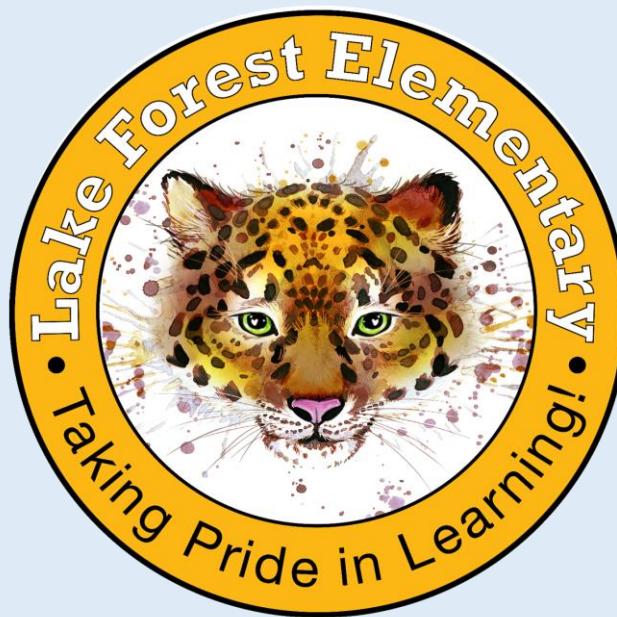




# Lake Forest Elementary Student Handbook

## 2022-2023



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## **Attendance**

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within 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 11<sup>th</sup> 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 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess

of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused 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"><li>• Personal and social growth</li><li>• Approaches to learning</li><li>• Physical development and health</li><li>• Language arts and literacy</li><li>• Mathematics</li></ul> | <ul style="list-style-type: none"><li>+ Exceeds standard</li><li>= Meets standard</li><li># Making Sufficient Progress</li><li>- Not Yet making Progress</li><li>Blank-Not taught or assessed</li></ul> |
|--|---|

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

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

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

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

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

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

## **Grading Floors**

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

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

### **Directory Information**

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

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

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

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

### **School Insurance**

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

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

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

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

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

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

## **Student Use of Technology**

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

## **Board Policies and Administrative Rules**

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

# Lake Forest Leopards

## “TAKING PRIDE IN LEARNING”

### **Vision Statement**

The vision of Lake Forest Elementary School is to empower students to learn, grow, lead, and succeed.

### **Mission Statement**

The mission of Lake Forest Elementary School is to provide a nurturing, student-centered learning environment where students are empowered to learn about the world, persevere through challenges, and develop positive character traits.

### **ATTENDANCE**

It is very important that students start their day on a positive note. This means being on time to school! Students are expected to be in their classrooms by 7:45 a.m. If they arrive in the classroom after 7:45 a.m., they are considered tardy and must receive a note from the office to enter class. A Perfect and Prompt Attendance Award will be given to students with no absences and no more than three tardies for the year. Excessive tardiness will be addressed by school administrators, noted in student records, and reported to the district attendance officer. Students on special permission will only be allowed to continue at Lake Forest if attendance is not an issue.

### **DAILY SCHEDULE**

7:00 - 7:30 a.m.	Students should be dropped off at their designated area. They should <b>not</b> be walked to their classrooms. <b>No students are allowed in the building before 7:00 a.m.</b>
7:30 a.m.	Classrooms are opened and teachers are in their classrooms. Students are dismissed from their designated bus holding area and are to report directly to their classrooms.
7:45 a.m.	SCHOOL BEGINS. Students should be in their classrooms and ready to begin the school day. <b>If children are not in their classrooms by 7:45 a.m., they are considered tardy. Students should check in at the office so a tardy slip can be issued for the child to enter class. Parents are expected to walk their child into the building if they arrive after 7:45 a.m.</b>
1:45 p.m.	<b>Latest time to issue an early dismissal</b>
2:15 p.m.	Dismissal for buses and vans, car riders and walkers

### **VISITORS\***

We strongly encourage parental involvement at Lake Forest, and parents are welcome at school at any time. Arrangements must be made in advance with the principal and/or teacher before visiting or observing in a classroom, so the least amount of disruption to the instructional program may be offered. We always strive to protect the time for learning at Lake Forest. Parents may not visit with teachers on our playground during recess time. This is a time that requires a teacher's undivided attention to his/her class. If there is a special need to observe a child's social activity, it must be arranged with the principal. **Upon entering the building, a visitor should sign in at the front office, provide a driver's license, and receive a visitor's tag.** Be sure to wear the visitor's tag at all times while on school grounds. Only the main entrance of the school nearest to the office should be used.

