

# Skyland Elementary

A Place Where  
Children Flourish!

2020-2021

Student/Parent Handbook

**Due to the COVID pandemic, many of the visitation practices that are typically available for schools are suspended until it is safe. Questions about specific rules, not found in this handbook or the current student attendance plan may be found on the school and/or district website. Should you have additional questions, please contact us at 864-355-7200.**

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### **Mission**

The mission of Skyland Elementary School is to develop responsible, productive, lifelong learners by providing an environment and diverse educational experiences which enable students to grow academically, creatively, and socially while respecting individual differences.

### **PHILOSOPHY**

At Skyland Elementary School, we believe the school exists because of and for the children who attend; thus, the physical, mental, moral, emotional, and social well-being of each child is the main concern of our school.

We believe that the school environment should be such that it allows each child to grow and develop in accordance with his or her own ability and potential as well as to accept his or her areas of limitations.

We believe that we must take children where they are, develop a curriculum to fit their needs, and help them to learn at their own rate while encouraging them to achieve their maximum potential.

We strive in all areas of the educational process to help each child develop into a worthwhile, responsible citizen of his or her community, nation, and world.

## **OUR VISION**

- We envision Skyland Elementary School meeting the educational needs of all students by preparing them academically to meet the challenges of middle school curriculum.
- We envision a diverse elementary school curriculum with emphasis on active, hands-on learning, one-on-one attention as needed, and increased parental involvement.
- We envision a school that takes students from various backgrounds and cultures and provides them with the tools necessary for each student to become a productive, responsible, socially conscious citizen who is a lifelong learner.
- We envision a school which provides an atmosphere incorporating a partnership of parents, teachers, and community working together to encourage students to achieve their maximum potential.
- We envision a school that will produce a well-rounded student with high academic standards.
- We envision a school with a safe environment where students feel secure.

## **OUR BELIEFS**

- We believe that student learning is the chief priority of the school.
- We believe all students can learn.
- We believe students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- We believe students learn at different rates and learn best when they are actively engaged in the learning process.
- We believe the commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.
- We believe education is the shared responsibility of the home, school and community.
- We believe school should provide a safe physical, social and emotional environment in order to promote learning.
- We believe school should provide a safe physical, social and emotional environment in order to promote learning.
- We believe our school must function as a learning organization and promote opportunities for all those who have a stake in the success of the learning community.
- We believe everyone should be treated with dignity and respect.
- We believe cultural diversity aids in a better understanding of our society.
- We believe challenging expectations increase individual student's performance.

**Due to the COVID-19 pandemic, all students in grades 2-5 are required to wear protective masks while transitioning throughout the building and in areas in which social distancing is not practical and possible. Failure to wear a mask may result in disciplinary consequences.**

## **SCHOOL HOURS**

Parent and student cooperation is requested in observing the daily school schedule:

1. School begins promptly at 7:45 a.m.
2. The school day ends at 2:15 p.m.
3. The building opens at 7:00 a.m. for breakfast and bus riders.
4. All other students are encouraged to arrive at school by 7:45 a.m. and should be picked up promptly at 2:15 p.m. Supervision is not provided beyond this time.
5. The school phone is answered between 7:00 a.m. and 3:45 p.m. (864-355-7200).

THE 2020-2021 SKYLAND ELEMENTARY AND THE GREENVILLE COUNTY SCHOOL DISTRICT CALENDARS CAN BE FOUND ON THE SCHOOL WEBSITE UNDER THE CALENDAR TAB. PLEASE REFER TO THE DISTRICT CALENDAR FOR SCHEDULED HOLIDAYS AND TEACHER WORKDAYS

## **FOOD SERVICE**

### **Lunch Schedule**

Parents are invited to have lunch with their children at any time their schedule permits. We ask that parents send a note, so they will be included in the daily lunch report. When parents arrive they should report to the office for a visitor's pass. Parents may then wait for their child's class outside the cafeteria. **Due to the COVID-19 pandemic, visitors are not allowed beyond the front office of the school building at this time.**

### **Breakfast**

Breakfast begins at 7:00 and ends at 7:50 — unless there is a late bus. As soon as children finish eating, they are to join their classes. Students who qualify for free and reduced lunch also qualify for free and reduced breakfast.

