



Student Handbook

Mitchell Road Elementary

2024-25

TABLE OF CONTENTS

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

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 a 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.

Student 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.

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. 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.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, and working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 7:45 a.m. and ends at 2:15 p.m. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code (Policy JCDA) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

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)
- 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 consistent 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 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

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 II 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:

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 & Investigation

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.

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 _

[SC Uniform Grading Scale](#)

Prekindergarten

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

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

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard 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 standards
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2nd-12th Grade

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

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

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

Grading Floors

Elementary School Students (Grades 2-5)

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

Middle School Students (Grades 6-8)

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

High School Students (Grades 9-12)

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

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information

regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

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

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

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

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, 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.

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.

[Insurance](#)

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

Parent's Right to Know

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

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

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

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

Student Use of Technology

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

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

Information Specific for Mitchell Road Elementary

Daily Arrival

Our doors open daily at 7:00am. For the safety and supervision of our students, they cannot be dropped off or let out of cars any earlier than that time. Car riders must enter through one of the two car rider lines at the back of the school. No car riders should be dropped off at the front office because it is a safety concern for our students who walk and ride their bikes to school to have extra moving cars in that area. To maintain safety during arrival, adults should refrain from using cell phones, playing loud or inappropriate music. **As a reminder, alcoholic beverages and tobacco products are not permitted on the school grounds. This includes our car rider lines and field trips.*

Students need to be prepared to exit their vehicles on their own with all of their belongings once the car is in the unloading area. Parents should unload at any area along the curb where the awnings are at the car rider lines. Please do not wait until you pull right up to the front walkway because it will slow down the drop off line. To avoid a long wait, we suggest arriving no later than 7:20am each day. Our car line will become very congested after this time as the majority of our students are car riders in the mornings.

Arriving prior to 7:20 will also give your child time to eat breakfast and get to class on time. Breakfast is available for free daily in the cafeteria starting at 7:00am. At the 7:35am bell, we will switch to a pre-bagged breakfast so that we can get students to class on time.

The elementary school instructional day begins promptly at 7:45am. Students are marked tardy if they are not in their classrooms by 7:45am. If your child arrives to school after this time, an adult must walk him/her into the front office to sign in and receive a tardy slip.

Dismissal

Changes in student dismissal must be written by the parent/guardian. Dismissal changes must be submitted by 10:00am. Changes in dismissal routines may not be relayed to students in time of last minute changes are made.

Car Riders

Dismissal begins daily at 2:15pm. Parents should not try to wave students to come to them out the door before that time. This is for the safety of all students. Car riders will remain in their classrooms until their car number has been entered by a staff member at one of the two car rider lines. Each car should have a tag posted in their car window that is easily visible for our faculty to see. K-1 students go to the car rider line behind the school after the playground. 2-5 students go to the car rider line beside the gym/bus loop. If there is an older sibling of a K-1 student, they will go to the classroom of that younger student so that they can dismiss together out the K-1 car rider line. Everyone picking up students must stay in their vehicles unless you have a K-3 or K-4 student. If you need to pull to the side before exiting the school grounds to buckle your child in, please do so safely and without blocking traffic. If you do not have a car tag or the Backpack app, you will need to go to the front office to show your ID to sign your child out of school. Students should be picked up in the car rider line by 2:35pm. After that, students will be sent to the front office and parents will have to come into the building with their ID or car tag to sign students out. Due to district policy, no early dismissals will be granted after 1:45pm.

Bus Riders

Dismissal begins daily at 2:15pm. Bus riders are walked to the gym by staff members to be checked off before loading the bus. All bus riders must follow the safety rules on the bus and listen to their driver. Failure to follow these guidelines may result in the loss of bus privileges. Parents of preK-1 grade students must meet the bus at the stop with the corresponding car tag or Backpack app to allow students to be released from the bus. If there is no one waiting at the stop for a preK-1 grade student, that student will be returned to school and the parent will have to come pick him/her up.

