Mauldin Elementary School

Student and Parent Handbook

2026-2027

Mauldin Elementary School
Leader in Me Lighthouse School
1194 Holland Road
Simpsonville, SC 29681
864-355-3700
www.greenville.k12.sc.us/mauldine

2026-2027 School Theme: Lights, Camera, Leadership!

School Mascot: Eagle

School Colors: Blue and Silver

Mauldin Elementary School

Home of the Mighty Eagles

August 1, 2026

Dear Parents and Guardians,

On behalf of the Mauldin Elementary staff, I am excited to welcome you to the 2026–2027 school year! We are looking forward to another year filled with learning, leadership, and meaningful growth for every student.

At Mauldin Elementary, our mission is to help students grow both academically and socially. As a Leader in Me Lighthouse Certified School, we believe every child has the potential to lead. Through the 8 Habits, students build 21st-century leadership and life skills, empowering them to take ownership of their learning and contribute positively to our school culture.

We know that strong partnerships between school and home are essential for student success. We are committed to working with you to ensure each child reaches their full potential. You can support your child by:

- Attending school daily and arriving on time, ready to learn
- Checking your child's daily behavior sheet and Monday communication folder for important updates
- Joining your child's teacher's ClassDojo for regular communication
- Completing all homework assignments
- Reading daily to develop literacy skills and a love of reading
- Talking with your child about their school experiences
- Encouraging your child to ask for help when needed
- Reinforcing the expectation that your child does their best each day

We also encourage you to stay connected and involved. Parents and guardians play a vital role in our school's success. You can get involved by joining the PTA, School Improvement Council (SIC), or Parent Lighthouse Team—or by simply staying informed. Be sure to follow us on Instagram and Facebook to keep up with school news and events.

Our Parent/Student Handbook is available online on our school website. Please take time to review it with your child, as it outlines important procedures and expectations for a successful year.

The Mauldin Elementary staff and I are honored to be part of the Mauldin Mighty Eagle family. Thank you for sharing your child with us—we look forward to partnering with you this year. If there is anything we can do to support you or your student, please don't hesitate to contact me.

Warm regards,

Jennifer Dodds

Jennifer Dodds, Principal

Disclaimer:
The policies and procedures outlined in this document are dually aligned with the School District of Greenville County and the Standard Operating Procedures of Mauldin Elementary School.

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MISSION, VISION, & BELIEFS

Mission

At Mauldin Elementary our mission is to educate, nurture, and empower the leaders of today and tomorrow.

Vision

We will build relationships, be intentional, present, and driven by data.

Our Values and Beliefs

- We believe children learn best in a safe, nurturing, student-centered environment.
- We believe education must be a cooperative effort of home, school and community where everyone models responsibility and respect.
- We believe curriculum and instruction must be developmentally appropriate in order to accommodate each student's individual learning styles.
- We believe we must recognize, respect, encourage, and share our cultural diversity.
- We believe students must be responsible learners who can function and compete in a global society.

Student Goals and Expectations

We hold all of our students to high standards. We expect students to:

- Attend school daily and on time unless sick
- Come to school on time with necessary materials
- Be critical thinkers
- Be responsible learners by putting forth best effort in completing all in-class and homework assignments by deadlines
- Obey school rules and cooperate with school personnel
- Work well independently as well as interdependently
- See that school correspondence reaches home
- Dress and groom in a neat and clean manner
- Have the skills, self-confidence and values necessary to become contributing members to our school and community

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.

ARTICLES PROHIBITED AT SCHOOL

Anything that might be a hazard to the safety of other children or interfere in any way with school procedures may not be brought to school. Such items as guns, caps for guns, bean shooters, knives, matches, lighters, cigarettes, pornographic material, non-prescription drugs or pills, and alcoholic beverages are not permitted and will be taken away from the student. Prescription drugs and inhalants are not allowed without a physician's permission in writing and on file in the health room. Any abuse of this policy will be dealt with according to school district policy. Fighting, drugs, and weapons at school may result in suspension. Students are in school to study and learn; therefore, no toys are allowed at school unless the teacher specifies a purpose. In addition, and in order to protect school equipment and property, chewing gum is not permitted during the school day.

