

Student/Parent Handbook

2019-2020



“S.A.I.L to Success”

Duncan Chapel Elementary School

210 Duncan Chapel Rd

Greenville, SC 29617

(864)355-2700

Fax: (864)355-2769

Our Mission

Duncan Chapel's mission is to enable all students to become contributing members in a global society empowered with skills, knowledge, and values necessary to meet the challenges of a changing world.

Equal Opportunity

No student in the School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, marital status, or national origin; and no student shall be denied a free appropriate education on account of any handicapping condition.

Duncan Chapel at a Glance

School Visitation

All visitors to the building, including parents and school volunteers, **MUST** stop in the office, provide a picture ID, sign in, and pick up a visitor's pass. This regulation is for your child's protection. This will keep interruptions to a minimum and allow visitors in the building to be reached and accounted-for in an emergency. All parents who wish to visit classrooms should schedule an appointment with the teacher. If you would like to make a surprise visit, arrangements should be made through the office and administration. Our principal promotes an Open Door Policy, and welcomes you to contact Lynn Collins for an appointment during Administrative Office Hours (7:30- 3:30) at your convenience.

Everyday at Duncan Chapel

7:15 AM School opens.

7:15 AM-7:50 FREE breakfast is offered to all students

Students who arrive between 7:15 and 7:50 should go to their instructional wing for supervision if they are not eating breakfast.

7:50 AM Students are dismissed to classrooms

8:00 AM Instruction begins - *Students should be in classrooms ready to start the school day. Students arriving after 8:00 AM must be accompanied by an adult and checked in at the office.*

2:30 PM Dismissal begins

Duncan Chapel PTA

It is important that each parent become involved with their child's education. Duncan Chapel PTA is an excellent way to know what is happening in the school, with your child, and in the classrooms. PTA depends upon the support of the parents and staff in order to provide opportunities for our students. One way to support our school is to join the PTA and to volunteer for various projects throughout the year. Membership and volunteer information will be sent home with each student at the beginning of the year.

VOLUNTEERS

The State of South Carolina and the School District of Greenville County require that any person who volunteers at a school be cleared through a background check prior to volunteering in any capacity. This requirement includes all volunteer activities that involve PTA, field trips, or on school campus commitments. Please allow 3 days for the clearance process to be completed prior to scheduling any volunteer activity. **Individuals who do not participate in the clearance process will not be permitted to volunteer.**

Articles PROHIBITED in school; Money brought to school

Anything that might be a hazard to the safety of other children or interfere in any way with learning or school procedures may not be brought to school. Toys, valuables (i.e. walkman radios, iPods, iPads, cell phones, large sums of money, etc.) guns, caps for guns, bean shooters, knives, matches, lighters, fireworks, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Any abuse of this policy will be dealt with according to school district policy. Children are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost or exchanged. (The list above may not contain all items. Occurrences will be handled on an individual basis.)

Attendance Rules & Regulations

Good attendance is required at Duncan Chapel Elementary. When students are absent for three days, the school will contact the parents by telephone or letter. A written excuse **must** be presented on your child's first day back to school. **According to S.C. Compulsory School Attendance Law:** Accrued student absences, either excused or unexcused, or a combination thereof, may not exceed ten (10) days during the school year. Any absence in excess of ten (10) days may cause the student to lose credit for the year. In addition, all absences in excess of ten (10) days require a medical excuse. Parents of students with excessive absences will be required to meet with the Principal or Principal Representative to develop a plan for improvement. **A child must be in attendance for 3 hours to be counted present for the day.** Students are counted present only when they are actually in school, on homebound instruction, or present at an activity authorized by the school principal.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to assure 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.

All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their 17th birthday. If parents choose not to send their children to kindergarten, they must sign a waiver which may be obtained at the local school.