**\*Subject to change due to COVID-19 safety protocols.**

### **SCHOOL VOLUNTEERS\***

The South Carolina General Assembly passed legislation requiring that “all volunteers who work in a school on an interim or regular basis as mentors, coaches, or any other capacity, or volunteers who serve as student chaperone or any other capacity having direct interaction with students” undergo a National Sex Offender Registry check. This is in addition to the South Carolina Sex Offender Registry checks already performed on all volunteers. ALL VOLUNTEERS MUST RECEIVE DISTRICT APPROVAL PRIOR TO VOLUNTEERING AT ANY SCHOOL/CENTER OR CHAPERONING ANY SCHOOL FIELD TRIP. PLEASE ALLOW UP TO 2-WEEKS FOR THE APPROVAL PROCESS. For more information, please visit <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>.

**\*Subject to change due to COVID-19 safety protocols.**

### **TELEPHONE MESSAGES**

The school telephone number is 355-4000. Messages for teachers will be forwarded to teacher voice mail. Only in emergencies will a teacher or student be called to the phone during class time. Students may use the school telephone only for emergencies as deemed necessary by office personnel. Arrangements for after school activities or transportation home should be made before a student leaves home in the morning. Forgotten homework, arrangements for after school, etc. are not considered emergencies. Phone calls may be made directly to the teacher's classroom phone. Permission for altered transportation plans must be received in writing.

## **SCHOOL TRAFFIC**

For the safety of the students, the following traffic rules are to be obeyed during arrival and dismissal of students:

1. Drive all the way to the crosswalks before stopping.
2. Stay in a single line until school staff split into double lines near dismissal time.
3. Follow directions given by school staff. They are there for your child's safety.
4. Students and parents are to cross only where there is a school crossing guard or teacher.
5. There is no student drop-off or pick-up allowed in the parking lot, at the crosswalk, or in the church parking lot.
6. Parents need to follow the rules and be good examples for their children.

Place the school issued car tag in your front windshield. (If you have not received a hangtag, you may request one from the office.) Car riders will not be released unless parents display the **school issued** car hangtag. Please be sure to acquire multiple copies if needed for adults who are authorized to pick up your child. If there is not a school issued car tag indicating who is to be picked up, parents will need to park in the parking lot and come into the office to get their child. ID will be required to pick up any student.

## **Computer Use / Personalized Learning Information**

All students have access to computer technology. The Greenville County Schools Student Acceptable Use Policy for the Internet is an 'opt-out' policy. All students will have permission to use the Internet, unless parents submit a letter to the principal opting out of Internet use. By doing so, your child will not have access to web-based computer programs used in school.

### **CHROMEBOOK USAGE**

All students will receive a Chromebook as a part of the Greenville County Schools' Personalized Learning initiative. As a student-centered district, our priority is to build better graduates. While incorporating devices into our classroom environment does not replace classroom teachers or good instructional practice, it can enhance or even transform student learning experiences. The annual Technology Fee has been waived for the 2022-23 school year. Parents/guardians will need to complete a Chromebook Agreement form for EACH Lake Forest student in their family. Please note, if your student did not return his/her Chromebook and/or charge cord last school year, he/she will not be issued a new one this year. Parents/guardians must pay the replacement fee in full before a new Chromebook and/or charger is issued. These fees may be paid over time, but full payment is required for a student to receive a new device/charger.

## **HOMEWORK/CLASSWORK**

Homework is an extension of the classroom. It provides needed practice, while developing responsibility. 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

Teachers adhere to the following guidelines for total daily assignments:

- 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.
- Daily homework assignments for middle school students shall not exceed 90 minutes.

If your child is ill and unable to attend school, you may arrange to pick up his/her daily assignments by calling the school office at 355-4000 no later than 8:30 a.m.. This will enable the teacher to make arrangements throughout the day to gather the assignments. The teacher will have the assignments in the office by 3:00 p.m.

Make-up work must be turned in within 5 school days of the absence unless other arrangements are made with the teacher.

## **ARTICLES PROHIBITED AT SCHOOL**

Articles that are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school. Expensive articles, including cell phones, electronic games, CD players, iPod's, tablets, MP3 players, and toys should not be brought to school. If guns/knives of any type, weapons (this includes toy weapons), lighters, tobacco, or inappropriate literature are brought to school, serious consequences will follow.

