

# August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b> Staff Returns	<b>14</b>	<b>15</b>	<b>16</b> Open House Title 1- K5 at 1:30 1 <sup>st</sup> -5 <sup>th</sup> 4:00-5:30	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 1 <sup>st</sup> Day for Students K4 Half Day	<b>21</b> K4 Half Day	<b>22</b> K4 Half Day	<b>23</b> K4 Half Day	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

# September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Labor Day- No School	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> K4 Half Day	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

# October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Title 1 Parent Meeting 1:00	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> Academic Night PTA 6:00	<b>15</b> CogAT 2 <sup>nd</sup> Grade Only	<b>16</b> CogAT 2 <sup>nd</sup> Grade Only	<b>17</b> CogAT 2 <sup>nd</sup> Grade Only	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> IOWA 2 <sup>nd</sup> Grade Only	<b>22</b> 1 <sup>st</sup> Quarter Ends IOWA 2 <sup>nd</sup> Grade Only	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b> Teacher Workday  No School Students	<b>29</b> Teacher Workday –  No School for Students	<b>30</b> Report Cards Issued	<b>31</b> Halloween		

# November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> Award's Day/ Dance	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> K4 Half Day	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> Thanksgiving Holiday	<b>28</b> Thanksgiving Day	<b>29</b> Thanksgiving Holiday	<b>30</b>

# December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b> MAP Opens for 2 <sup>nd</sup> & 5 <sup>th</sup>	<b>4</b>	<b>5</b> Title 1 Parent Mtg 9:00	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> PTA Chorus Performance 6:00	<b>10</b>	<b>11</b>	<b>12</b> MAP closes for 2 <sup>nd</sup> & 5 <sup>th</sup>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> Holiday Parties	<b>21</b>
<b>22</b>	<b>23</b> Winter Holiday	<b>24</b> Winter Holiday	<b>25</b> Christmas	<b>26</b> Winter Holiday	<b>27</b> Winter Holiday	<b>28</b>
<b>29</b>	<b>30</b> Winter Holiday	<b>31</b> Winter Holiday				

# January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> Winter Holiday	<b>2</b> Winter Holiday	<b>3</b> Winter Holiday	<b>4</b>
<b>5</b>	<b>6</b> School Resumes	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 2 <sup>nd</sup> Quarter Ends	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> ML King's Day No School	<b>21</b>	<b>22</b> K4 Pre- registration begins	<b>23</b>	<b>24</b> Report Cards Issued	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> K4 Half Day	<b>30</b>	<b>31</b> Award's Day/Dance	

# February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Title 1 Parent Mtg 3:30	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> PTA Valentine Coronation 6:00	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> President's Day No School	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

# March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> K4 Half Day	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> 3 <sup>rd</sup> Quarter Ends	<b>20</b> No School for Students Teacher Workday-EX#1 K4 pre- registration	<b>21</b>
<b>22</b>	<b>23</b> Make-up Day # 3	<b>24</b> Make-up Day #1	<b>25</b>	<b>26</b>	<b>27</b> Report Cards Issued	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				



**April  
2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> K4 No School	<b>2</b> K4 No School	<b>3</b> K4 No School Award's Day/ Dance	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Make-Up Day #2 Good Friday	<b>11</b>
<b>12</b> Easter Sunday	<b>13</b> Spring Break No School	<b>14</b> Spring Break No School	<b>15</b> Spring Break No School	<b>16</b> Spring Break No School	<b>17</b> Spring Break No School	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

**May  
2020**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> Hollis Carnival	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> SC Ready & PASS Test for 3 <sup>rd</sup> -5 <sup>th</sup> begins	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> Mother's Day	<b>11</b> PTA Spring Chorus 6:00	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b> Memorial Day No School	<b>26</b> K5-1 <sup>st</sup> Field Day	<b>27</b> 2 <sup>nd</sup> & 3 <sup>rd</sup> Field Day	<b>28</b> 4 <sup>th</sup> & 5 <sup>th</sup> Field Day	<b>29</b> 5 <sup>th</sup> Grade Day & Awards	<b>30</b>
<b>31</b>						