### **Breakfast and Lunch**

Lunches may be purchased at any time. Parents may prepay for as many meals as they wish due to our computerized lunch accounting system. All parents are encouraged to pay in advance rather than sending cash daily, as elementary children have the tendency to lose money. **REDUCED & FULL**

**PRICE MEAL STUDENTS WHO FORGET LUNCH MONEY WILL BE GIVEN AN ALTERNATE LUNCH.**

**Breakfast**

Student .....No Charge  
Paid Adult .....\$2.55

**Lunch**

Paid Student .....\$2.50  
Reduced Student ..... 0.40  
Paid Adult .....4.00

\*Adult prices subject to change. See cafeteria manager for any price changes.

Information is available from the Cafeteria Manager concerning eligibility for free or reduced-priced meals. Applications are given to every student at the beginning of the school year. Additional applications may be secured from the secretary.

We ask that you encourage your child to drink milk with lunch. If your child does not drink milk, you may send juice or other suitable beverages. Please do not send cans or bottles of soda (Coke, etc.). Juice, bottled water, and snacks will be available for purchase for prices ranging from \$0.50 to \$1.50.

“Food and Nutrition Services expects payment either in advance or at the point of service. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school cafeteria manager.” Contact Bonnie Hogue at 355-1251 if you have any questions.

**Menus**

Menus will not be sent home, but can be viewed online through the district's website (<http://www.greenville.k12.sc.us/district/support/food/menu1e.asp>), local newspapers and Charter Cable channel 99.

**BUS DUTY PROCEDURES FOR**  
**TEACHERS AND STUDENTS**

**Morning Arrival**

The teacher on duty will have students sit in an area designated for his/her grade level. Students may select a book from the morning book cart and read quietly until dismissed to class at 7:45 a.m. Water fountains and restrooms are off limits except for obvious emergencies.

### **Afternoon Dismissal**

Announcements will begin at 2:10 p.m. each day. Immediately following announcements, car riders and bus riders will be dismissed by announcement over the intercom. Bus riders should report directly to their buses and board immediately. Once a student has boarded the bus, he/she may not return to the building for any reason. Getting off the bus presents a serious safety issue. Car riders must report directly to their designated area and be seated. Students may not return to their classroom for any reason once they are in their designated area. No car rider should go out to the buses for any reason.

### **Late Bus Procedures**

If your child has not arrived home by the regular time, please call the Taylors Bus Center Transportation Office at 355-7330 to express your concern and receive updated information.

### **Traffic Rules & Regulations**

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

1. At dismissal, the road at the rear of the school is for BUSES, DAY-CARE VANS, K4, K5, and older siblings ONLY. All car riders should be dropped off in the morning at the front of the school.
2. Pull up as close as possible to the cones or car in front of you.
3. CARS ARE TO BE OCCUPIED WHEN IN TRAFFIC LANES DURING AFTERNOON DISMISSAL.
4. If you park to bring a child or children, escort your children through traffic by hand to the front door.
5. Wait near your parked cars, or on the sidewalk after school, and children will be escorted to you. Please do not come to the front entrance to wait. This is an unsafe practice. Teachers need to see where students are going and who is picking them up. We must protect our children.
6. Cars (even the front row) will NOT be allowed to move until ALL children are loaded/unloaded and children are safe from moving traffic.



7. Make direct eye contact with the traffic monitors and wait for the signal before moving your car.
8. All students must be picked up by 2:45 p.m. If there is an emergency and pickup will be delayed beyond this time, the school must be contacted immediately.

**Any student that is picked up after 2:45 p.m. must be signed out in the office.**

### **EARLY DISMISSALS**

Valid reasons for early dismissal include a doctor's or dentist's appointment or a death in the family. Students will not be excused for events such as shopping trips. Students must be signed out and picked up in the office. ALL EARLY DISMISSALS SHOULD BE MADE PRIOR TO 1:45 P.M. Early dismissals are not allowed on a regular basis. Students who miss instruction of a specific subject on a regular basis will be denied credit.

### **EXCUSES FROM RECESS OR PHYSICAL EDUCATION**

Sometimes after a serious illness, a parent may wish to have his/her child excused from physical education. Please send a note to the teacher stating the reason for this request. If this request is for more than a few days, a doctor's statement is needed.

