



# Student Handbook

2024-2025 ES and MS

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## **Attendance**

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within 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 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused 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. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

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

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

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

## **Levels of offenses**

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

### **Disorderly conduct - Level I**

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

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

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

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

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

### **Disruptive conduct - Level II**

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

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

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

- fighting
- vandalism (minor)

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

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

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

### **Criminal conduct - Level III**

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)

- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

## **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.

- 1<sup>st</sup> Offense: Warning/Parent Contact
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> 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:  
Student Name

Back:  
Student address unique number

Student designee name (4th grade or above)

Route number

### **Parent Responsibilities:**

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

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

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

- First Incident:                      Warning to parent by school with review of future consequences
- Second Incident:                    3 days off the bus
- Third Incident:                      5 days off the bus
- Fourth Incident:                    10 days off the bus
- Fifth Incident:                      Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

### **Anti-Bullying and Safe Schools**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

#### **Reporting Bullying, Harassment & Discrimination**

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAG.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigation**

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

### **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is [Section504@greenville.k12.sc.us](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto: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"><li>● Personal and social growth</li><li>● Approaches to learning</li><li>● Physical development and health</li><li>● Language arts and literacy</li><li>● Mathematics</li></ul>	<ul style="list-style-type: none"><li>+ Exceeds standard</li><li>= Meets standard</li><li># Making Sufficient Progress</li><li>- Not Yet making Progress</li><li>Blank-Not taught or assessed</li></ul>
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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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**2<sup>nd</sup>-12<sup>th</sup> Grade**

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

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

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

**Grading Floors**

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

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

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

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

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

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

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

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

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

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

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

## **Stone-Specific Information (The ABCs of Stone)**

Message from the principal, Ms. Shouse...

I am thrilled to be the principal of Stone Academy! It is one of the best schools in this district, if not the state of South Carolina. I have been a part of the Stone community for 12 years...9 as the assistant principal and 3 as the principal. The

2024-2025 school year is sure to be an exciting year for us as we work together to ensure the success of each and every child.

Our school theme this year is "There's No Place Like Stone." There truly is no place like it. Having been at several schools in our wonderful school system, it is my opinion that Stone has a special feel right when you walk in the doors. People have asked me over the years what makes Stone different and one of my responses is always, "These folks know how to build community like no other!" The staff make this place a home...they create a family within these walls! We had over 50 high school seniors return in May for a Senior Breakfast in honor of their upcoming graduation. It speaks volumes when over half of a group of students wanted to return years later to walk the halls of their elementary school and hug the neck of their teachers. Stone will always be a little bit of home for our families and we welcome you, whether this is your first year or 14<sup>th</sup>.

This Parent-Student Handbook has been carefully prepared to provide you with the best possible understanding of Greenville County Schools and Stone Academy. The first part was information directly from the school district and this second part will be Stone-specific. Please familiarize yourself with these important expectations, policies, procedures, and programs that will keep us safe and productive throughout the year. If you find that some information is missing, please reach out to your child's teacher or to our front office staff for clarification.

Stone Academy is a special place and I hope that your experience here is a positive one. If I can be of assistance at any time, please feel free to reach out via email ([sshouse@greenville.k12.sc.us](mailto:sshouse@greenville.k12.sc.us)) or phone (864-355-8400). Our assistant principal, Mr. Corey Ehlenbach, is also willing to help at any time. He can be reached via email ([pehlenba@greenville.k12.sc.us](mailto:pehlenba@greenville.k12.sc.us)) or phone (355-8411). Please don't forget to create your Backpack account, as this will be where you receive your monthly newsletters and other important information throughout the year. I also send out weekly reminders via phone messenger so please make sure we have your current phone number on file in the office so you don't miss important details.

Sincerely,

Suzanne Shouse, Principal

## **AFTER SCHOOL PICK-UP**

Your child's teacher will ask for you to indicate, in writing, how your child will go home each day (i.e. car rider, bus rider, day care van, Stone's aftercare, or independent walker.) If this should change, even for one day, send a note or email to the teacher or to Jane Leo in the front office. **If you realize you need to change their transportation the day of, you must contact the front office (355-8401 or 355-8412) since your child's teacher may not have a chance to check email before dismissal.** They will ask that you send an email to [jleo@greenville.k12.sc.us](mailto:jleo@greenville.k12.sc.us) so that we have something in writing and can verify that it is the parent/guardian. All children must be picked up by 2:40 p.m. If you arrive after **2:40pm**, you must come into the building to sign your child out. This will begin once our students get familiar with afternoon dismissal.