# June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> K5-2 <sup>nd</sup> Award's Day	<b>2</b> ½ day for all students 3 <sup>rd</sup> & 4 <sup>th</sup> Awards Day	<b>3</b> Half Day for all students	<b>4</b> Half Day for all students-  Last Day of School	<b>5</b> Teacher Workday	<b>6</b>
<b>7</b>	<b>8</b> Reports Cards Mailed Teacher Workday EX 2	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> Father's Day	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

**HOLLIS ACADEMY**  
**Caring for Children Today....**  
**Creating Leaders for Tomorrow**

**"Home of the Huskies"**  
**STUDENT & PARENT HANDBOOK / CALENDAR**

200 Goodrich Street  
 Greenville, South Carolina 29611

**Phone: 355-4800**

Mr. Miki Golden, Jr. - Principal

Mrs. Maureen Heinbuch - Assistant Principal

The School District of Greenville County  
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**TABLE OF CONTENTS**

I. Introduction	
School Renewal Team / School Improvement Council.....	Page 3
Harassment.....	Page 3
Distribution of Materials.....	Page 3
Business Education Partnerships.....	Page 3
II. Curriculum and Instruction	
Daily Schedule .....	Page 3
Textbooks .....	Page 3
Homework .....	Page 4
Related Arts Program.....	Page 4
Speech / Language / Screening.....	Page 4
Support Services Program .....	Page 4
Challenge Program .....	Page 4
Field Trips.....	Page 4
Testing Program .....	Page 4-5
Grading Guidelines.....	Page 5
Report Cards.....	Page 5
III. Policies and Regulations	
Attendance .....	Page 5-6
Transfers .....	Page 6
Early Dismissal.....	Page 6
Discipline.....	Page 6-7
Conduct with School Personnel .....	Page 7-8
Expectations for Student Conduct.....	Page 8
Parent - Teacher Conferences .....	Page 8
Hollis Dress Code.....	Page 8-9
Visitation in School.....	Page 9
Smoking .....	Page 9
School Parties .....	Page 9
Promotion and Retention.....	Page 9
Student Speakers at School-Sponsored Activities .....	Page 10
IV. Hollis Academy Facts	
PTA Information.....	Page 10
Parent Volunteers.....	Page 10-11
Provision on Privacy Rights.....	Page 11
Health Information.....	Page 11
Health Room .....	Page 11-12
Child Abuse .....	Page 12
Breakfast and Lunch Program.....	Page 12
School Telephone.....	Page 13
Articles Prohibited and Money at School .....	Page 13
Transportation and Safety .....	Page 13-14
Arrival and Dismissal Procedures .....	Page 13
School Bus Transportation .....	Page 14
Transportation Procedure Discipline Process .....	Page 14-18
No Discrimination Statement.....	Page 18
Acceptable use Policy Agreement.....	Page 18-19
Gifted and Talented Programs.....	Page 19-21
FERPA Act.....	Page 22-23
Hollis Academy PBIS.....	Page 25-26

## SCHOOL RENEWAL TEAM / SCHOOL IMPROVEMENT COUNCIL

The SRT / SIC is composed of parents, teachers, and community representatives.

Under the Early Childhood and Academic Assistance Act [Act 135] the team's purpose is to develop the School Renewal Plan, which consists of our beliefs, mission, visions, performance goals, strategies for implementation and action plans. Components of the plan are reviewed each year.

### HARASSMENT

Must be unwelcome advances, either verbal or physical, request for favor, and other verbal or physical conduct that contributes to decisions affecting the student or personnel, interferes with the learning process, or creates an intimidating, hostile, or offensive environment. If it is reported, **1) it will be taken seriously. 2) an investigation will be done.** This involves both adults and students.

### DISTRIBUTION OF MATERIALS

According to School Board Policy, "none of the facilities, the staff, or the student of a school shall be used in any manner for advertising or otherwise promoting commercial or other nonstop interest..." A written school policy is available.