All children go outside for recess, except in inclement weather, unless the parent sends a note stating otherwise. Please make us aware of any special health problems.

### **NOTES REQUIRED FROM**

### **PARENT OR GUARDIAN**

The school requires notes from parents or guardians for explanations of the following:

1. Reason(s) for an absence
2. Reason(s) for arriving tardy
3. Request for early dismissal
4. Request for excuse from recess or physical education.
5. In reply to notes from the teacher or principal
6. Permission to go home with another student or have another student come to your home
7. Authorization to administer medication.
8. Change in usual method of transportation home.
9. Legal guardianship change

10. Specific medical treatment or special health needs.

Signed teacher communication or referral in order to acknowledge receipt.

### **FIELD TRIPS**

When a field trip is to be taken, your child will bring home a permission form giving the destination, date, and cost. This form must be signed and returned to the teacher before your child will be allowed to go on the trip.

### **SCHOOL PARTIES**

Each class may have two parties during the school year. The two parties will be on the last day before Christmas vacation and on Valentine's Day. These parties will be planned and prepared by the room mother.

A child's birthday will be recognized by the classroom teacher, but will not be celebrated with a party, balloons, etc., during the school day. Invitations for private parties may not be passed out in the classroom unless all students are receiving invitations. Cupcakes to celebrate a birthday will be allowed during lunch. Please do not have flowers or balloons delivered to school. Classrooms cannot be disrupted for this purpose.

### **PROFANITY FREE ZONE**

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

### **STUDENT BEHAVIOR**

#### **(Policy JCDA)**

The Board 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. The Board believes self-discipline is an interpersonal goal of public education.

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 Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by state law, State Board of Education regulation, and/or the policies of this District. **When deemed necessary, administration has the right to make other rules to ensure the health and safety of students and employees.**

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.

### **Application of this Policy**

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

### **Student Conduct Away from School Grounds or School Activities**

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or

out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

### **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
- · possession or use of a paging device in violation of District policy
- · school tardiness
- · truancy
- · use of obscene or profane language or gestures
- · other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

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

### **Disruptive Conduct - Level II**

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

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

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

- · fighting
- · vandalism (minor)
- · stealing
- · use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and of 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 aides or chaperones) whose responsibilities include supervision of students
- · possession or use of unauthorized substances, including
- · tobacco and tobacco products, non-prescription drugs, “looka-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. 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 · 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.)
- 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 Regarding Student Under the Influence**

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.

### **Note Regarding Recommendations for Expulsion**

Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstance, and totality of the incident.

The principal must recommend students for expulsion if they have committed offenses which are underlined. If a student commits an offense that is not underlined, the principal 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

### **Extenuating, Mitigating or Aggravating Circumstances**

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

### **Discipline of Disabled Students**

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

### **Paging Devices, Telecommunications Devices, and Cell Phones**



For the purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows.

**First offense** – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**Third and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

### **Suspension**

#### **(Summary of Policy JDD)**

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators.

Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

### **Missed Work**

Students who are suspended must make up missed work.

## **Expulsion**

### **(Summary of Policy JDE)**

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion.

A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in

an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA.

### **SPECIAL CUSTODY**

If there is a reason for the school to exercise caution in the dismissal of a child, it is the custodial parent's responsibility to notify the teacher and principal in writing. It is also the custodial parent's responsibility to make sure that the school receives a copy of all court orders dealing with custody issues. If a court order is not on file at the school, the school cannot deny a parent the right to pick up his/her child.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is necessary that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school in writing immediately upon changing your address or telephone number.

### **TELEPHONE MESSAGES**

All teachers have a phone in their classrooms. (A list of all teacher numbers is posted on the last page of this handbook for your convenience). Parents may call a teacher at any time throughout the day and leave a voicemail. All teachers will check messages daily and respond quickly. If you have an emergency, please do not leave a voicemail. Office personnel will continue to assist anyone needing immediate assistance.

### **VISITATION IN SCHOOL**

All visitors, including parents and school volunteers, must report to the office before proceeding anywhere in the building. Upon entry into the office, please be seated and wait for office personnel to assist you in maintaining a visitor's pass. Once you have received a visitor's pass, it may be used to report to the specific location for which it was requested. It may not be used to roam freely in the building. This regulation is for your child's protection. Parents wishing to visit or observe in a classroom should make this request known to the principal stating the reason(s). Upon review, the principal will contact you with a response to the request. If the request is granted, a date and time will be arranged for the visit. Upon completion of your visit, please sign out in the office.