Rolling book bags are not allowed at Maudlin Elementary School.

ATTENDANCE

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

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

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

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

Lawful Absences

Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.

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

Unlawful Absences

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

Absences

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

Carnegie Credit

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

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days

for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

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

ARRIVAL AND DISMISSAL

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

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

BEHAVIOR EXPECTATIONS

Behaving appropriately is an essential aspect of learning. Without a disciplined atmosphere, the teacher cannot teach effectively and the learner cannot learn. As a Leader in Me School, we use Franklin Covey's 7 Habits to happy Kids to teach students the habits of highly effective students, supporting appropriate behaviors and providing skills to respond to difficult situations.

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, then to be Understood
6. Synergize
7. Sharpen the Saw

Our Code of Conduct is that we will Step Out and LEAD:

L- Listen and follow directions
E- Excellence in everything
A- Always show respect
D- Do the right things

Students are expected to follow classroom and school discipline plans. Most discipline problems can be handled between the teacher and student. All classrooms use a 3-point behavior plan. All students begin the day on a 3. Students will lose points for poor choices. Students' daily behavior scores are shared on a monthly behavior calendar. Parents should check their student's behavior calendar daily and reach out to the classroom teacher with any questions concerning behavior.

BIRTHDAYS

Due to student dietary and health restrictions, outside food is not permitted at Mauldin Elementary, including cupcakes for student birthdays. Parents may consider other small items such as pencils, bookmarks, erasers, etc.

The school office is unable to accept deliveries of flowers, balloons, etc. for holidays or students' birthdays.

Invitations for private parties may not be passed out in the classroom unless **all** students are receiving an invitation. Per GCS policy, school employees are prohibited from assisting students with the distribution of birthday party invitations.

BOARD POLICIES AND ADMINSTRATIVE RULES

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on the District's website.

CAFETERIA- BREAKFAST & LUNCH

Nourishing, well-balanced meals are served each day for students and staff. Foods for those with special dietary needs will be prepared with a doctor's note.

Breakfast is provided for students from 7:00-7:40 each morning. Upon arrival, students should report to the cafeteria to receive their breakfast. Students will then proceed to their homeroom classroom to eat.
After Labor day, parents are welcome to eat lunch with their students any day of the school year. Please remember that due to student dietary and health concerns, outside food, including fast food and carbonated drinks are not permitted in the cafeteria. Parents may pay for their lunch in the cafeteria line. As a way to ensure our children have adequate time to eat lunch, each class will have a "no talking" policy during a portion of lunch. Parents visiting for lunch should sign-in at the front office to receive a visitor pass, and meet their child in the cafeteria. Parents must remain in the cafeteria while eating with their student. Students should return to the classroom with their class at the end of the lunch period. For safety, parents are not permitted to walk with students to their classroom. Parents should sign-out in the front office at the conclusion of lunch.

Microwaves in the cafeteria are for teacher use only. Students may use a thermos to keep foods warm.

Weekly breakfast/lunch menus are posted on the Mauldin Elementary website.

CELL PHONES & ELECTIONIC DEVICES

In an effort to maximize academic instruction and limit electronic device distractions, personal electronic devices, including cell phones and smartwatches cannot be used by students during the instructional day without authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time.

- Elementary school instructional day: 7:45 a.m. to 2:15 p.m.

Should a student need to contact a parent or family member during the school day, teachers or office staff can assist them. Should a parent need to provide information to a student during the school day, they should contact the front office at 355-3700.

Cell phones or personal electronic devices found in the possession of students or that interrupt the learning environment, will be confiscated and returned to the student at the end of the school day.

- First offense: Students will be directed to turn off the cell phone and put it away in their bookbag.
- Second offense: The cell phone will be confiscated by administration and returned to the student at the end of the day. The parent will be notified.