### BUSINESS EDUCATION PARTNERSHIPS

We want to encourage the community to be partners with us in providing a quality education for the students at Hollis Academy. Please contact the principal if you have any questions or suggestions.

## II. CURRICULUM AND INSTRUCTION

### KINDERGARTEN

#### GRADES 1 - 5

##### Daily Schedule

8:00 - 2:30

- 7:15 - 7:40 Children who arrive on a school bus are to go directly to the cafeteria. Teachers will be on bus duty to supervise students. (Breakfast served 7:15 - 7:40.)
- 7:45 Classrooms are opened and teachers are in their rooms. Students are dismissed from holding area to report directly to their rooms. Breakfast will be served for students who walk, ride a bicycle, or come by car after 7:15 a.m. Breakfast is not served after 7:40 a.m. unless there is a late bus. Others should arrive between 7:45 a.m. and 8:00 a.m. and go directly to class.
- 8:00 School begins. Students should be in their classrooms and ready to begin the school day. After 8:00 a.m., students are tardy. IF YOUR CHILD HAS TO BE TARDY FOR ANY REASON, IT WILL BE NECESSARY FOR YOU TO COME INTO THE SCHOOL AND SIGN HIM/HER IN AND GIVE A REASON FOR THE TARDY. The student will then be given a permit to enter class.
- 2:30 Children are dismissed. Students are receiving instruction until dismissed. Tardies and early dismissals are considered a violation of the S.C. Attendance Laws, when excessive may be referred to the attendance office and could be considered educational neglect by family court. Students should leave the school grounds by 2:45; supervision is only provided for after school programs. Law enforcement may be called for students that are on school grounds w/o parents.

## TEXTBOOKS

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

## HOMEWORK

Homework is an extension of the classroom. It helps provide needed practice while developing responsibility and maturity. Students are expected to begin work on long-range projects as soon as they are assigned to avoid working late at night or on weekends.

The parents' role is to provide time and space for quiet, productive work and to provide encouragement and reinforcement.

## RELATED ARTS PROGRAM

Art, music, and physical education teachers work with each class for a 45 minute period each week. Classroom teachers also provide activities in each of these areas.

## PARENT INFORMATION OF SPEECH / LANGUAGE SCREENING

As part of student services, students may be screened for speech / language / hearing and vision problems throughout the school year. If you have concerns and wish your child screened, please contact the principal in writing.

## SUPPORT SERVICES PROGRAM

The support services program provides for students who have an identified learning problem. Due process procedures are followed when placing children in the program. Written permission for psychological evaluation and placement is obtained from the parents. A staffing committee recommends placement, and a written educational plan for the student is provided. Students who are in the program work in small groups with the support services teacher for a portion of the school day, but spend most of the day in a regular classroom. The aim of the program is to provide individual instruction to help each child reach his potential.

Hollis Academy also provides a self-contained class setting. The same due process placement procedures are followed for these students.

## CHALLENGE PROGRAM

The school district provides a program for gifted and talented students at designated grade levels. Students will be selected to participate in this program based on State criteria.

## FIELD TRIPS

Field trips are planned by the teacher for specific instructional purposes. They are considered an extension of the classroom. Students remain under the school district code of discipline when on field trips. The school requires written permission from the parents or legal guardian before a child is permitted to go on a field trip. Each child may be asked to pay a small fee to cover the expense. If a child does not go on the field trip, a refund of the cost of the trip will be made upon request. Parents may be required to attend field trips based upon administrative judgement.

## TESTING PROGRAM

Hollis Academy follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available, upon request, to the parents. Standardized test data is not used for grading. It is used to identify those areas in

which students show academic strength or weakness and to help improve the instructional program. A calendar with testing dates will be sent later.

### GRADING GUIDELINES

Students will be evaluated with due consideration and recognition given to individual differences. Student performance is evaluated by tests and other available methods. Student behavior and conduct is excluded from consideration in determining a student's grade. The following grading scale is adopted by the school district and will be applied:

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

Please talk with your child's teacher if you have any questions.