Walkers and Bike Riders

Dismissal begins daily at 2:15pm. Parents should not try to wave students to come to them out the door before that time. This is for the safety of all students. Walkers and bike riders leave from the main office hallway and must be checked off before leaving. Parents of preK-1 grade students must meet walkers and bike riders with the car tag or Backpack app for them to be released. A signed bike rider permission slip must be on file before a student can be released in that manner.

Daycare Van Riders

Dismissal begins daily at 2:15pm. Daycare van riders are dismissed to the cafeteria to be checked off before leaving. A staff member will walk the daycare van riders to the van.

After School

Students in our after-school program will be released to the cafeteria when the announcement is made at 2:35pm. Once they arrive in the cafeteria, attendance is taken for that day.

Attendance

If a student is absent from school, he/she is required to bring a written excuse from his/her parent when he/she returns to school. This can also be emailed to the teacher or entered online from our school website. The excuse should have the child's name, teacher's name, the reason for the absence, and the parent's signature. For an excused medical absence, we must have a note from the doctor. If an excuse is not turned in, the absence is considered unexcused. Teachers are not required to help students make up work when an absence is unexcused. **Students who are at Mitchell Road Elementary as part of the Choice Program must be in good standing with their attendance and behavior. If not, they could be put on probation and then possibly have their Choice Status revoked.*

Volunteers and Visitors

Mitchell Road is thrilled to have a number of parent visitors and volunteers each day! Please see the information regarding the protocol for becoming a classroom volunteer and chaperoning field trips in the first section of this handbook. Field trip chaperones must have a volunteer II level clearance for participation. All visitors/volunteers to our school are asked to notify the office upon entering the building by buzzing in at the office door and must receive a visitor's/volunteer's sticker. Unauthorized visitors will not be welcomed. Visitors are welcome in our building, but are not authorized to visit classrooms or chaperone students without prior approval. All visitors must present a valid ID. Visitors without Volunteer 2 status, must be chaperoned by a GCS staff member for the duration of their visit. It is important that all visitors and volunteers return their stickers to the front office before leaving to be appropriately signed out. This helps us accurately know who is in the building.

There are so many opportunities to support Mitchell Road, even for our working parents. There is always an opportunity to help at home in your child's classroom with room décor, cutting out laminated items, making copies, activity/party planning, etc. Please contact your child's teacher for more information.

Breakfast and Lunch Visitors

Parents are welcome to join students for breakfast. To do so, you must enter through the main office door with your ID to receive a visitor sticker. You can then eat with your child in the cafeteria. After you finish, all visitors must say goodbye at the cafeteria doors and return to the main office to be signed out of our system.

Your child's teacher will share your child's daily schedule at the beginning of the school year, however please feel free to call our main office at 355-6700 if you would like to verify your child's lunch time. We have limited space in the back of the cafeteria for lunch visitors. Due to safety concerns, parents will not be allowed to have

your child's friends join you for lunch. This is a special time to enjoy lunch with your child. After lunch, all visitors must say goodbye at the cafeteria doors and return to the main office to be signed out of our system.

PTA

Mitchell Road encourages all of our Mustangs to become active members of our PTA! We are so grateful for the amazing support from our PTA each year! Please see your child's Back to School packet for information on how to join PTA. Mitchell Road has an active, involved PTA that sponsors several fundraisers/spirit nights during the year to provide equipment and materials for our school. PTA also hosts special events for our families. Each parent is encouraged to become actively involved in supporting PTA activities. Everyone's input and assistance is appreciated! PTA meetings will be held during the year. Announcements about meetings will be sent in the parent newsletter. Parents, grandparents, other family members and friends of Mitchell Road are invited to join the PTA! Our PTA welcomes ideas and suggestions throughout the school year, and will also publicize information on Facebook and our school website.

SIC

All Our SIC (School Improvement Council), consists of parents, community members and staff. This committee shares ideas for school improvement, and brainstorms opportunities to share Mitchell Road's achievements with our community. This committee meets monthly. Please visit our SIC page on our website or contact the main office if you would like more information on our SIC. Members are selected each spring for the following school year.

