5, students can meet the criteria in Dimension C with a 3.75 GPA on a 4.0 scale. This means that a student will make at least three A's and one B in the four core content courses: ELA, Math, Science, and Social Studies.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program.

Results of private testing will not be accepted for placing students in the Challenge program.