### REPORT CARDS

Report cards are prepared every nine weeks and are sent home four times a year. If a report is not received at the end of each nine-weeks period, please notify the child's teacher or school office. It is necessary for parents to furnish a self-addressed stamped envelope in which the final report can be mailed.

## III. POLICIES AND REGULATIONS ATTENDANCE

- A principal has the authority to approve or disapprove all student absences
- 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.
- A written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused in Power school.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11th parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

**Truancy** - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance.

Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

**Transfer of Plans** - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

### TRANSFERS

When a child is moving from Hollis Academy to another school, please notify the school office at least one week in advance, giving your new address. A transfer form will be prepared which may be picked up by the parent the last day of the child's attendance. You must have this form to enter your child in his/her new school. It will be necessary for the parent to sign a release form so your child's records can be forwarded to the new school. The new school will request the records and they will then be forwarded.

### EARLY DISMISSAL /TARDIES

Children we considered tardy at 8:00 AM. Any child arriving to school after 11:30 AM will be considered absent for the day.

If parents must take a child from school before the close of the day, they must send a note in the morning stating the reason for an early dismissal and the time the child will be picked up. Parents must sign the student out in the school office if the child is being dismissed before 2:30. Whenever possible, medical and dental appointments should be made after school hours. To provide time for afternoon announcements and a smooth dismissal, no early dismissals after 2:00 p.m. (Please read the Curriculum and Instruction section.)

No child will be allowed to leave the school grounds during school hours unless signed out by a parent or another adult designated by the parent.

Students will be expected to leave the school grounds immediately after dismissal at 2:30 unless they are staying for the Extended Day Program. Details of the program will be sent home. Children should be cautioned about accepting rides with strangers.

## DISCIPLINE

### LEGAL AUTHORITY

A. Sections 59-5-65, 59-19-90, 59-63-210 through 270 South Carolina Code of Laws, 1976, as amended.

B. Policies JR, JDA, JDB, JDC, JDD, and JDE; Policy Manual of The School District of Greenville County.

Most discipline problems should be handled between the teacher, student, and parent. While discipline is an individual matter, the school district is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education; nor will improper conduct be tolerated. All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence...

1. Students will respect the rights and property of others.
2. Students will respect and properly care for school property. This includes the building, furniture, books, and materials.
3. Students will show proper respect to all teachers and adult supervisors.
4. Absolutely no throwing of dangerous objects nor fighting will be permitted at school or while going to and from school.
5. Students will not be permitted to use foul or obscene language.
6. Hazing of students will not be tolerated. Any act by a student which tends to injure, degrade, or disgrace another student constitutes hazing.
7. Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.

### 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.

## CONDUCT WITH SCHOOL PERSONNEL

As required by state law, any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

### ALL SCHOOL RULES APPLY TO CONDUCT WHILE RIDING BUSES.

## PARENT-TEACHER CONFERENCES

There will be at least one scheduled conference between the child's teacher and parent



during the school year, usually at the end of the first 45-day reporting period. All parents are expected to attend this scheduled conference. 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, additional parent-teacher conferences, will be requested.

### **HOLLIS DRESS CODE**

- Student dress and grooming will be neat and clean.
- Shoes or sandals will be worn. Flip-flops (shower-type shoes) and Heelys (skate-type) are not permitted. Flashing lights on shoes are not permitted.
- No bare midriff shirts or blouses will be permitted.
- No tank tops, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. Shoulder straps have to be a minimum of 1 inch wide.
- No see-through or mesh garments may be worn.
- Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
- No clothing or jewelry will be permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols.
- Shorts may be worn; however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts or athletic shorts of any kind are not permitted.
- Skirts should fit and be in good taste and not be shorter than mid-thigh.
- Clothing that inappropriately expose body parts or underclothing is not permitted. Trousers/slacks/shorts must be worn at waist level. Because of safety reasons, excessively baggy trousers and clothing are not permitted.
- Non-human colored hair is not permitted if it causes a disruption to the learning in the classroom.
- Clothing may not drag the floor.
- Extraneous articles hanging from clothing, such as chains or other articles are considered inappropriate, and will not be permitted.
- Facial jewelry is only permitted to be worn on the ears.