## **ARRIVAL/DISMISSAL PLAN (FOR CAR RIDERS AND WALKERS)**

When dropping your child off in the mornings, please enter the parking lot by driving down Randall Street (in front of the school) and turning right onto Townes, where you will enter the parking lot to the right. Cars coming from that direction do have the right of way of anyone turning left from Townes. That also become a "no left turn" area after 7:30am. Car riders are



to be dropped off only on the parking lot/gym side of the building where a patrol or staff member is there to assist. Please pull all the way to the end of the walk and ensure that students have book bags in hand, ready to exit the car. Please do not get out of your car as this creates a backup. PLEASE DO NOT LET YOUR CHILD OUT ON RANDALL STREET. This is unsafe and unfair to all the other folks waiting in the car line. The doors will close at 7:45am, unless there is bad weather and the car line is backed up. If you are walking, your child will also enter on the parking lot/gym side of the building. We ask that you do not come any further than the covered area of the sidewalk due to the congestion it creates for car riders, patrols, and staff.

Afterschool pick up should follow the same procedure as in the morning. Cars should queue from Randall Street, on to Townes and into the parking lot. Students will be dismissed from their classroom to the hallway by the gym. In order to enhance your child's security, each student will receive a new dashboard placard. The placard will have a number designated for each child's family. Each family will receive 3 placards per home. It will be necessary for any person who is picking up your child(ren) to have this in their possession before we will load anyone in that car. If you have a carpool, please make sure that parent has one of your dismissal cards (multiple placards will be made available for the carpool drivers, if needed). If the card is forgotten, parents or any other adult picking up will be required to park their car, enter the office through the main office door, and provide valid picture identification. Parents are reminded to put the names on your child's Early Dismissal Record for anyone permitted to pick up your child from school. Your child will not be authorized for release with anyone not in possession of the child's numbered placard or valid identification verified on the Early Dismissal Record.

Those parents who walk to the building via Croft Park to pick up students will line up outside the building at the end of the kindergarten hallway, along the sidewalk. They must also show a numbered placard to a staff member who will enter the child's number one-at-a-time. Students will walk from their classrooms and be dismissed by the staff member to parents with placards at the end of the kindergarten hallway. If the card is forgotten, parents or any adult picking up your child will be required to walk around the building, enter the office through the main office door, and provide valid picture identification. The park/field will be open for student use with parent supervision until 3pm. The gates will be locked at that time for our aftercare program. They will be unlocked at 6pm so that those in the neighborhood may use the park.

The BUS LANE in front of the building is closed to cars AT ALL TIMES. The State Department of Education requires that buses have a different driveway than cars. This traffic flow plan was approved by the state and cannot be changed without their approval.

## **BREAKFAST**

Breakfast is served in the cafeteria from 7am-7:30am. If your child chooses to eat breakfast at school, he/she must be on campus BEFORE 7:30am. Staff members have to report to their classrooms; therefore, supervision is limited after that time. Also, when the school bell rings at 7:45am, your child should be finished eating and ready to start the day. We realize there are unavoidable circumstances (e.g. a late bus, car trouble) and we will certainly give them a bagged breakfast but we will not be able to accommodate consistent late arrivals with breakfast.

## **CHANGE OF ADDRESS**

If your family moves at any point while enrolled at Stone Academy, you will need to provide the office staff with two new proofs of address. Our system must always be up-to-date with phone numbers and addresses. Because we are a magnet school, if you move outside of our attendance area, you would need to apply as a magnet student for the following year. Anyone moving during the current school year is entitled to finish out the school year at Stone provided you do not need bus transportation. Your child would not be permitted to ride the school bus if you have moved outside of our area. If you have stayed in our attendance area and need transportation, we would simply submit a new bus form for you. This does not apply to magnet students as they have already been accepted from outside our attendance zone

## **DOGS**

As much as we love dogs around here, GCS policy prohibits dogs on school property. If you choose to walk with your dog to school in the mornings, you will need to stop on the sidewalk and allow your child to continue along the path into the school building. As for the afternoons, no dogs can be in the park for student pickup so you may want to leave your 4-legged child at home. If you are driving your car, you may certainly have your dog with you inside the car. Thank you for adhering to this district policy.