If students are caught using their cell phones for calling, texting, filming, or any other activity during the instructional day, their devices will be confiscated for the remainder of the day.

Repeated offenses may lead to a parent conference and the confiscation of the cell phone, which will only be returned to the parent.

CHANGE IN ADDRESS

If a child's family changes residence, outside the Mauldin Elementary, it will be necessary to submit two new Proofs of Residency informing the school of this change in status.

COMPUTER USE

The School District of Greenville County Student Acceptable Use Policy Agreement: The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the district. The district takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support students' education. If students break "acceptable use" rules, they may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.
Please note that parents may choose for their child not to have access to the internet at school; however, students who do not have access to the internet will not be able to access email or web-based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.

- Treat computer equipment with care and respect. Willful destruction of computer equipment or software is considered vandalism and may warrant involvement of local law officials.
- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times - See District copyright policies for more information.
- If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret - You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- Online communication must be polite and not threatening or offensive in any way - All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student's home directories.

COUNSELING PROGRAM

Our counselors work closely with the school staff to provide a program of activities designed to enhance the personal, social, and emotional development of our students. In addition to the classroom guidance program, the counselors work with individuals and small groups. Students may be referred by themselves, a teacher, a parent, or staff member. The counselors are available for conferences with parents.

CURRICULUM OVERVIEW

The curriculum at Mauldin Elementary is a combination of all the experiences a student has while in school. Subject areas that are taught include:

- Reading
- Math

- Social Studies
- Handwriting
- Health and Wellness
- Science
- Music
- Art
- Physical Education
- Technology
- Character Education- Leader in Me

The School District of Greenville County and the State Department of Education have adopted curriculum standards which teachers follow when planning instruction. These standards can be accessed here. Enrichment and acceleration are provided in all classrooms and by special classes for those students who qualify.

DAILY SCHEDULE

7:00	Main Entrance opens for early drop off. Bus entrance opens
7:00-7:40	Breakfast is served
7:30-7:45	All teachers will be in their classrooms to welcome students.
7:45	Instructional Day Begins. Students not in class by 7:45 are considered tardy. Students arriving after 7:45 should be accompanied to the office by a parent.
10:15-1:00	Lunch is served
1:45	Early dismissals must be prior to 1:45
2:05	Afternoon announcements and afternoon dismissal begins
2:15	Students are dismissed from campus
2:45	All car riders should be picked up by this time. Teachers' contract hours end and late parents will need to enter the building to sign out students.

Supervision by the Mauldin Elementary staff is provided from 7:00 a.m. until 2:45 p.m. Students may not enter the classrooms before or after these hours. Students that have not been picked up by 2:45 are moved to the front lobby and must be signed out by a parent/guardian

DIRECTORY INFORMATION

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

DRESS CODE

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

The principal may create further guidelines regarding student dress which are consistent with the parameters below.

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

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

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

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

EARLY DISMISSALS

State regulations require that students regularly attend school for a full day. In order to avoid interruptions in the educational program, we ask your cooperation in not picking up your child or children during school hours. Whenever possible, medical and dental appointments should be made after school hours. If a parent must pick up a child from school early, that parent should send a note to the teacher in the morning stating the reason and time for the early dismissal. Students will be called to the office for early dismissal once the parent arrives. Students are not permitted to wait in the office for an early dismissal. Identification will be required of any adult attempting to pick up a child. Only individuals listed as permitted for pickup in Student Backpack will be allowed to pick up that child.

Early dismissals are not permitted after 1:45 PM to ensure a safe and efficient dismissal process.

EXTENDED DAY PROGRAM

Mauldin Elementary operates an extended day program on school days from 2:30 p.m. - 6:00 p.m. The 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 half days, 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. More information about Mauldin's Extended Day Program, can be found on the school website. Questions about the after-school program should be directed to the After School Director, JoAnn Bankhead, at 355-3790.

EXTRACURRICULAR ACTIVITIES

Student participation in extracurricular activities is a privilege that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Mauldin Elementary School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, academic clubs/teams, and attendance at any school function outside of the normal school day.