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 article of clothing or other items which lead to or may foreseeably result in the distribution 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.

\*All parents should review Greenville County Schools student behavior code policy JCDA located on the district website.

### **VISITATION IN SCHOOL**

Parents and visitors are welcome. Prior to your visit, you must call the office to arrange a time that is convenient with the teacher. Class visits are a time for observation ONLY, but they furnish an excellent background for teacher-parent conferences. Parent classroom visitations should be limited to a 30-minute session. At no time, should parents interrupt the class to speak with the teacher. Any questions or conferences should be reserved for a later period when more time is available.

All visitors in the building, including parents and school volunteers, will be required to check in at the office and wear a dated visitor pass. This regulation is for your child's protection. This will keep classroom interruptions to a minimum and allow visitors in the building to be reached if needed.

### **SMOKING**

There is no smoking on school grounds or at any events.

### **SCHOOL PARTIES**

There are two scheduled parties each year. They are held after lunch at the school. Individual birthday parties at school are not allowed. Invitations to birthday parties may be distributed at school as long as there is an invitation for every child in the class. Staff cannot assist in handing out invitations. We cannot give out student addresses. Please do not send presents to be delivered during school (helium balloons, flowers, stuffed animals, etc.) If you plan on providing a birthday food treat, it must be provided at designated lunch time.

### **PROMOTION AND RETENTION**

The curriculum at Hollis Academy is such that children are able to make continuous progress, regardless of the grade placement. It is recognized that some students benefit from the opportunity to continue in the same grade another year. Certain criteria are followed during the retention process. During the first parent conference, parents are informed if the child is not doing grade level work. By the end of the third reporting period, a teacher should be able to identify a child who may need to be retained and will notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal.

### **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>

## **IV. HOLLIS ACADEMY FACTS PARENT TEACHER ASSOCIATION (PTA)**

The PTA renders a number of valuable services to the school and sponsors several fund-raising projects during the year. You are encouraged to become actively involved in supporting the PTA activities. Meetings of the PTA are held on a Monday of the month at 6:00 p.m. in the school cafeteria. Programs will be planned around topics of interest and concern to parents.

PTA membership dues are: \$5.00 for individuals

Fathers, mothers, other family members and friends are urged to join. Upon payment



of the dues, a membership card will be issued. Money from membership dues is used to support worthwhile school projects.

## PARENT VOLUNTEERS

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. The list below indicates some of the areas in which volunteers work at our school:

School Beautification	Media Center	Field Day
Reading Tutors	Class Parties	Math Tutors
Field Trips	Healthroom	Health Screening
Computers	Bulletin Boards	H.H.H. Store
Fundraiser	Special Events	

A desirable school volunteer ...

- ... is prompt, regular, and dependable in attendance.
- ... accepts graciously the tasks assigned.
- ... recognizes that he/she is setting an example of behavior, speech, and dress.
- ... accepts differences in school personnel and practices uncritically, recognizing the role as a volunteer, not a professional.
- ... observes discretion in commenting on school matters, including the performance of other volunteers, school personnel, and children.
- ... loves children, listens to them, calls them by name.
- ... is happy that he/she can express a sense of social responsibility and concern for education in an active way.
- ... SMILES.

GET INVOLVED AS A VOLUNTEER.

THERE'S A SPECIAL PLACE WHICH ONLY YOU CAN FILL.

ALL VOLUNTEERS MUST COMPLETE A VOLUNTEER 1 OR VOLUNTEER 2 FORM  
AND BE APPROVED PRIOR TO VOLUNTEERING AT HOLLIS ACADEMY PER  
DISTRICT POLICY.

If you are interested in serving as a Hollis Academy Volunteer, contact the school office.

## PROVISION ON PRIVACY RIGHTS

### *Confidentiality of Records*

In most instances, access to a student's records is restricted to the student's parents or legal guardian (regardless of custodial rights), appropriate school district and educational access by valid subpoena or court order. Most other persons may obtain access to student records only with the written consent of the parent or guardian. Unless parents or guardians direct otherwise, however, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports without prior written consent. Questions about additional confidentiality rights for both handicapped and non-handicapped students may be obtained through the principal's office.