Student Placement

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

Report Cards and Conferences

Report cards are issued every nine weeks for grades. Mitchell Road does not issue progress reports unless the child is failing a subject. Parents have access to student grades at all times through Greenville County School's parent Backpack system. Teachers of students in grades 2-5 log grades into the system to be viewed by parents within 7 school days. Students in grades preK-1 do not receive numerical grades in the Backpack system but will have a report card sent home each nine-week period. The Backpack system will be available to you throughout your child's school career, and will also track attendance and tardies to school. Please feel free to drop by the main office if we can assist you in navigating the Backpack system.

Conferences are held at the end of the first reporting period and throughout the school year as needed. Conferences may also be held virtually. These conferences are very important, and all parents are urged to participate. Parents are welcome to request a conference at any time by sending a note, emailing the teacher or calling the school office for an appointment with the child's teacher. Please remember that teachers are supervising students in the morning, throughout the day, and in the afternoon; therefore, it is important that you schedule a conference time and date with your child's teacher.

Birthday Celebrations

If you would like to provide food for special occasions (i.e. student birthdays) please check with your child's teacher prior to the event to check for allergies. For safety concerns, we cannot serve or give "homemade" foods. Therefore, all food to be shared with other children must be store bought or commercially prepared with

visible ingredient labels. Acceptable treats include: cookies, cupcakes, individual ice cream, popsicles, donuts, or fruit snacks. We do not allow birthday deliveries, such as balloons or gifts, at school. Staff members/teachers cannot distribute birthday invitations to students. It is the responsibility of the student to distribute invitations to classmates.

After School Program

Mitchell Road will provide after-school supervision through our extended day program for enrolled students. This is a great opportunity to complete homework, socialize with friends, and have extra time outside to play. For rate information, please contact Keleigh James, Extended Day Director at KHJames@greenville.k12.sc.us.

Field Trips

Field trips are planned by the teacher to correlate with state standards and the curriculum taught in the classroom. Written permission from a parent or legal guardian is required. A child may be asked to pay a fee to cover expenses. If you need assistance in paying for any field trip during the school year, please contact Mrs. Holman at 355-6710 and she will be happy to help you. Parents are needed to serve as chaperones on most field trips. District guidelines require that all chaperones be level II volunteers. This clearance process can take up to three weeks, so please plan accordingly. Additional information regarding becoming a level I or level II volunteer is included in more detail in the first section of this handbook and on the district website.

We often receive more parent requests to attend a field trip than space allows. Our teachers make every effort to allow all interested parents to attend at least one scheduled trip during the school year. We ask that younger children not accompany parents who are serving as chaperones. The safety of students is always a concern when students are away from campus. Students who do not obey safety rules or who cannot control themselves may not be allowed to go unless accompanied by a parent. Adult chaperones are to be obeyed and treated with respect at all times on field trips. Students are required by the district to be insured to go on field trips. Transportation for trips is arranged by Greenville County or chartered buses. Students must ride to and from field trips on the bus. School insurance is available for all students. School insurance information is available on the Greenville County School's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>.

Health Room

Please do not send your child to school with a fever, or any symptom of a contagious illness. The health room is located at the front entrance of the school and is staffed with a registered nurse. We believe that a student who is not well enough to be in class should be at home under parental supervision. Please do not send sick children to school. Please remember that students must be fever-free, without medication, for 24 hours before returning to school. The school cannot care for accidents or illnesses that occur/begin at home. If your child has an extreme allergy, seizures, or other ongoing health-related concerns, please contact the school nurse. The nurse can be reached at 355-6983.

An adult must deliver all medicine, prescription and over-the-counter to the school nurse with the appropriate district form completed by the parent or doctor giving directions for administering the medicine. Both forms may be obtained from our school website or our school nurse. No medication will be administered to students until the appropriate forms are completed and returned to the nurse. Medication forms may be delivered by the parent or faxed to the school at 355-6719. All medicines are to be kept in the health room or office and taken under the supervision of school personnel. All medicine must be in the original bottle. Medicine must be picked up by a parent by the end of the year, or it will be discarded.