FAMILY EDUCATION 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 Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

FIELD TRIPS

Field trips are considered an extension of the classroom and instructional program. Teachers spend many hours planning and preparing for an exciting and enriching experience for students. Students are expected to fulfill their responsibilities, such as homework, behavior, class work, and monetary donations in order to participate. A signed permission slip by a parent or legal guardian is required for students to participate in school field trip. Transportation for all fieldtrips will be by bus. Each child is expected to pay a fee to cover expenses. If there is a monetary reason keeping a child from participating in a field trip, please call your child's teacher and/or the principal to discuss alternatives that would make the field trip possible for your child. Field trip fees cannot be returned if a student has been counted in the original number. The number of students participating determines charges for trips. Exceptions will be considered on an individual basis only in extreme circumstances. The permission slip, and field trip fees must be turned in to the teacher 24 hours prior to the field trip in order to participate. Any exceptions must be approved by the administration. All medications must be brought to school the morning of the field trip by the parent for all trips leaving before school starts and/or returning after school hours

FIELDTRIP CHAPERONES

The selection of field trip chaperones is restricted to parents/guardians of currently enrolled students. Only those selected as field trip chaperones may attend field trips. The number of chaperones is limited and determined by the field trip destination and need for supervision. Parents not selected as field trip chaperones are prohibited from accompanying the class on a field trip. All chaperones must have a background check completed prior to the trip. An approved chaperone cannot find their own replacement should they not be able to attend.

Parents not listed as chaperones are not permitted to attend fieldtrips.

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, P= no

Prekindergarten

• Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed

Kindergarten and First Grade

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

Academic Skills Indicators:

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 *If left blank, this standard was not addressed or assessed during this reporting period*

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	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident

Related Arts Indicators:

Art Music Physical Education	P= Proficient M=Meets related arts standards

2nd-12th Grade

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

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

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

In accordance with state law, no school may adopt or utilize any type of grading system that requires a teacher to assign a minimum grade or score that exceeds a student's actual performance on required assignments.

GRADING GUIDELINES

The district's guidelines will be followed in every elementary school in Greenville County. The guidelines' philosophy is that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. The report card indicates whether your child is working on or below grade level. Students will receive a grade of M or P in penmanship, music, art or physical education to denote student performance. Students in 2nd-5th grade must have all A's and B's and M in ungraded subjects to make the Honor Roll. Grades are based upon the student's instructional level. If a student is working below his/her grade level a comment concerning grade level or accommodations must be included on each report card and progress report.

HEALTH ROOM

A nurse is in the Health Room from 7:30 a.m. until 3:00 p.m. daily. The teacher will contact the nurse for any child who is not feeling well or has been hurt; however, teachers will be careful to monitor the severity of the child's complaint. Headache, stomachache, or general malaise may not necessarily merit a referral to the health room. Students who are seen in the health room and do not have a fever, will be returned to class. Parents will be contacted if their child has a fever of 100 degrees or more or require medical attention.

Every effort should be made to keep sick children at home. Students should be symptom-free for 24 hours without medication before returning to school after an illness.

Health Concerns/ Diagnosis

Please make your child's teacher and the school nurse aware of any health problems or concerns. A statement of the nature of the special health problems is required in writing. A doctor's statement is required to outline procedures that need to be taken in the event your child requires special medical attention.

Immunizations

Children must have a SC Certificate of Immunization from the doctor or health department before entering school. Parents are advised to review their children's immunization records to verify compliance with state regulations. Students may not enter school without up-to-date immunizations.

Medications

- Medications must be administered by the nurse or school staff as authorized by the principal (field trips). Students are not allowed to give themselves medication at school. Medications must be in original containers with a student's name on it.
- Written permission to give medicine must be completed and signed by parent indicating name of student, name of medicine, dosage, and time to be given. If medicine is to be given longer than TWO weeks, a doctor who prescribed or recommended the medicine must also complete a physician's authorization form.
- Students found with medication in their possession or belongings at school are subject to disciplinary measures. A responsible adult must bring medications and check them into the health room. At year-end, parents are responsible for picking up remaining medications. Medicine not picked up is discarded.