Children who are not officially enrolled at Skyland may not stay and visit Skyland students. Parent volunteers with preschool age children may not leave them unsupervised anywhere on school property, and the children are not allowed to disturb school property or instruction.

Employees and volunteers who remain after school with their children must keep their children with them and under their supervision and care for liability reasons and for the privacy of other staff

members who stay late to do extra work. If you cannot provide supervision, it will be necessary to make arrangements for your children to leave at the end of the school day.

## **ATTENDANCE RULES AND REGULATIONS**

The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

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

Students are counted present only when they are actually in school, on homebound instruction, or present at an activity authorized by the school principal. Your child will be counted present only if he or she has participated in a portion of the academic day.

- I. The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course. Accrued student absences, either lawful, unlawful or a combination thereof, may not exceed ten (10) days during the school year. Any absences in excess of ten (10) may cause the student to lose credit for the year.
- II. Parents should submit a written excuse to the teacher following each absence. The teacher will submit all excuses to the principal (or principal designee) to determine if the absence is excused or unexcused. The following guidelines will be used to determine lawful absences:

### **A. Lawful Absences**

1. Personal illness of a child shall be verified by a statement from the parent or a physician within two (2) days of the student's return to school. Absences for chronic or extended illness will be approved only when verified by a physician's statement.
2. Serious illness or death of an immediate family member shall be verified by a statement from the parent within two (2) days of the student's return to school.
3. Absences for religious holidays shall be requested in advance. Such requests must be made to the principal in writing.

### **Truancy Policy**

1. The Greenville County Schools recognizes that truancy is primarily an educational issue. As a result, all reasonable, educationally sound corrective actions will be taken to avoid more stringent actions that could result in the future, and to ensure that your child develops and maintains good attendance habits.

2. A child is considered to be truant when they have obtained 3 accumulated consecutive unlawful absences or a total of 5 unlawful absences. Unlawful absences are defined as the absence of a student with or without the knowledge of his or her parents, and/or the absence of a student without acceptable cause with the knowledge of his or her parents. i.e. (vacation, unexcused absences over 10, family outings, etc.)
3. Once a child is determined to be truant, a disciplinary referral is submitted by the attendance clerk to a member of the administration. The referral is then forwarded to the parent and a conference is scheduled.

### **ADMISSION REQUIREMENTS FOR FIRST GRADE AND KINDERGARTEN**

1. Each child must be six years old on or before September 1st of the year he enters first grade.
2. Students who will be five years old on or before September 1st must attend some type of kindergarten (public, private or church-related). A child will be exempt from this requirement if a parent signs a written waiver with the School District of Greenville County.
3. Each child must have a birth certificate. Hospital certificates are no longer accepted.
4. Each child must have a South Carolina Certificate of Immunization from a doctor or the county health department.
5. Two proofs of residence and the parent/guardian photo identification are also required.

### **TRANSFERS**

When a child is to be transferred from Skyland to another school, please notify our school office at least one week in advance. A transfer form will be prepared, which the child will take home on the last day of attendance. School records will be forwarded to the new school upon request from the new school.

### **PROMOTION/RETENTION POLICY**

The Promotion/Retention Policy adopted by the School District of Greenville County assures that students reach **minimum** academic standards at each grade level before they are promoted.

Students will not be promoted unless they meet the criteria set by the district. Parents will be notified in writing if there is a possibility that a student may not meet the standards. Final decisions for retention are delayed until May of each year to allow consideration of all facts.

### **HOMEWORK**

Homework is an extension of classroom activities. Students are expected to complete all daily homework assignments. If homework is not completed, the parent should send the teacher a note explaining the circumstances which prevented the completion of such assignments. Completed homework may be given a numerical grade or it may be used as a classroom participation grade. Some of the purposes of homework are as follows:

1. To extend the work of the school.

2. To develop good study habits by stimulating voluntary effort, initiative, independence, responsibility, and self-direction.
3. To allow the student the opportunity to develop his/her creative ability.
4. To increase the student's skill level and to add to the body of knowledge.
5. To incorporate the help and resources of the home and family.