- **TARDY STUDENTS**

School begins promptly at 8:00. Help your child be on time. Punctuality is a quality of good citizenship. When tardy (8:00 or after), a parent MUST accompany the child to the office. When a student is tardy 5 times, parents will be contacted by the school, either by phone, conference, or mail.

- **LAWFUL ABSENCES**

1. Personal illness (includes doctor's appointments) of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.

2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.

3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing prior to the occurrence of the holiday.

4. Absences for extreme hardships may be approved by the principal. Such approval should be prearranged when possible.

- **UNLAWFUL ABSENCES** - Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.

- **RELIGIOUS HOLIDAYS** - Requests to honor specific religious holidays should be made in advance in writing to the principal.

Full details on District Attendance Policy JBD can be viewed at

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Ban of Tobacco/Vaping Products

The School District of Greenville County has banned the use of tobacco/vaping products at all locations within the district. Please assist us by complying with this mandate when you are on school premises.

Behavior Guidelines

The Discipline Code states, "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort." The types of disciplinary action are outlined in the Discipline Code which is found on the district's website: www.greenville.k12.sc.us

Duncan Chapel Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. **Students are expected to follow classroom rules and the school discipline plan.** Most behavior problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents will be contacted immediately by the teacher or school administration.

Full details on District Behavior Policy JCDA can be viewed at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Duncan Chapel's SAIL Expectations

Safe
Always Respectful
In Control
Learning Ready



Duncan Chapel Elementary - Behavior Matrix

Duncan Chapel Dolphins

	CLASSROOM & RELATED ARTS	DEVICES	PLAYGROUND& RECESS	CAFETERIA (lunch and breakfast)	HALLWAY/ STAIRS	BATHROOM	ASSEMBLY & FIELD TRIPS	BUS	ARRIVAL & DISMISSAL
S Safe	<ul style="list-style-type: none"> Keep belongings off floor Stay in your space Keep hands and feet to yourself and in your area. 	<ul style="list-style-type: none"> Use the internet to search for material that is appropriate for school. Leave all settings as originally set. Keep the device in the classroom unless given permission. 	<ul style="list-style-type: none"> Use equipment according to school rules Play safely by keeping hands and feet in control. Stay inside the fence and designated areas. 	<ul style="list-style-type: none"> Enter and exit lines through the designated door Stack trays in the same direction 	<ul style="list-style-type: none"> Walk to the right, one step at a time Walk on the 3rd block in a straight line. Keep hands and feet to yourself (off walls) 	<ul style="list-style-type: none"> Wash hands Leave bathroom when finished Keep stalls, floors and walls clean 	<ul style="list-style-type: none"> Keep hands and feet to yourself Sit in designated areas Sit on your bottom and face forward Always stay with your group 	<ul style="list-style-type: none"> Always walk in line Stay seated at all times Keep hands and feet to self Watch for your stop Use low-level voices 	<ul style="list-style-type: none"> Place belongings in assigned location
A Always Respectful	<ul style="list-style-type: none"> Listen attentively to the teacher 	<ul style="list-style-type: none"> Use the device at the appropriate time. Use the device only when given permission and/or teacher direction. Use the device to only create things that are kind, responsible, respectful, and lawful. 	<ul style="list-style-type: none"> Share equipment. Clean up your equipment before you move on to another area or before leaving the playground. 	<ul style="list-style-type: none"> Use manners Say "Please and Thank You" Speak clearly in the cafeteria line Remain quiet when going through the lunch line 	<ul style="list-style-type: none"> Keep hands and feet to yourself (off walls). Door holders hold the door for the entire class. 	<ul style="list-style-type: none"> Wait your turn patiently Keep stalls, floors, seats, and walls clean 	<ul style="list-style-type: none"> Show courtesy Listen to the speaker No talking 	<ul style="list-style-type: none"> Use kind words. Keep the bus clean 	<ul style="list-style-type: none"> Listen/Watch for your number/name during dismissal.
I In Control	<ul style="list-style-type: none"> Keep hands and feet to yourself in your area. 	<ul style="list-style-type: none"> Properly get the device and return it to the appropriate place. Make sure all documents and apps are closed and in original condition when returned. Keep both hands on the device while carrying it in the classroom. No food or drink near or around the device. 	<ul style="list-style-type: none"> Enter and Exit the school quietly. Stay away from the gym door. 	<ul style="list-style-type: none"> First 10 minutes is silent lunch-eating time. Do not touch others' food <u>No trading food</u> Inside/quiet voices 	<ul style="list-style-type: none"> Face forward with hands & feet to self 	<ul style="list-style-type: none"> No talking No playing 	<ul style="list-style-type: none"> Listen attentively to presenters No horseplay Keep hands and feet to yourself 	<ul style="list-style-type: none"> Keep hands, feet and book bags to yourself Exit bus quickly and quietly 	<ul style="list-style-type: none"> Go to assigned area quickly and quietly. Read or do work, silently while waiting to enter classroom. No talking while waiting for bus dismissal.
L Learning Ready	<ul style="list-style-type: none"> Stay on task Always try with 100% effort Be prepared with materials Keep up with your belongs Participate in lessons/activities 	<ul style="list-style-type: none"> Use the device for learning only. 	<ul style="list-style-type: none"> Come in and be ready to continue learning 	<ul style="list-style-type: none"> Clean eating area Make food selections quietly and quickly Lunch time is not time to go to the bathroom. 	<ul style="list-style-type: none"> Face forward with hands & feet to self Move quietly to your next location. No hanging around in the hall/stairwells 	<ul style="list-style-type: none"> Leave bathroom when finished 	<ul style="list-style-type: none"> Listen attentively to presenters Ask smart questions 	<ul style="list-style-type: none"> Enter the school quickly and quietly – ready for breakfast 	<ul style="list-style-type: none"> Place belongings in assigned location No talking while waiting for bus dismissal.