## HEALTH INFORMATION

### *Immunizations*

All students must have a SC Certificate of Immunization from their doctor or the health department before entering school. When a student enters from another school, the permanent record will be checked to make sure all immunizations have been completed. If not, the student will be required to get the necessary shots.

### *Health of Students*

Good physical health is vital to a child's success in school. You can help your child to be physically healthy.

1. Provide nutritious meals and eliminate "junk" food.
2. See that your child gets plenty of sleep by going to bed at a regular time each night.
3. Establish a regular routine for bathing, shampooing hair, and brushing teeth.
4. Encourage outdoor play and exercise. Limit the amount of time spent watching TV.
5. Consult the doctor when your child becomes ill. Good mental health is equally important. You can help your child to be mentally healthy.

A green health card is filed in each child's permanent record. Any health problem should be carefully explained by the parent on this card. A white health card is maintained in the school Health room and must have up-to-date telephone numbers where parents can be reached at home and work in case of an emergency.

Vision and hearing screening is done each year by a nurse. If a problem is discovered, parents will be notified.

## HEALTH ROOM

The health room will be staffed by a full-time nurse. Any child who is not feeling well or has been hurt will be sent to the health room by the teacher. An information sheet is kept on file in the health room for every child. This sheet supplies vital information about whom to call in case of an emergency or special health problems the child may have. It is necessary that you give the school information requested on the health sheet and keep phone numbers up-to-date.

The school will follow your directions on the health sheet and enrollment form. If we are unable to reach you and the child needs more than first aid, the school personnel will exercise extreme care and caution if a decision involving the health or safety of your child must be made following an accident or other emergency.

The health room nurse will keep a record of the child's visit and will take his temperature or perform any minor first-aid necessary, depending upon his symptoms. If your child is too ill or uncomfortable to remain in school, the nurse will notify you by telephone to come for him or her. Parents are always contacted if the child has a fever of 100 degrees or more. The health room does not have aspirin or any other medication and cannot administer any. The parent must sign the child out of the health room.

### *Prescription Drugs or Other Medication*

Do not send medicine of any kind to school with a child. This is District policy and applies to all medications. An adult must bring all medications to school and give to the school nurse or office staff (7:30 - 3:00). Call the nurse at 355-4807 if this is a problem for you. Each medication must have a parent's consent form completed. If given for 10 days or longer, a doctor's authorization form must also be filled out. Forms are in the nurse's office.

All medication must be in the original bottle with the child's name, dosage, and instructions on the label. You may ask your pharmacist to provide an extra prescription bottle. No medicine will be sent home with a student.

A doctor's authorization form will be required for all inhalers. This includes over-the-counter, nonprescription, and prescription inhalers. If the doctor wants your child to keep an inhaler with them at all times, this must be put in writing on the doctor's authorization form. Also, a parental permission form must be filled out, signed, and returned to the school nurse.

## CHILD ABUSE

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must make a report to the County Child Protective Services or appropriate law enforcement agency in accordance with the SC Child Protection Act of 1977.

## BREAKFAST AND LUNCH PROGRAM

The lunchroom manager and her assistants provide a nourishing well-balanced breakfast and lunch each day for students and staff. While students are encouraged to eat the lunches prepared at school, they may bring a lunch from home. Please do not bring fast food lunches or carbonated drinks to school. Breakfast is served each morning from 7:15 - 7:40.

Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. If patients 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.

**Elementary** - Students will receive an alternate meal\* when there are no funds to purchase a meal. A la carte sale **will not** be sold to students who are given an alternate meal. A list of students that are affected must be generated the day before and given to the school prior to school opening the following day. The school must communicate with the child prior to lunch that an alternate meal will be served. Communication with the parents must be done when the balance is less than \$5.00. Letters or phone messages by FANS will be the preferred method of communication.

**Adults - MEAL CHARGES ARE PROHIBITED** unless it involves a school function where prior arrangements have been agreed upon by FANS and school administration.