## EARLY DISMISSALS

Early dismissals are allowed at any time prior to 1:45pm. After that time, we are getting ready for school dismissal. There are certainly emergency situations and we will honor those on an as-needed basis. You don't necessarily need to send a note but it may help the teacher plan if he/she knows your child will be leaving early. You will need to make sure you have included anyone who may be signing your child out of school on the white dismissal card that we keep in the front office. You or your designee will have to show ID before being allowed to remove the child from school. This is for his/her safety.

## ELECTRONIC DEVICES

We understand that you may need to connect with your child after school hours via cell phone or popular devices such as Gizmos. Students are allowed to bring those to school; however, they will be expected to keep the device in their bookbag until the end of the school day. If you need to get a message to your child, you may contact the front office. They will see to it that the message is relayed.

## ENCORE

Encore is an after-school enrichment program offered to all students at Stone Academy. The cost is \$50 per month per class and sign-ups will occur on August 19, 2024. Courses offered include, but are not limited to, theatre, guitar, dance, arts and crafts, and pottery. There are caps to the number of children allowed in the various classes. More information can be found on our school's website by August 15, if not before.

## EXTENDED DAY PROGRAM (EDP)

We do offer an after-school program each afternoon from 2:15pm-6:00pm; however, there is usually a wait list for each grade level. Contact Mrs. Karen Peace (kapeace@greenville.k12.sc.us), our EDP Director, for more information.

## FIELD TRIPS

Field Trips are planned by the teacher for specific instructional purposes and are correlated with the curriculum. They are considered an extension of the classroom. Written permission from a parent or legal guardian is required before a child is permitted to go on a field trip. Transportation is usually by bus, and each child may be asked to pay a fee to cover expenses; however, no child will be refused access to the field trip for inability to pay.

## FOOD SERVICE PRICES

**Breakfast:** Free for all students; Adult daily price: \$3.10

**Lunch:** Student daily price: \$2.50 Adult daily price: \$5.27

Money may be placed in student accounts in person or via Backpack. The cafeteria computer will keep track of any snacks purchased and meals received. If your child has any medical restrictions regarding certain foods, you will need to contact our FANS Manager, Mr. Rodney Foster, and he will advise you on what you'll need to provide for him and his staff.

## HEALTHROOM

If your child is taking any medication that has a dosage to be taken during the day: please bring the medication **in the original container to the nurse or another school staff member**. A form must be completed by the parent. Written authorization of the attending physician must be provided if the medication is to be taken for long term use (more than 3 weeks). Please inform the nurse of any side effects the drug might cause, such as drowsiness, so the child's symptoms will not be confused with something else. All medication must have the child's name on it, and not the name of any other person in the family. Please provide the following information on the medication form:

- Child's full name

- The name of the drug
- The dosage to be administered
- The time to be administered

Any child who is not feeling well or who has been hurt will be sent to the Health Room by the teacher. The school nurse will log his/her time in, take his/her temperature, or perform any minor first-aid necessary depending upon the symptoms. The health room does not give aspirin or any other medication, and the LPN and/or volunteer cannot dispense any medication without written permission from the parents or guardian. If your child is too ill or uncomfortable to remain at school, the nurse will notify the parents to come for him/her. Parents are always contacted if the child has a fever of over **100.4 degrees**. We must always have a phone number where parents or guardians can be reached in case of illness or any emergency. For a child **to carry** medication with him/her, he/she must have written permission from a doctor. Nurse Christie may be reached at **355-8407**.

## **LOST AND FOUND**

We often gather an excessive number of items left unattended for students to look through. **Parents, we ask that you please mark your child's name on all lunch boxes and clothing which might be removed at school** (e.g. tags of sweatshirts, jackets). This is important and worthwhile as it will enable your child to hopefully find lost items. After displaying the items on the stage for a period of time, we will end up donating them.

## **LUNCHROOM RULES**

1. Students are to walk into the cafeteria quietly. There should be no talking while students are in line to be served so that the cafeteria staff can hear and serve quickly.
2. Students will watch the tv monitors that indicate red or green, letting them know when they are to eat in silence or talk quietly.
3. Students who bring their lunch from home need to understand that they do not have access to a microwave.
4. If you would like to provide food for special occasions please check with your child's teacher prior to the event.
5. For safety concerns, **we cannot serve or give "homemade" foods, therefore, all food to be shared with other children must be commercially prepared**. Please do not distribute any food to other children without the teacher's knowledge and approval. We do have children with allergies and the teacher will need to approve of the food being distributed.
6. **No Doordash** or other food delivery services will be allowed for students. If you are eating lunch with your child, you are allowed to bring in outside food for him/her. Students will take their parents or other special guests into the small dining room for your special lunch. **You may begin eating lunch with your children AFTER Labor Day**. This gives teachers time to set expectations and get children used to eating in the cafeteria. Coming to eat with your child should be a special occasion and should not occur more than once per week.