DISTRICT POLICY

Reporting Bullying, Discrimination, Harassment and Intimidation

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student. The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

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

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Cafeteria Breakfast and Lunch Program

FREE BREAKFAST AND LUNCH ARE SERVED EVERY DAY FOR ALL STUDENTS!

The cafeteria provides a nourishing, well-balanced meal each day for students and staff. Duncan Chapel provides an enhanced lunch program, Culinary Creations, offering fresh vegetables, such as salad and a variety of fresh food offerings each day. Soft drinks are not allowed, but students may bring fruit drinks or juices in non-glass containers. Students may use a thermos to keep foods warm, but do not have access

to a microwave. Parents are welcome to join their child for lunch. The Duncan Chapel cafeteria is just like any other restaurant and food items from outside restaurants like McDonalds, Wendy's, Chick-Fil-A, etc., are not allowed in our "restaurant". We encourage students & parents to participate in our school lunch program. Fast food is not allowed for classroom celebrations provided by parents.

Parents/Visitors may purchase meals at breakfast and lunch at the yearly meal rate.

Change of Address

It is **VITAL for safety reasons** that the school office have your current address and phone number on file. This information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone number. Many persons have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers. Please remember to send the school your home and work numbers when they change. Proof of residence will be required for any address change.

Classroom Parties & Birthdays

There are two schedule class parties a year, Christmas & Valentine's Day (see school website for dates & times). The PTA Room Parent will assist the teacher in planning these parties.

A child's birthday will be recognized by the classroom teacher, but will not be celebrated with a party, balloons, etc., during the school day. Please do not bring balloons into the school at any time.

Birthday invitations may not be distributed at school. It is district policy that teachers **cannot** give out any student contact information for birthday invitations.