Teachers at each grade level will explain their homework policies. If you have questions at any time, please contact your child's teacher.

### **Gifted and Talented Programs Procedures for Screening, Referral, and Service to Students**

The School District of Greenville County provides programs for Gifted and Talented Students to challenge them with rigorous, complex class work and research. Gifted students may demonstrate high performance ability or potential in academic areas. Administrators, parents, teachers, and students may make referrals for students to be screened. All students who are referred from any source are screened during the first quarter of each school year (or shortly after moving to a school during the school year) to determine their eligibility. Upon meeting the requirements for this program, written parental permission will be obtained.

In November of each year, the State Department of Education provides testing for students in grade two to determine their eligibility for Gifted and Talented Programs. The *Iowa Test of Basic Skills*, an achievement test, and *The Cognitive Abilities Test (CogAT)*, an aptitude test, are administered. As soon as results are available in mid-January, parents are notified of their child's performance on these tests. Students may qualify automatically with an extremely high aptitude or IQ score at 96th percentile or higher for their age group. If students do not qualify solely on aptitude, this process will be used for screening:

- **In Dimension A - Reasoning Abilities** Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of these areas: verbal, nonverbal, quantitative and/or a composite of the three.
- **In Dimension B - Academic Achievement** Students must demonstrate high achievement (94th national percentile and above or advanced status) in reading and/or math as measured by a nationally normed or South Carolina statewide assessment instrument.
- **In Dimension C - Intellectual/Academic Performance** Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits, or demonstrate intellectual characteristics such as curiosity/inquiry, reflection, persistence/tenacity in the face of challenge and creative, productive thinking. Rising third, fourth, fifth, and sixth grade students may be eligible to take the Performance Task Test in March if they have already met the criteria in Dimension A or Dimension B. Beginning with grade 7, students must have a 3.75 GPA on a 4.0 scale to meet the criteria in Dimension C.

Students must meet the criteria in two of these three dimensions to participate in the Gifted and Talented Program. **Results of private testing will not be accepted for placing students in the Challenge program.**

Students who meet the state criteria and have parental permission will be placed in the academically gifted and talented program beginning in third grade. This program is called "Challenge" in Greenville

County. At the elementary level, Challenge is a pull-out program. In third grade, students attend Challenge for at least 125 minutes each week. Students in grades four and five attend Challenge for at least 200 minutes per week. Each school receives a Challenge teacher based upon the number of qualified students in that school. Students are taught in classes with a teacher-pupil ratio of 1 to 20 or less.

Second grade students who meet specific criteria based on the *Cognitive Abilities Test* will be invited to attend the Greenville County Gifted Center. For more information about the school and admission requirements, please visit the website at <http://www.greenville.k12.sc.us/district/support/tandl/gifted2.asp#faq>.

At the middle school level, the Challenge program serves students through Language Arts instruction. Challenge Language Arts is a daily scheduled class with a teacher/pupil ratio of 1 to 25 or less.

Honors mathematics and English courses serve identified gifted and talented high school students. These classes meet daily with a teacher-pupil ratio of 1 to 25 or less. If you have questions regarding Gifted and Talented Programs, please contact Jane Snyder at 355-4821 or email her at [jsnyder@greenville.k12.sc.us](mailto:jsnyder@greenville.k12.sc.us).

### **SPECIAL EDUCATION PROGRAM**

Special education resource classes are provided for students who have special learning needs. Written permission must be obtained from the parents, a staffing committee must recommend placement, and a written education plan for the student must be provided. Students who are in the resource class work in small groups with the special education teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the resource class program is to provide individual instruction to help each child reach his/her potential.

### **SPECIAL SERVICES (SPEECH, HEARING AND VISION)**

Screening programs for vision, speech and hearing are provided in the school. Speech and hearing testing and therapy are available to children with special needs. Any child may be tested, if requested by parent or teacher.

If you feel that your child could benefit from these services, which are available without charge, contact his/her teacher or the principal.

### **TESTING PROGRAM**

Skyland Elementary follows the district and state testing program. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data is never used for grading or placement purposes. It is used to identify those areas in which students show academic strength or weakness and to help us improve our instructional program.