If these items are brought, they will immediately be confiscated, given to administration and a parent will be required to come to the school and pick up the item.

### ***Rolling book bags are not allowed at Lake Forest.***

Cell phones, smartwatches, and other electronic devices used inappropriately by students such as texting during class will no longer be automatically confiscated by school administrators. The revised policy was approved by the School Board on August 25, 2015.

Students will be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy. For example, if a student refuses to put away a cell phone when asked then that student would be disciplined for failing to follow the teacher's directive. The former process required confiscation and subsequent return of devices with an increasing length of time for retention for repeat offenses. The policy revision was based on recommendations from a committee of principals and administrators. The group also concluded that cell phones and other electronic devices can be important educational tools for classroom instruction if the devices are used appropriately.

## **HEALTH ROOM**

A nurse is in the Health Room from 7:00 a.m. until 2:30 p.m. daily. Medication may be given at school only if the following guidelines are met. This is a district-wide policy developed for the safety of your child.

- Parents must provide ALL medication. The health room does not supply any medication for students. This includes Tylenol, antibiotic ointment, Calamine lotion, etc.
- Each parent is responsible for providing any medication needed by their child during the school day. Parents must complete the Parental Permission for Medication form for ANY medication to be given at school. This form is available in the health room or online at the Greenville County Schools website.
- All medications, including over the counter medication, must be brought by the parent to the health room in the original container. Do not bring medication in plastic sandwich bags.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using **Form Med-3**.
- Prescription medication must be brought by a parent to the health room in the prescription bottle. **Form Med-1** must be provided before any prescription medication may be left at the school. This form must be signed by the parent and the physician.
- All medication must be kept in the health room. Students cannot keep medication with them.
- If your child must self-administer emergency medication at school, **Form Med-2** is required before medication is brought to school.
- Medication brought to the health room by a student will not be given to the student. The medication will be held until a parent picks it up and provides the appropriate paperwork for the administration of the medicine.
- Please remember the health room does not give any medication to a student that has not been provided by the parent or guardian.
- All Health Service procedures, guidelines, and required forms are available in the Health Room or may be accessed on the following website: <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>.
- If your child has an illness such as asthma, allergies, or diabetes, it is your responsibility to provide us the appropriate medication to properly treat your child in an emergency.
- Students must be *fever free* (less than 100 degrees) for 24 hours, without fever-reducing medication before returning to school.
- Students must be free of vomiting for 24 hours before returning to school.

## **REGISTRATION / STUDENT RECORDS**

Please notify the school immediately if your address, phone number, or any other information on your child's initial registration form changes. This includes emergency numbers, job changes, or a change in marital status. It is crucial that this information be kept current. *Names of person(s) to contact in the event of an emergency are required for registration to be complete.*

## **Immunization Requirements**

SC State Law requires that the following immunizations be received before children enter school:

- Three (3) doses of any combination of DPT, DT, DTP-HIB, Dtap, or Td vaccine with at least (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine received on or after the first birthday with one month between doses for any child in K, 1, 2, 3, 4, 5.
- One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
- One (1) dose Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B vaccine for all children admitted to K, 1, and 2.

The Greenville County Health Department does not charge for immunizations. If your child has not had this full series of immunizations, it is imperative that attention be given at once. This series is a 3-dose vaccine with the 2nd shot given one month after the 1st shot; the 3rd shot is given six months after the 1st shot. If your child is in Kindergarten or is being retained in K5 or 1 and has not had the Hepatitis B vaccine, this immunization series is required for continued attendance in any South Carolina school.

In accordance with State Regulation 61.8, all students entering Kindergarten or first grade in August of 2001 and thereafter are required to have the varicella (chicken pox) vaccine. Students who have already had the disease are not required to have the vaccine; however, this information *must* be included on the immunization certificate. The school nurse should be informed in writing if the student has had chicken pox; this documentation should be signed and dated by the physician or by the parent.

## **SPECIAL SERVICES**

### ***Special Education Program***

Special education resource classes are provided for students who are learning disabled, with due process procedures being followed in the placement. A staffing committee must recommend placement, and a written educational plan for the student must be provided. Students who are in a resource class work in small groups with the special education teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the resource class program is to provide instruction focused on helping each child reach his/her potential. Lake Forest provides self-contained settings for students as well. The same due process placement procedures apply. Students who need speech services are screened and placed in a program to meet their individual needs. Students may be screened for speech, language, hearing, and vision problems throughout the school year.