HEALTH AND WELLNESS EDUCATION

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

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.

INCLEMENT WEATHER /SCHOOL CLOSING
Closing of school due to extremely bad weather or other severe emergencies will be announced on the GCS website at https://www.greenville.k12.sc.us , on GCS social media, local radio, television stations, and optional automated text messages from the district. Please keep in mind that Mauldin's Extended Day Program closes if school closes early due to inclement weather or other severe emergency. School Closing Options GCS Inclement Weather Process

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

LOST AND FOUND
As students often misplace items, please write your child's name or dismissal numbers on items and clothing such as lunch boxes, jackets, sweaters, coats, hats, and gloves. Lost and found articles will be placed in the cafeteria. Unclaimed items are donated to a charitable organization monthly.

MAKE-UP WORK PROEDURES
If your child is ill and unable to attend school, you may make arrange to pick up his/her daily assignments by calling the front office (355-3700) no later than 9:00 AM. This will enable the teacher time to make arrangements through the day to gather assignments. Assignments may be picked up in the front office after 2:45 PM.
Provisions for make-up of school work missed during excused absences shall be worked out with the classroom teacher(s) at the earliest time possible but should not exceed five (5) school days after the student returns to school. Test must be made up by the 5th school day after the absence occurs.

MEDIA CENTER
The mission of the Mauldin Elementary Media Center is to help students learn by providing books and other media to support curriculum and state standards, teach students how to use the media center effectively and to create a lasting interest in using the media center for information seeking and enjoyment. The goals of the Mauldin Elementary Media Center are:

- To ensure that students are effective users of ideas and information
- To provide library media materials and services appropriate to the curriculum of the school
- To provide library media materials and services that meets the information and recreational needs of the learning community.
- To provide library media materials and services that make reading fun for the learning community.
- To provide opportunities for collaboration between the media specialists and classroom teacher to incorporate information literacy and technology into instruction.
- To promote and provide instruction in information literacy to teachers and students.

The media center is open from 7:45-2:15 daily for teachers and students. Classes visit the media center bi-weekly to check out books. Students are welcome to exchange books or use the media center before and after school and any time their teacher permits.

MENTORS
Mauldin Elementary is one of four Greenville County Schools partnering with the University of South Carolina and OnTrack Greenville (Mentor Upstate) to develop a sustainable, best-practice model for school-based mentors, called YESS Lab, funded by a grant from Duke Endowment. The program provides high-quality mentors to support students throughout the school through lunch buddies and academic success.

MONDAY COMMUNICATION FOLDERS/ CLASSROOM NEWSLETTERS
Each week, students will receive a weekly newsletter giving a brief overview of the upcoming curriculum and topics of study and a weekly folder with grade papers and school announcements to enable parents to be involved with the school and their children's studies. If any parent does not receive a Monday Memo, the parent should contact the teacher.

PARENT BACKPACK
Parents may access their child's academic progress, attendance information, and lunch account information through the Greenville County Schools Parent Backpack. To gain access to Parent Backpack, parents may bring a picture ID to the school office to receive instructions and access to your child's information.

PARENT INVOLVMENT
Mauldin Elementary has a variety of ways for parents to get involved in our school, including joining the Parent Teacher Association (PTA), School Improvement Committee (SIC), Parent Lighthouse House Committee,

mentoring or volunteering throughout the school. Reach out to your child's teacher to discuss ways to get involved.

Parent Teacher Association (PTA)
Mauldin Elementary PTA is an affiliate of the National Congress of Parents and Teachers. Active in virtually all facets of school life, the PTA relies on its incredible parent and community supporters to offer a wide-range of programs. PTA Board meetings are held once a month. A Nominating Committee is formed each Spring to fill Board positions each year. Information on volunteer opportunities is sent home with each student on the first day of school.