During the first parent conference, the teacher explains the test results to the parents and suggests ways that parents may work with their children at home. The parents receive a copy of the test results at this conference.

## **PARENT-TEACHER CONFERENCES**

There will be a scheduled conference between the child's teacher and parent at the end of the first 45-day reporting period. All parents are expected to attend the scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with the child's teacher. **When teachers observe the need for additional parent-teacher conferences, they will request that parents come in for special conferences.**

## **THE SCHOOL DISTRICT OF GREENVILLE COUNTY STUDENT ACCEPTABLE USE POLICY AGREEMENT**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

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.

### **Searches, Student Interrogations, and Arrests**

#### **(Summary of Policy JCAB)**

The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and state law.

#### **Searches**

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District

property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

#### **Contacting Law Enforcement**

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored

activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code).



The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 5924-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

### **Interrogations by School Personnel and School Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

### **Weapons in School**

#### **(Summary of Policy JCDAA)**

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

#### **Weapons (firearms)**

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of the Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

### **Alcohol Use/Drug Use**

#### **(Summary of Policy JCDAC)**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances: on school property (including buildings, grounds, vehicles)

- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

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 administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

### **Tobacco Use**

#### **(Policy JCDAB)**

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

Expulsion means the student cannot attend school or be on a copy of Policy JCDAG, Administrative Rule JCDAG, or the rethe school grounds, cannot attend any school-related events or act

Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive port form from

### **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

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

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

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. 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.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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

### **Appeals**

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

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

### **Gang Activity or Association**

(Summary of Policy JCDAE)

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person. The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang

Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang

Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person

Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property  
In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the District has determined to be a gang indicator.

### **Dress Code**

#### **(Policy JCDAF)**

Greenville County School District 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 this policy.

- 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.
- Unnaturally colored hair and hair attachments (feathers, tinsel, etc.) are not permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times (no flip flops, shower-type or thong-type shoes).

- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Tee shirts that show skull and crossbones imprints, nudity, or promote violence are not permitted.
- Rub on tattoos are not permitted.
- Heelys (shoes with wheels) are not permitted

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code.

### **Related Arts Program**

Art, music, and physical education teachers work with each class in grades 2-5 for a 50-minute period each week. 5K and 1st grade classes will have 30 and 45 minute classes. Classroom teachers also provide activities in each of these areas.

### **Permanent Records**

A permanent record is maintained for each student. All information in the permanent record is confidential and is accessible only to the professional staff, the student, and the student's parents or guardian. Parents or guardians wishing to review their child's record must make an appointment with administration.

### **Participation in Extracurricular Activities**

Student participation in extracurricular activities is a privilege (not a right) 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 the student's school; and/or the conduct expectations and/or academic

standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/ teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

## **GRADING SYSTEMS**

### Grading Computations

The following scale is used throughout the district to convert numerical grades to letter grades.

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 or below = F

A fraction of .5 and above will be considered as the next highest whole number.

### Grading Guidelines

The following guidelines are recommended for the assignment of grades in elementary, middle, and high schools:

“A” — denotes excellent work at the student’s instructional level.

“B” — denotes above average work at the student’s instructional level.

“C” — denotes average work at the student’s instructional level.

“D” — denotes below average or poor work at the student’s instructional level.

“F” — denotes failing work at the student’s instructional level.

## **Computer Acceptable Use Rule**

**Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.**

- **Treat computer equipment with care and respect** –Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of 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.
- **All online communication must be polite and not threatening or offensive in any way** – All students in grades 3-12 are issued filtered email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for 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.

*Please contact your school if you do not want your child to have access to the internet and email.*

### Media Center

The school library functions as an integral part of the whole school program. It is open and staffed every day from 7:45-2:45 with a certified school librarian and part-time library aide. The library supports and enhances classroom activities through a variety of print and non-print media. Resources include books, records, filmstrips, cassette tapes, videotapes, computer programs, multimedia kits, transparencies, study prints, pictures, puzzles, and games. In addition, the library subscribes to many magazines which are circulated overnight.

The library exists to support the curriculum of the school and to meet the needs of the wide range of students within the school through a variety of its materials and the flexibility of its program. Whole classes, small groups, and individuals use the library for enrichment, story hours, listening, viewing, reference and research work, and personal reading. Library skills are taught at all grade levels. Approximately 1200-1500 books are circulated each week.