## **NEWSLETTERS**

Ms. Shouse sends a community newsletter the beginning of each month via Backpack. You will want to make sure you have created a Backpack account so that you can stay informed of school events, etc. PTA will also communicate with parents on a regular basis through their e-Blast. Included in this email will be information about upcoming PTA and/or school events and classroom news. You can remain more informed by consistently reading the Stone e-Blast. Teachers also create weekly newsletters to keep parents informed of classroom activities.

## **ONTRACK TEAM**

The OnTrack Team works closely with the classroom teacher to brainstorm strategies and interventions for students who are struggling and experiencing academic and/or social-emotional difficulties in the classroom. Due Process procedures will begin if interventions are unsuccessful. Due Process procedures include vision, hearing, and speech/language screenings and further assessment to determine if a student meets the eligibility requirements for additional services.

## **PARKING AROUND THE SCHOOL**

Parking can sometimes be a challenge, especially when we have scheduled events. Most importantly, **please do not ever**

**park in the bus lane.** Not only is this lane for buses, it is also for emergency vehicles. Secondly, please do not block a neighbor's driveway. Inevitably, when we have large events, someone forgets and blocks people in. Of course, that is frustrating to our neighbors who are trying to leave their home so please make sure you are paying close attention. If you are coming to volunteer for an event, such as Running Club, please park in our very lower lot facing Townes St. or even park up on Croft St. and walk around. We just don't have a lot of staff parking so it gets hard for our teachers to find spaces up in the lot close to the building. They would greatly appreciate you parking down low.

## **PROGRAM DESCRIPTION**

Stone Academy of Communication Arts uses the Kennedy Center's definition for Arts Integration: *Arts Integration is an approach to teaching in which students construct and demonstrate understanding through an art form. Students engage in a creative process which connects an art form and another subject area and meets evolving objectives in both* We seek an environment where all students are entitled to a comprehensive, sequential, discipline-based arts education program that includes rich and varied experiences in music, visual art, dance, drama, and creative writing guided by specialists. At Stone, specialists and classroom teachers plan together for the purposeful "infusion" of the arts into the academic curriculum and vice-versa so that this method of instructional delivery is completely natural and school-wide. The arts are basic to education because human beings are sensory-bound, intellectually active, and creatively inclined. Arts Integration in the curriculum improves instruction, and engages children with all learning styles. Every child has a right to participate in a safe, orderly, and well-managed school environment. This environment encourages the development of self-respect and respect of others. It is these values we hope to instill in our students, so that they will be exemplary and model citizens. The students at Stone Academy should learn to communicate, compute, and solve problems effectively so that they will be able to meet the challenges of society. These same students should be provided differentiated instruction in order to challenge them to maintain and achieve high expectations. It is also necessary for teachers to utilize appropriate assessments for different learning objectives as an integral part of teaching. Assessments should allow teachers the ability to monitor and affirm students, thus guiding students to develop concepts and problem-solving skills. We believe that the members of the Stone Academy learning community should develop an endless thirst for knowledge and experience. We will always keep learning!

## **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 must meet the criteria set by the district in order to be promoted. Parent conferences will be requested to inform parents of the academic concerns about their child. Parents will also be notified in writing if there is a possibility that their child may not meet the standards. Parent conferences will be scheduled to discuss the academic progress the child has made and to share ways parents can help their child at home. Per Board Policy, the decision to retain a student in grades 1-5 rests with the school principal.

## **PTA**

Our PTA is invaluable to Stone's overall program. The support, in time, talents, and gifts, provide our school community with wonderful opportunities. We could not do all that we do without their support. Therefore, PTA volunteers are vital to the success of our program. If you haven't already completed your application to get Volunteer II status, or if it has expired, I would advise you to go ahead and get that taken care of. This way, you'll be allowed to volunteer in the building without having to be escorted by a staff member. The ladies in the front office can help you with this, if needed. Feel free to reach out to either of our co-presidents if you have any questions...Amanda Lenar ([Amanda.Lenar@outlook.com](mailto:Amanda.Lenar@outlook.com)) or Bridie Menendez ([bridieam@yahoo.com](mailto:bridieam@yahoo.com)) .