School Improvement Committee (SIC)
The School Improvement council is an advisory group made up of parents, teacher and representatives of the school community. The SIC assists in the preparation of long-range school improvement plans and the annual school report to the community. This board serves as a liaison between the school, school organizations and the community by collecting and disseminating information about school improvement. The SIC meets monthly.

Parent Lighthouse Committee
The Parent Lighthouse Committee works with the staff and student Lighthouse teams to incorporate and share information about Leader in Me throughout the school and community. The committee meets multiple times throughout the school year.

PARENTS 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.

PARTIES
Class parties are an exciting time for children. In adherence to District policy, two parties will be held each year including the last full day before winter holidays and on Valentine's Day.

The school office is unable to accept deliveries of flowers, balloons, etc. for holidays or students' birthdays.

Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations.

PARENT-TEACHER CONFERENCES
At least two conferences between the child's teacher and parent will be offered during the school year, usually at the end of the first and third quarter. All parents are expected to attend conferences to be an active participant in their child's educational success. Parents are encouraged to initiate conferences at any time by contacting the child's teacher.

PERMANENT RECORDS
A permanent record is maintained in the school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff, and the students' parents and guradian. Please schedule an appointment with an administrator if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

PETS/ANIMALS
Many students have allergies to animals that can cause medical problems. Please keep pets or animals at home.

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

PLACEMENT OF STUDENTS
The principal works closely with the classroom teachers, school counselors, and assistant principals to assign students to a heterogeneous homeroom class. Parents have the opportunity each summer to provide a letter about their child to assist in making classroom placement decisions. Letters requesting a particular teacher are not accepted. The placement of all students at the beginning of the school year is considered TENTATIVE. Changes in the enrollment may necessitate assigning students to different classes, but every effort is made to limit the changes that are made.

Every effort is made to place students in heterogeneous classrooms. Any changes in classroom placement can only be made by the principal and are considered on a case-by-case basis in extremely rare circumstances.

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

PROMOTION AND RETENTION POLICY
Greenville County Schools' expectations are defined by the curriculum standards adopted by the S.C. Board of Education in the core discipline areas of English language arts, mathematics, science and social studies.

The district's promotion and retention policy assure that students reach minimal academic standards at each grade level before they are promoted. To ensure that each child has the opportunity to meet these standards, appropriate intervention measures and transitional programs will be available to those who need them. The decision to retain a student will be made only after intervention efforts are unsuccessful in helping students reach certain achievement levels. All decisions for retention will be made with the parent, teacher, and school administration.

RELATED ARTS PROGRAM
Arts, music, physical education, media, STEAM, and computer lab programs are compulsory and students must attend these classes. Related arts teachers will work with each class for 45-minute period each week. Performance in art, music, and physical education is reflected on your child's report card with a grade of Q, M, P, and L. Students in grades 2-5 will also receive STEAM instruction on a weekly basis.

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

REPORT CARDS/PROGRESS REPORTS
Report Cards are sent home each nine weeks to notify parents of their child's academic progress in reading, language, spelling, mathematics, social studies and science/ health. If a report card is not received at the end of each nine-week period, please notify your child's teacher or the school office. Report Card dates for 20221-2022 school year are October 15, January 13, and March 17. A final report card for the year will be mailed upon request. Parents may access their child's current academic progress at any time using the Parent Backpack. Parents should additionally contact their child's teacher if they have any questions or concerns about their child's progress.

Student mid quarter Progress Reports Progress reports will only be used to contact parents of students who are at risk of not meeting academic standards.

SAFETY
In accordance with district guidelines, Mauldin Elementary has a comprehensive approach to safety. Measures are taken to prevent unsafe situations and to respond to emergencies in order to provide the safest environment for students, faculty and visitors. Our counselor presents class programs, which address conflict resolution, student leadership, and interpersonal skills. Administrators schedule fire, earthquake, tornado, and other drills on a regular basis to train students in emergency preparedness. Mauldin's Safety Plan offers a detailed outline for campus safety and faculty training and provides specific steps to address emergency scenarios.