### Health Room

The Health Room is open every day and is under the supervision of an LPN or RN. Minor first-aid will be administered for injuries and illnesses occurring at school.

A Student Emergency Information Form needs to be completed for each child every school year. The information on this form helps the school contact parents in the event of an emergency.

If parents cannot be reached, the school will follow directions on the student's emergency form. It is important that you make the nurse, teacher, and/or school aware of any SPECIAL HEALTH

PROBLEMS. Please inform the school nurse of any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency.

Only the school nurse and designated school employees can administer medication. Listed are the guidelines for medication to be given at school in the health room.

1. All medications must be in the original container labeled with student's name, dosage, and directions for use.
2. A note from the parent and a parental permission form (Med-1a) is needed for each medication authorizing the use of each medication.
3. All prescription medications to be given at school must be brought in by parent or legal guardian and handed to the school nurse or office staff. Written authorization of attending physician is required for long-term use (more than three weeks).
4. Students who are known reactors and require emergency treatment for allergic response should have medication, written parental permission (Form Med-1a), and physician's instructions for Management of Allergic Reaction (Form Med-5).
5. A Physician's Permission Form (Med-1b) will be required for all inhalers, including OTC and PRV inhalers.
6. Students may have cough drops at school with a Parental Permission Form (Med-1a) on file.
7. All controlled medications will be counted and recorded by the school staff and parent or guardian.
8. Medications containing aspirin (salicylates) will require a doctor's order before school staff may administer this product.

NURSE TELEPHONE NO. 355-7207

NO MEDICATION WILL BE SENT HOME WITH STUDENTS.

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

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or



substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

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

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

### **Distribution of Materials**

1. Requests for permission to distribute materials must be made in writing to the principal at least one week in advance.
2. The principal will reply to the party requesting distribution of materials in writing, in person, or by phone. The teacher will receive a copy of the approval, if given. The approval letter must accompany the materials being distributed.
3. The individual or group responsible for the material should be clearly identified on the material.
4. Distribution is for individual classroom only.
5. No sales or solicitations are allowed.
6. Material must be age/grade appropriate.
7. There must be one copy for each child in the class.
8. No school employee or volunteer will assist in distribution.
9. Distribution will be at dismissal time.

### **Dismissal Precautions**

Skyland will not release any student prior to the end of the school day unless either (1) the student's custodial parent or legal guardian is the person picking up the child or (2) the school has previously received from the student's custodial parent or legal guardian a signed note indicating the date, time, and reason for the early dismissal and the person who will pick up the student for the early dismissal. If school personnel does not know a person attempting to pick up a student, they will require the person to produce appropriate identification, such as a driver's license, before releasing the student and (3) the parent or legal guardian has given written permission for certain parties to pick up their children at all times.

### **Bus Behavior Expectations**

#### **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
- 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**

- *1<sup>st</sup> Referral -- Warning and parent contact*
- *2<sup>nd</sup> Referral -- In school punishment, parent contact and/or one (1) day bus suspension*
- *3<sup>rd</sup> Referral -- Suspended from bus three (3) days and parent conference*
- *4<sup>th</sup> 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 offense*

### **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**

- *1<sup>st</sup> Referral -- Suspension from bus up to ten (10) days and parent conference*

*·2<sup>nd</sup> Referral -- Suspension from bus ten (10) days and parent conference*

*·3<sup>rd</sup> Referral -- Suspension from bus 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 Disabled Students:**

Students with disabilities will be disciplined in accordance with federal 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.

### **Greenville County Schools**

#### **General Procedures for Transporting 4K, 5K, and 1st Grade Students 2020-2021**

**State Law requires the following of parents:**

Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.

The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

Section 59-67-420: The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which student resides.

### **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 stop in their place. The designee may be another adult or student designee (4th grade, or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as a designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K, or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, AND the parent/guardian/designee, with the numbered card, is not present at the bus stop, the student may be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian via contact information that has been provided by the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

### **School Responsibilities:**

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in Powerschool to include accurate student addresses and correct arrival and departure codes. All bus requests will be submitted to the transportation center by July 31st<sup>th</sup> prior to the beginning of school. Student information submitted after this time may not allow sufficient time to process information and assign the student to a bus prior to the opening of school.