### ***Challenge Program***

Greenville County Schools provide programs for students identified as academically gifted to challenge them with rigorous, complex classwork 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. All students who are referred from any source are screened during the first quarter of each school year to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained.

In October, the State Department of Education provides testing for students in grade 2 to determine their eligibility for Gifted and Talented. The Iowa Test of Basic Skills, an achievement test, and the Cognitive Ability Test (CogAT), an aptitude test, are administered. As soon as results are available in mid-January, parents are notified of their child's performance on these tests.

Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile composite or higher for their age group. If students do not qualify solely on aptitude, the following process will be used for screening:

- **Dimension A-Reasoning Abilities:** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, non-verbal, quantitative and/or a composite of the three.
- **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 nationally normed or South Carolina statewide assessment instruments.
- **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 3rd, 4th, and 5th grade students may be eligible to take the Performance Task Test in March, if they have already met the criteria in Dimension A or B.

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 program. Students who meet the state criteria may be placed in the academically gifted and talented program beginning in 3rd grade. This program is called "Challenge" in Greenville County, and is a pull-out program at the elementary level. In 3rd grade, students attend Challenge for at least 125 minutes each week. Students in grades 4 and 5 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.

### ***Counseling***

The elementary counseling program is an integral part of the total educational process. Activities are designed to address typical personal, social, emotional, and academic concerns faced by children. Large group counseling activities help children learn skills before problems occur. Counseling services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, and new student orientation.

### ***FIELD TRIPS\****

Field trips are an extension of the instructional program. The Lake Forest teachers spend many hours planning and preparing for an exciting and enriching experience for our students. Students are expected to fulfill their responsibilities, i.e. homework, behavior, class work, and monetary obligations, in order to participate. Students are also required to have a signed permission slip from their parents or legal guardian. **THE PERMISSION SLIP AND FIELD TRIP FEE MUST BE TURNED IN TO THE TEACHER 48 HOURS PRIOR TO THE FIELD TRIP IN ORDER TO PARTICIPATE. ANY EXCEPTIONS MUST BE APPROVED BY THE ADMINISTRATION.**

**\*Subject to change due to COVID-19 safety protocols.**

### ***SCHOOL PARTIES/BIRTHDAY CELEBRATIONS***

Two school parties will be held each year. The two parties will be on the last full day before winter holidays and on Valentine's Day. A child's birthday will be recognized by the classroom teacher, but will not be celebrated with a party, cupcakes, balloons, etc. during the instructional day.

Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations. Parents are allowed to provide a class treat during lunch for their child's birthday. This must be scheduled with the teacher in advance in order to avoid having multiple treats on the same day. In an effort to support our healthy school initiative, please consider the option of selecting a healthy treat. Other celebratory items such as drinks, balloons, and goodie bags are not allowed.

### ***LUNCH / BREAKFAST PROGRAMS***

Our school participates in the Universal Breakfast Program. **Breakfast is free to all Greenville County students.** Breakfast is served from 7:00 to 7:40 a.m. each morning.

Nourishing and balanced lunches are prepared daily in the school cafeteria. Students may eat the school lunch, or they may bring a lunch from home. ***Fast food and carbonated drinks are not allowed in the cafeteria.*** This regulation must be strictly enforced for adults and children.

The USDA allowed schools to offer free meals to all students during the pandemic, but Congress did not extend this benefit for the 2022-2023 school year. Families that are eligible for free or reduced-price meals must apply to receive them, and all other students must pay full price (\$2.50) for their lunches. Breakfast is provided free of charge to all Greenville County students, regardless of their meal status. The online application process for free and reduced-price meals is now live and can be accessed here <http://greenville.schoollunchapp.com>. While hard copies of meal benefit applications will be provided for parents when they return to school, the online applications are by far the most accurate and efficient method to apply for Free or Reduced Priced Meals. On average, online applications are processed within 24-48 hour of completion. We highly encourage all parents to take advantage of this simple to use and fast process. For more information regarding Free and Reduced Priced Meal Applications please contact the Food and Nutrition Services office at 355-1251 or by e-mail at bhogue@greenville.k12.sc.us.