SCHOOL INSURANCE
Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.
Insurance
Voluntary student accident insurance is different from athletic insurance, which is required.

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

SUPPORT PROGRAMS
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. Weekly, third graders attend 125 minutes and fourth and fifth graders attend at least 200 minutes in the challenge program. Identification for the Challenge Program is made using state criteria. Administrators, parents, and teachers may make referrals for students to be screened. Results of private testing are not accepted for Challenge placement. Students in the program are required to make up the work they miss in their regular classes. Please refer questions regarding the program to one of our challenge teachers or school administration.

Special Education Program
Special education services are provided for qualifying students based on federal criteria. Students receive additional support to provide specialized instruction to assist students in meeting their academic needs. Parents and teachers work together to identify and provide psychological evaluations, speech, hearing and vision testing to determine a child's education strengths and weaknesses and determine services needed to support their academic growth. If you feel your child could benefit from services, contact the teacher or principal. Mauldin Elementary is required to follow a specific process in referring students for special services. This is a lengthy process that may extend throughout the school year.

Speech Services
The Speech Language Pathologist serves students with deficits in articulation (speech sound and production), language (word meaning, listening skills, grammar, social communications, etc.), voice (Hoarse, breathy, and nasal) and fluency (stuttering).

STANDARDIZED TESTING PROGRAM
Mauldin Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to parents. Standardized test data is used to identify areas in which students show academic strengths and weaknesses and to help the school improve instructional programs. Parents will receive a copy of their child's test results. Administration and counselors are always available to answer questions or provide explanation about your child's test scores.

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

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

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

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

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

Levels of offenses

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

Disorderly conduct - Level I

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

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

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

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

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

Disruptive conduct - Level II

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

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

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

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

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

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

- other sanctions as approved by the Board or administration

Criminal conduct - Level III

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

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

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

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

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

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

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

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

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

STUDENT EMERGENCY FORM

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

STUDENT SPEAKERS AT SCHOOL-SPONSORED EVENTS

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.

STUDENT USE OF TECHNOLOGY

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

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District

cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

TARDIES

Students should be in their classroom and ready or instructional to begin each morning at 7:45. Students who arrive to school after 7:45 should be walked to the front office with a parent to sign-in and receive a tardy pass to class.

TELEPHONE USE

The school telephone number is 355-3700. 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.

TEXTBOOKS AND ELECTRONIC DEVICES (SCHOOL ISSUED)

Students will have textbooks and electronic devices assigned to them by their teacher. Students are responsible for keeping items in good condition. Students losing or damaging a book (textbook or library) or electronic device beyond normal wear are required to pay for damages or to replace the items.

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.

<u>Reporting & Investigation</u>

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.

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

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

TRANSPORTATION- CAR

Our objective is to provide safe pick-up and drop-off procedures. All students are assigned a dismissal number and students are provided with parent hangtags for their car. **A school issued hangtag for the current school year is required to pick up children through the car line**. Anyone without a hangtag, may show their picture ID in the carline to be verified as a designated pickup person for the student.

For the safety of the students, the following traffic rules are to be obeyed during arrival and dismissal of students:
1. Smoking and cell phone use are prohibited in the school car line to ensure the safety of all.
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 along the road.
6. Parents need to follow the rules and be good examples for their children.

TRANSPORTATION- BUS

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.

TRANSPORTATION CHANGES
All changes in how a student goes home must have a written note given to the office signed by the parent/guardian. If you find that you need to change the way your child will be going home during the school day, please fax a signed note before 1:00 p.m. to 355- 3783. Please submit any permanent transportation

changes to the front office in a prompt manner. Please do not send dismissal changes to teacher's voicemail or email as teachers may not have an opportunity to check messages and/or emails before dismissal.

VISITORS

We strongly encourage parental involvement. 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.

For the safety of students and to protect instructional time, parents are only permitted in the classroom during special events or when approved in advance with the school principal. Parents attending lunch with their child should meet their child in the lunchroom and students should return to the classroom with their class at the conclusion of lunch. Parents should report to the school office to sign out.

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.

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