Cupcakes, cookies, etc., can be sent/brought for each child in the class during their regular lunch period. **Please let the teacher know in advance. Do not send any drinks, balloons, flowers or food items that need to be sliced.**

Communication

Notes Required from Parent or Guardian

The school requires written communication from parents or guardians for explanation of the following:

Absence/Tardy/Early Dismissal	Parent note
Request to be excused from recess	Parent note to teacher
Request to be excused from PE	Doctor's note
Reply to communication from teacher or principal	Written parent response or meeting
Field Trips	Signed field trip permission slip
School Withdrawal	Written notice at least 48 hours prior to withdrawal
Changes in Transportation	Written permission from parents must be received before transportation changes can be made <u>Phone calls to change transportation will NOT be accepted</u>

Dress Code Requirements

THIS DRESS CODE APPLIES TO ALL STUDENTS, PARENTS, VISITORS and VOLUNTEERS

- Shorts must be past the fingertips (No higher than 3" above the knee).
- Pants and slacks must not bag, sag, or drag.
- Tank top straps must be at least 3 fingers wide.
- Shirts must completely cover the torso (chest, stomach and back).
- Shoes must be playground appropriate. (no flip-flops, slides, backless sandals, bedroom shoes, etc.)
- Hats, sunglasses and hoodies may not be worn in the building.
- Clothing and/or unnatural hair color 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 other **is not allowed**.
- Attire **must not** show evidence of membership or affiliation with a "gang" in any negative sense of the term.
- Attire **must not** be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts **is not permitted**. **Undergarments shall not be exposed**.
- 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.

Early Dismissal Policy

KEEP EARLY DISMISSALS TO A MINIMUM! STUDENTS MISS VITAL INSTRUCTION WHEN THEY ARE NOT IN CLASS! Valid reasons for early dismissal include a doctor's or dentist's appointment or a death in the family. Students will not be excused for events such as shopping trips. Students must be signed out and picked up in the office. **ALL EARLY DISMISSALS MUST BE MADE PRIOR TO 2:00 P.M.** Early dismissals are not allowed on a regular basis. Students who miss instruction of a specific subject on a regular basis will be denied credit.

Emergency School Closings

When bad weather occurs, district administrators will decide as early as possible if school will open. This decision should be broadcast by 6:30 AM on area radio and television stations and on the Infoline @ 355-3100. If school is closed during the school day, students will be sent home their usual mode of transportation. Parents should discuss with their child the contingency plans made for their child to follow if they are dismissed early. Parents will be asked to complete an Emergency Transportation Form at the beginning of the school year. This form will be used for pick up if the parent does not arrive in a timely manner during early dismissal due to weather conditions.

Field Trips/Extracurricular Activities

Field trips are considered an extension of the classroom. Student participation in field trips and/or extracurricular activities is a privilege (not a right) that a student earns through proper conduct. A student may be denied the privilege of participating in a field trip and/or extracurricular activity when the student's conduct is not consistent with District Policy, the District's Behavior Code and the conduct expectation standards of Duncan Chapel Elementary School. Extracurricular activities include, but are not limited to, attendance on any field trips (including overnight trips), assemblies, program performances, field day events and Fifth Grade Day.

The school requires written permission from the parents before a child is permitted to go on a field trip. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. Charges for trips vary and are determined by the cost of transportation and entrance fees. Prior arrangements must be made with the classroom teacher if a parent plans to chaperone during field trips. Participating parents must follow visitor guidelines (see page 1). Siblings (school age or preschool) are not permitted to attend field trips. **Field trip payments cannot be refunded.**

ALL Parents that chaperone a school field trip are required to ride on the bus. No personal cars are to be driven on field trips.

Grading

In kindergarten and first grade, student progress on grade level standards is reported on the following scale:

+	Consistently Demonstrates
V	Sometimes Demonstrates
-	Rarely Demonstrates
*	Not Yet Demonstrated

Teachers in grades 2 through 5 will **use numerical grades**, according to the State and District's Uniform Grading Policy, to communicate student progress in all subject areas with the exception of elementary related arts.