## **REPORT CARDS**

GCS requires schools to report on student progress every nine weeks. The report for kindergarten and first grade students is sent to parents electronically. Parents of second-fifth graders will access their quarterly grades via Backpack. Please make sure you have created your Backpack account so that you can access your child's grades throughout the year. During the 2023-2024 school year report cards will be available on the following dates:

**Q1**-October 21    **Q2**-January 9    **Q3**-March 27    **Q4**- May 23 (via Backpack unless you specifically ask us to mail one)

## **SAFETY PATROLS**

Selected 5<sup>th</sup> grade graders serve as our safety patrols each morning and afternoon. Students have to be in good academic standing and have no disciplinary referrals to participate. They will be stationed in the car line to assist students with entering and exiting their cars safely. These patrols are there for each child's protection and should be obeyed at all times. Patrols are on duty in the morning from 7:20 – 7:45 AM and in the afternoon from 2:15 – 2:40 PM. All students need to show our patrols the proper respect. Patrols will not be on duty when there is severe weather or if temperatures are below freezing. Please direct any safety patrol questions/concerns to Mrs. Rohrer.

## **SCHOOL PICTURES/YEARBOOK**

A professional photographer will take pictures of all students for parents to purchase. Dates for fall and spring pictures, along with class photos, will be shared by your child's teacher as the date approaches. A school yearbook will be published for purchase each year. It will contain candid shots of events throughout the year and each students' picture grouped with his/her homeroom. A page will be reserved for autographs. Mrs. Littlejohn creates the yearbook and will post ordering information on our website and will also share with PTA to include in their eBlasts.

## **SCHOOL SCHEDULE**

7:00-7:30 The building will open at 7:00 am. At that time, supervision will be provided. Cafeteria will be open and supervised for students who choose to eat breakfast. Students that do not eat breakfast will report to their hallway and will be supervised by a staff member. Please be aware, the building does not open until 7:00 am. Do not drop your children off before that time.

7:30 Students may report to their classrooms to begin the school day.

7:45 School starts

2:15 Dismissal begins – independent walkers will be held until 2:30ish so they can safely leave campus without lots of vehicle traffic.

## **TARDINESS**

Our school day at Stone Academy begins promptly at 7:45 am. Parents are strongly encouraged to make sure their children arrive in their classrooms by 7:40 am. When children come late to school, they lose valuable time, interrupt the classroom, and miss important explanations given by the teacher. Punctuality is a quality of good citizenship. Should you and your child be late, Stone Academy requires that a parent accompany children to the office to sign in and receive a tardy slip. Tardy students will not be admitted to class without a tardy slip. Students who arrive late due to a delayed bus will not be marked tardy. Consistent tardiness will be referred to the school counselor and the Administrative Team. **Magnet students may risk their place in our program if they have excessive tardies to or absences from school.**

## **TEACHER ASSIGNMENTS**

The placement of a student in a teacher's class at the beginning of the year is tentative. Sometimes changes must be made due to changing enrollment or new test data. Reassignments, if necessary, are usually completed by the fifth day of school. Classes at Stone are carefully arranged by the principal and instructional staff, with the consideration of multiple factors. While parent requests for specific teachers are not accepted, parents are always welcome to share the unique characteristics of their child's learning for the principal to consider when making class placement.

## **THERAPY**

We understand there may be a need for your child to attend outside therapy sessions; however, we ask that you ask the therapist for an appointment after school hours. If they are unable to commit to after school hours, perhaps they can alternate the visits, so that your child does not consistently miss instruction. If possible, work with your child's teacher to figure out the best time for him/her to miss (e.g. lunch/recess). We also have a Greenville Mental Health counselor on campus that you may connect with at any time. Mrs. Jordan is at Stone on Wednesdays (subject to change) but you can

certainly reach out to her at any time by calling 355-8403 (office at Stone) or 355-4720 (office at Brook Glenn).

## **VISITORS TO SCHOOL**

It is important that we know who is on the school grounds and for what reasons. When you pay a visit to the school for any reason, check in at the office. This is a safety precaution for the students' welfare. Our visitor/volunteer sign-in system is called Raptor. Each time you enter the building, you will be asked to provide a driver's license that will be scanned into the system. If you are choosing to apply for Volunteer II status, you will submit your application through the Raptor system. If approved, you will be eligible to volunteer for three years before needing to resubmit another application.

**If you have unanswered questions or need any further explanation, please do not hesitate to reach out to someone here at Stone. We are more than happy to help.**