All 4K, 5K and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported to and from school for the entire school year. The student tag shall include the following information:

**Front:**

Student Name

Unique number

[ ] Student designee name (4<sup>th</sup> grade, or above)

Route number

**Back:**

Student Address

For each newly enrolled 4K, 5K, and 1st grade student requesting bus transportation after the start of school, a tag with the appropriate information will be made. The new student will receive a numbered ID tag before being placed on the bus in the afternoon at the conclusion of the first day at school.

Upon submission of a complete Tag Application by a parent, the school will provide them with four (4) numbered cards that will match the numbered ID tag on their child. When a parent wishes to select another individual to be their designee at the stop, the parent will provide that designee with one of the four numbered cards that were provided by the school.

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

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 the 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.

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

### **Driver Responsibilities:**

Drivers are responsible for ensuring that 4K, 5K and 1st grade students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee, with a numbered card, is not present at the stop. Drivers are responsible for returning these students to the elementary school. The driver will immediately contact his/her respective bus center and alert them to the fact that a student is being returned to the school. The center staff will immediately notify the school so that school staff can be present to meet the bus.

Drivers are responsible for turning in a "School Bus Disciplinary Report" each time a student is returned to the elementary school.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances siblings will be assigned to the same seat.

The transportation department will provide the driver with a list of students at each stop. If the driver has any doubt about whether the student is at the right stop or not, the driver should immediately notify their center for instructions.

### **Summary of Tag Procedure**

Parent obtains and returns completed Tag Application to their appropriate school. The school will provide the parent with four numbered cards which match the numbered ID tag that will be on their child.

The parent will then distribute the numbered cards to any responsible person that they determine to be eligible to receive their child. If they also want to designate a student who is in 4<sup>th</sup> grade or above, they would indicate that on the Tag Application and a special indicator (with name) will be marked on the student's ID tag.

The school will ensure that the child is wearing their numbered ID tag when they leave the school building at the end of the day. The driver will ensure that the numbered ID tag is visible on the child before leaving the school. At the bus stop, the driver will match the numbered ID tag on the student with the corresponding numbered card shown by the person receiving the child. If the numbered ID tag indicates a student designee (4<sup>th</sup> grade, or above), they will release the tagged student to the student designee (4<sup>th</sup> grade, or above). The driver will retain the numbered ID tag and return it to the school the following day.

## Skyland Elementary Phone Numbers

Department	Name	Extension
Main Number		355-7200
Front Office	FAX	355-7215
Cafeteria	Charlie Tompkins	7208
Cafeteria	FAX	7214
Secretary	Holli Fears	7212
Attendance	Cecilia McKee	7201
Clerk	Ginnifer Jones	7202
Nurse	Andrea Thomason	7207
PTA	PTA	7216
Plant Engineer	Jimmy Hightower	7209
Asst. Principal	Mase Garrett	7211
Media Center	Christie Sanford	7205
Guidance	Chelsea Shepherd	7278

FACULTY		
Last Name	First Name	Extension
Boone	Amanda	7234
Taylor	Jenny	7242
Brannon	Kenna	7247
Cannon	Stephanie	7222
Challenger	Laura	7239
Chapman	Libby	7250
Special Education		7206
Ensley	Kathy	7203
Finley	Shana	7231
Forrester	Amy	7243
Fowler	Annie	7244
Fowler	Markisa	7228
ESOL		7238
Gilbert	Terri	7229
Godfrey	Carol	7219
Grice	Cindy	7232
Gullette	Kristen	7233



Hannon	Teri	7235
Holliday	Katelin	7277
Huckabee	Morgan	7254
Huff	Debby	7237

Klein	Mark	7248
Larson	Erica	7236
Lewis	Angie	7224
Lindley	Anna	7257
Menard	Susan	7226
Painter	Erin	7225
Parker	Jill	7245
Poole	Elizabeth	7217
Roberson	Jenny	7230
Ross	Kathleen	7251
Sever	Heidi	8074
Spearman	Katie	2508
Staples	Laurie	7259
Styles	Jessica	7249
RTI		7218

Tooley	Jessica	7240
Vaughn	Rosemarie	7252
Wade	Rachel	7227
Wilkerson	Ronda	7213

