State's Uniform Grading Policy	
A	100-90
B	89-80
C	79-70
D	69-60
F	59 & below

Related Arts - Grades 2-5

Each related arts teacher in the district will use a 4-point rubric to grade students for Standards-Based Assessment (projects/tests/checklists/performances/activities, etc.)

Grades will be based on the following:

Q	Quality Achievement of Standards
M	Meets Standards
P	Progressing towards Standards
L	Little to no progression towards Standards

Healthroom

The health room will be staffed daily with a trained nurse. Any child who is not feeling well or has been hurt will be sent to the health room by the teacher in charge. The health room nurse keeps a record of each child's visit, will take temperatures, and perform any minor first aid. **The nurse does not have aspirin or any other types of medication and cannot administer any medication without written permission from the doctor and parents.**

If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more. In the case of minor scrapes, the nurse may not always contact the parent. Parent contact is at the discretion of the nurse.

Children must have been fever free without medication for 24 hours before returning to school.

A health room card is kept on file in the health room for every child. This card supplies vital information to the nurse about special health problems a child may have and who to contact in case of emergency. **It is requested that parents keep this information updated!** If and when a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible.

Accidents & 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 more than first aid.

Head Lice - Elementary schools frequently have outbreaks of head lice. If a student is identified with head lice, the parent will be contacted for pick up. The parent needs to provide proof of treatment and bring the child to school to meet with the nurse for clearance to return to class.

Immunizations - All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Students may not enter school without having their immunizations current.

Medications - **All medication must be delivered to the school nurse or other designated school employee by the student's parent/legal guardian or a previously designated adult.** It is against School District Policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the Health Room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal. There are separate permission forms for medication on field trips. **For your child's safety please remember: Absolutely no medication will be given without written parental permission. ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.** No medication will be given from zip-lock bags or envelopes. Any medication given every day for longer than TWO WEEKS must have written Physician's Authorization. This includes Tylenol, Ibuprofen, etc.

Homework

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

Daily homework assignments for primary level students (K-2) shall not exceed 30 minutes, including 20 minutes of reading.

Daily homework assignments for elementary students (3-5) shall not exceed 60 minutes.

Instructional Resources

Intervention/Enrichment Support - A wide variety of support programs are provided for students who need additional assistance in order to be academically successful. **These programs include: Challenge, Discovery, Intervention, Special Education, & Speech.** Due process procedures are followed for placement into Special Education or Speech services: written permission for a psychological evaluation and placement must be obtained from the parents. Report card grades alone do not qualify a student for these services. Parents and teachers must work together to refer a struggling student to the school's assistance team.

Media Center- The school Media Center is an important part of Duncan Chapel Elementary for both students and teachers. It is the hub for all teaching materials, books, magazines, pamphlets, pictures,

recording, and other audiovisual aids. It is also the core of our reading program and serves as a link between formal reading books and all of the reading materials we use in daily lives. Books are checked out for a week and can be renewed. Please remember that if you move, all library books and textbooks must be returned. Parents are responsible for payment of all lost or damaged books.

Related Arts - Art, music, guidance, media, and physical education programs are compulsory, and students must attend these classes. Art, music, and physical education teachers will work with each class for a 35-45 minute period each week depending on the grade level of the student. The related arts program integrates academics in their program. Homeroom teachers support related arts activities through arts integration in the classroom.

Technology - Duncan Chapel Elementary is very fortunate to be a 1:1 school which allows our students to have access to personalized learning devices in the classroom in Kindergarten-5th grade. Kindergarten-2nd grade students have access to iPads in their classroom and 3rd-5th grade students have Chromebooks. **Each student is required to have an Internet permission form on file in order to use any technology.**

Textbooks - Each student is assigned a textbook for each subject as determined by the School Board. Textbooks are a valuable instructional resources and provide support for student achievement. Students are responsible to care for each textbook assigned to them. **By authority of Section 59-31-290 of the 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 pupils, parents, or guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.**

Legal Custody

If you have legal custody of your child and you do not want anyone else picking up this child, you must inform the office. A copy of the court order must be brought to the office and filed before we can deny a biological parent from taking his or her child. Please inform the office in writing that you are the only one to pick up this child.