If your child forgets his/her lunch and you wish to bring it to school, please leave it with personnel in the office. Be sure that the child's name and teacher's name are on the box or bag. Do keep in mind, however, that every classroom interruption directly impacts the effectiveness of the instruction taking place.

#### LUNCHTIME VISITORS

Lake Forest parents are welcome to join us for lunch throughout the year! However, we do ask you to send in a note to your child's teacher and let us know if you will be purchasing a cafeteria lunch. Also, let us know which lunch you will be purchasing since we have several options each day. Our crowds are large and our meals are cooked by lunch counts submitted. Parents may pay for their lunch in the cafeteria line. Please remember: **Fast food and carbonated drinks are not allowed in the cafeteria at lunchtime.** As a way to ensure our children have adequate time to eat lunch, each class will have a "no talking" policy during the first 10 minutes of lunch. Students and adults are asked to refrain from talking during this time.

**\*Subject to change due to COVID-19 safety protocols.**

#### AFTER SCHOOL CARE PROGRAM

Lake Forest operates an after school care program on school days. The hours of operation are 2:30 p.m. – 6:00 p.m. The rates charged for after school care are comparable to area day cares. Our program is structured for the entire afternoon and students receive a snack each day. Students are provided time to complete their homework; however, after school care providers are not responsible for the accuracy and completion of the assignment. The after school program does not operate on holidays or other days in which students do not attend school. As with regular school, the after school program will close in the event that school is closed due to inclement weather. Questions about the after school program should be directed to the After School Director at 355-4979 or to the school office prior to 3:45 p.m.

#### EARLY DISMISSALS

If it is absolutely necessary to request early dismissal, the parent must send a note in the morning stating the reason and the time the child will be picked up. **No early dismissals are allowed after 1:45 p.m. each day.** Medical and dental appointments should be made after school hours when possible. No child will be called to the office until his/her ride arrives. A child is not allowed to leave the school grounds during school hours unless signed out in the front office by an authorized adult listed on the child's dismissal card. Be prepared to show your driver's license to office personnel. **Parents should not go to the classroom to pick up students. Greenville County does not allow permanent early dismissals. Students must be present for at least 3 hours of the school day to be counted present. Please limit early dismissals to no more than 5 per year.**

#### INCLEMENT WEATHER /SCHOOL CLOSING

In the event that an emergency dismissal is required, a bulletin is broadcast on the TV and radio. Information can also be obtained by calling 355-3100 at the Greenville County Schools office. Parents should prearrange with their children as to what they should do in the event of an early/emergency dismissal. If school must be canceled or delayed, this information will also be on local TV, radio, social media, and the district website: <http://www.greenville.k12.sc.us>. **Please do not call the school office.**

#### TEXTBOOKS

Students are to handle and use textbooks with care. The student must pay for books lost or damaged beyond normal wear. The administration and teacher are required by law to assess the proper charges.

#### LOST AND FOUND

Lost and found articles will be placed in the cafeteria on the stage. **The student's name should always be put on items of clothing such as lunch boxes, jackets, sweaters, coats, hats, and gloves.** When unclaimed items accumulate, they are donated to a charitable organization quarterly.

#### PTA

Active in virtually all facets of school life, the Lake Forest PTA relies on its incredible parent and community supporters to offer a wide range of programs. At least four PTA general sessions are held during the school year. PTA Board meetings are held once a month. Families are invited to join the PTA and become actively involved in supporting our PTA activities.

#### TRANSPORTATION

Transportation arrangements should be made with students **before** they leave home each morning. **All bus transportation questions should be directed to the Bus Supervisor's office: Taylors Bus Center, 355-7330.**

#### School Bus Tag Procedures

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 3 pick-up tags to distribute to any designee to be at the 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 a 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 may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot

be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

All 4K, 5K 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 students before afternoon bus dismissal. Each 4K, 5K and 1<sup>st</sup> grade student must wear a bus tag while being transported from school for the entire school year.

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

<b>First Incident:</b>	<b>Warning</b>
<b>Second Incident:</b>	<b>Parent conference with (3) days loss of bus privileges.</b>
<b>Third Incident:</b>	<b>Parent conference with (5) days loss of bus privileges.</b>
<b>Fourth Incident:</b>	<b>Parent conference with (10) days loss of bus privileges.</b>
<b>Fifth Incident:</b>	<b>Loss of bus privileges for the remainder of the school year.</b>

\*Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.