Personal Items

Radios, cameras, pagers, cell phones, apple watches, iPods, MP3 Players, toys, collector cards, and large sums of money (this is not an exclusive list), should not be brought to school. This includes any device with the ability to text, email, call or reach the internet. Students will not be allowed to have these items with

them during the school day as they become a distraction to instruction. Mitchell Road provides Chromebooks for all students to access instructional technology as appropriate. Mitchell Road cannot be responsible for lost or stolen personal items. Expensive jewelry should never be worn to school. Pocket knives or any type of weapon are not allowed at school and may result in criminal charges and/or suspension or expulsion. Please label all of your personal belongings. Write your child's name so that it can be seen. If the item is lost or stolen, it can be easily identified if it is located. Students should report all lost items to their teacher and check with the Lost and Found in the cafeteria. The school cannot be held responsible for lost articles. Students are not allowed to buy or sell items from or to other students.

Cell Phones

Mitchell Road strongly discourages sending elementary students to school with cell phones. Our student chromebooks are used for students to participate in educational technology. The inappropriate use of cell phones on the bus or at school creates classroom disruptions to our educational environment. This includes students texting or messaging during the school day. If you determine that your child needs a cell phone or smart watch at school, it must be kept in their bookbag and turned off during the school day. The school is not responsible for the safekeeping of any student's cell phone or smart watch. Messages to and from parents will be conducted by phone in our main office or in the student's classroom when communication is needed. Failure to adhere to this school rule will be handled in a manner that is consistent with all other behavior infractions.

Retention

The staff of Mitchell Road does not wish for any student to be retained; however, there are academic levels at every grade that students must master to be successful in the next grade. Your child's teacher will arrange conferences with you throughout the school year to develop a plan to assist struggling students. One of the best practices to ensure success is reading for at least 20 minutes daily at home. The following guidelines will take place in collaboration with parents throughout the school year to assist students in danger of failing their grade:

1. During the first grading period conference, parents are informed if the student is experiencing difficulty doing grade-level work based on South Carolina standards.
2. Parents are notified midyear that retention is possible and suggestions will be made for how the parent can assist at home.
3. A letter is sent in May for parents to sign and return to ensure parents are aware of the retention.

Parents are required to have conferences with their child's teacher at the onset of the deficiency. A positive attitude by both parents and teachers is essential for retention to be beneficial to the student.

Textbooks and Other Materials

Textbooks, chromebooks, and many other materials are given to you free of charge to use each school year. These textbooks, chromebooks, and materials are expensive to replace. Please take care of them. You must pay the cost of replacing lost or damaged books, chromebooks, and materials.

If your family needs help providing your child with any supplies during the school year, please contact Mrs. Holman, Ms. Hagood, or Mrs. Kincaid and they will be happy to assist you.

A New Adventure Awaits at Mitchell Road!

We are so excited to partner with our parents and community to provide our students with an excellent education this year! Together, we will be able to see our students succeed to their full potential.

Mitchell Road Elementary

4124 E. North Street

Greenville, SC 29615

Phone: 864-355-6710

Mission: The mission of Mitchell Road Elementary School is to offer students a quality education in a safe, inviting learning environment while helping them learn responsibility, self-discipline, and respect for others.

Vision: Our vision is to provide a safe, nurturing and energized learning community, which empowers each child to be successful. We will achieve this by using a standard based curriculum that is progressive, challenging and fosters life long learners. Classroom instruction will be interactive, provide opportunities that are developmentally appropriate and integrate technology in all content areas. Authentic assessment will be utilized to reflect student achievement and assure continuous improvement for all learners.

Statement of Beliefs:

- We believe a focus on student learning and achievement is paramount in a child's educational program.
- We believe the school should provide a learning environment that is encouraging, safe, clean and nurtured by competent teachers, administrators, and support personnel.
- We believe in an educational program that offers a curriculum that is challenging and differentiated meeting the needs of each individual child.
- We believe educational experiences should enable students to learn to communicate effectively, solve problems competently, think critically and creatively, and act responsible.
- We believe each child should be provided with opportunities to establish himself as an individual as well as opportunities to function as a member of a group.
- We believe education is a continuous process of learning that involves the school, home, community, teacher and student.

Principal: Jennifer Holman

Assistant Principal: Lori Anne Hagood

**School administration reserves the right to update the policies herein to ensure the health and safety of our students and staff, and to facilitate the efficient operation of the school.*