Lost & Found

A lost-and-found container is maintained in the cafeteria. To help minimize lost articles, students' names should be on items of clothing which may be taken off, such as jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles are displayed on the stage for students to recover and then donated to the clothing bank at the end of each quarter.

Makeup Work

Provision for makeup of schoolwork missed during excused absences should be worked out with the teacher(s) at the earliest time possible, but should not exceed five (5) school days after the student returns to school. Makeup of schoolwork missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s).

Student Records

ACCESS TO RECORDS - Student records are available to custodial and non-custodial parents. Copies of any records are available with a 24 hour notice. Relatives (including step parents) who are not custodial parents or who have no legal documents granting access to student records will not have access to classroom information or to permanent record information. Written permission from the custodial and/or non-custodial parent must be provided.

WITHDRAWAL AND RECORDS - If a family changes residence outside of the Duncan Chapel attendance area, it will be necessary to submit in writing two (2) days to the last attendance day informing the school in this change in status. All textbooks and library books are to be returned to the school. All fees must be paid before the transfer can be issued. Parents of students leaving Greenville County School District should sign a Release of Permanent Records form so there will be no delay in the forwarding of student records. School records will be sent to the next school upon request from the 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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:

<https://ed.gov/policy/gen/guid/religionandschools/index.html>

Telephone Use

The school telephone number is 355-2700. Messages can be taken or voice mail messages left for teachers, but it is not always possible to deliver them immediately. Teachers cannot leave their classrooms for telephone calls between 7:30 and 2:45. Students may call home for emergencies only. Arrangements for after-school activities or transportation should be made before the child leaves home each morning.

Important Telephone Numbers	
Greenville County School District Office	355-3100
Duncan Chapel Elementary School Office	355-2700
Duncan Chapel Elementary Fax	355-2769
Guidance Counselor	355-2704
Media Center	355-2705
School Nurse	355-2707
Cafeteria	355-2708
Bus Transportation - Berea Bus Center	355-7291

Transportation

Carline - Arrival & Dismissal Procedures

MORNING ARRIVAL:

- Arrive **BEFORE** 7:40 AM! The traffic line gets backed up when everyone tries to drop off at 7:45. All children **MUST** be in their classroom by 8:00 or they will be marked TARDY!
- **If you arrive after 8:00, you MUST accompany them to the office for sign-in.**
- Pull all the way down the sidewalk. **DO NOT** stop right in front of the building as this backs up the car line.
- Make sure your child is ready to exit the car (seat belt/car seat latches unhooked; backpack on; etc.)
- Parents should **NEVER** leave their car while in the carline.
- **DO NOT** drop children off in the parking lot or from the street.
- Safety Patrol Students **WILL NOT UNBUCKLE SEAT BELTS OR CAR SEAT LATCHES.**
- Students are only unloaded from the passenger side of the car. They **CANNOT** be unloaded if they are sitting on the driver's side.
- Once your student(s) have been unloaded, you should drive out of the line and exit the driveway. **DO NOT TURN LEFT AS YOU EXIT THE DRIVEWAY.**

AFTERNOON DISMISSAL:

- **MAKE SURE YOUR DISMISSAL TAG IS ALWAYS DISPLAYED.**
- Pull all the way down the sidewalk and wait for your student(s) to come to your car.
- Patrols will open and close doors.
- Students are only loaded from the passenger side of the car.
- Once your student(s) have been loaded, you should drive out of the line and exit the driveway. **DO NOT TURN LEFT AS YOU EXIT THE DRIVEWAY.**
- If you are missing a child, you will be directed to pull forward to the end of the car line to wait.
- If another person is picking up your child, that person **MUST** have your family's car tag displayed or they **MUST** park and pick up your child in the front office after 2:50. They will be **REQUIRED** to show ID, and they must be listed on your child's pick up list.

OTHER CARLINE REMINDERS:

- Replacement car tags can be obtained in the office.
- **DO NOT TALK ON CELL PHONES AT ANY TIME! KEEP YOUR FOCUS ON THE CHILDREN!**
- **DO NOT SMOKE OR USE TOBACCO PRODUCTS IN THE CAR LINE.** It is against district policy and is harmful to children.
- Turn down the volume of your radio.
- Treat our Safety Patrol Students with respect! They are helping your child to remain safe!

Bus Transportation Information

The driver of the school bus is in full charge of the students and the bus. His/her relationship with the students will be on the same level as that expected of a teacher. Students must obey the driver at all times. The right of all pupils to ride on a bus is conditional on their behavior and observance of the rules and regulations. Safety demands complete cooperation. Regulations for school bus riders will be distributed to each child at the beginning of the school year. Parents, please review school bus regulations with your child. ***Students will not be allowed bus transportation unless it is pre-arranged with the principal and the transportation office. Requests for changes in transportation will not be taken over the telephone. Parents requesting changes in transportations MUST have Administrative approval from both the school and from the Transportation***

Department. Please note that changes in transportation or initial transportation arrangements may take up to 96 hours (4 days) to arrange.

Student Conduct on the School Bus

By District regulation, **ALL K4, K5, & 1st grade students** are assigned pick up numbers. An adult (with the assigned bus card) **MUST** be at the bus stop each afternoon to receive the students. The driver will not dismiss any K5 or grade 1 student who does not have an adult present with the assigned bus card. Parents may opt to designate a 4th or 5th grade student to be responsible for the dismissal of their K4, K5, or 1st grade student. The designated student must have the bus card each day. (COMPLETE PAPERWORK AT SCHOOL).

Students without an adult present will be returned to Duncan Chapel. Repeated returns to the school will result in loss of bus privileges.

District Policy Consequences for a Student Returned to School	
1 st incident	WARNING
2 nd incident	3 days off bus
3 rd incident	5 days off bus
4 th incident	10 days off bus
5 th incident	LOSS of bus privileges for remainder of school year

- Students must stand back from the roadway while awaiting the arrival of the bus, and refrain from throwing things or playing at the bus stop.
- Younger students should be permitted to enter first
- Students must enter the bus in an orderly fashion and go directly to a seat and remain until the destination is reached.
- Students must keep their hands, arms, and heads inside the bus.
- NO shouting, roughhousing, or throwing things on the bus.
- All articles such as book bags and clothing must be kept out of the aisles.
- The emergency door is used for emergencies **ONLY**. Students will not touch bus safety equipment.
- Students crossing the street at the bus stop will not do so until they receive a signal from the bus driver.
- **All** directions given by the bus driver must be followed.

Safety is extremely important! Please talk to your child about following the Duncan Chapel Bus Behavior Rules listed below.

PROPER BUS BEHAVIOR

1. **STAY SEATED AT ALL TIMES**
2. **KEEP YOUR HANDS TO YOURSELF**
3. **USE INSIDE VOICES AND KIND WORDS**
4. **BE RESPECTFUL**

****Questions concerning bus routes, drivers, etc., should be directed to the School Bus Supervisor, at Berea Bus Center - 355-7291.**

Important Telephone Numbers	
Greenville County School District Office	355-3100
Duncan Chapel Elementary School Office	355-2700
Duncan Chapel Elementary Fax	355-2769
Guidance Counselor	355-2704
Media Center	355-2705
School Nurse	355-2707
Cafeteria	355-2708
Bus Transportation - Berea Bus Center	355-7291

Websites

www.greenville.k12.sc.us/dchapel (School)

www.greenville.k12.sc.us (District)