\* **An alternate meal for breakfast will consist of oatmeal and fruit juice.**

\* **An alternate meal for lunch will consist of a sandwich and milk.**

## SCHOOL TELEPHONE

The school telephone number is 355-4800. Only emergency messages from a parent or legal guardian will be taken for students. Students are allowed to call home only in emergency situations.

## ARTICLES PROHIBITED AND MONEY AT SCHOOL

Articles which are hazardous to the safety of others or interfere in some way with school procedure may not be brought to school. Such items as guns, toy guns, bean shooters, knives, box cutters, razor blades, brass knuckles, mace / pepper spray, etc., are not permitted at school. They will be taken from the student and a parent conference will be required. Expensive articles such as dolls, electronic games, headsets, jam boxes, and skateboards, etc., should not be brought to school. These articles may be damaged and Hollis Academy will not be held responsible. Real weapons will not be returned. Toys will not be returned until the parent comes for them.

Children should be discouraged from bringing money to school except for specific purposes. When money is brought to school by the student, please place it in a sealed envelope with the student's name, amount, teacher's name and purpose on the envelope. Neither the teacher nor the school can be held responsible when money or items are lost.

## TRANSPORTATION AND SAFETY ARRIVAL AND DISMISSAL PROCEDURES

To assure the safety of students arriving at and departing from school, we ask the cooperation of all drivers, walkers, and bike riders in following all signs pertaining to the orderly flow of traffic.

### General Dismissal Information:

- No dismissal after 2:00
- No dismissal from the front of the building by adults walking up and asking for their child
- Car riders are dismissed from the front of the building
- Yellow and orange walkers will be dismissed from separate locations of the building and will be walked by staff to the crossing guards.

- Adults should wait for their children at the crossing guard location rather than at exits for walkers at the building
- Bus riders and daycare vans are dismissed in the bus circle
- YMCA walkers will be dismissed to a YMCA representative and will be walked to the YMCA

### Car Drivers:

1. Always observe one-way signs when entering and leaving the school grounds. Do not drive through the parking area unless you park in a **designated parking place** and accompany your child into the school building.
2. Children must get out of cars on the school side of the car, and directly against the curb.
3. At dismissal time, children must enter the car directly from the curb.
4. No patrol member or safety helper will permit students to leave the curb and cross in front of cars to enter their car.
5. We must have one line of traffic entering the school grounds to pick up children. Please observe possible moving traffic before pulling away from the curb.
6. **Make a single line in the lane closest to the sidewalk.**
7. **Pull down as far as possible.**
8. **Do not park.**
9. **Do not leave your car.**
10. **Display your Hollis issued CAR HANGER number prominently from your rear-view mirror.** In the event that you do not have your car hanger number, you will be directed to park your car in the parking lot until car dismissal has concluded and then come back through the line after all the cars with hangers have been through the line.

**Snow:** (Listen to local radio and television stations.) The closing of school due to extremely bad weather or other severe emergencies will be announced on all local radio and television stations.

Radio Stations		TV Stations
WJMZ-FM 107.3	WESC-FM 92.5	WSPA TV7
WFBC-FM 93.7	WSPA-FM 99	WYFF TV4
WSSL-FM 100.5	WGVL-AM 1440	FOX 21
WESC-AM 660	WHYZ-AM 1070	

Please do not call the school for information, but listen to these stations and make appropriate arrangements for your child.

### SCHOOL BUS TRANSPORTATION:

Bus transportation to and from school is provided by the state for all children who live more than 1.5 miles from the school. Parents must provide transportation for children who live less than 1.5 miles from school.

The driver of the school bus is in full charge of the pupils and the bus. His relationship with pupils will be on the same plan as that expected by a teacher. Pupils will obey the driver cheerfully and promptly. The right of all pupils to ride on the bus is conditioned to their good behavior and observance of the rules and regulations. Safety demands complete cooperation.

Riding a school bus is a privilege to students and can be removed at anytime for disruptive and unsatisfactory conduct. All bus riders will receive "Regulations for School Bus Riders" during the first week of school. Parents are asked to review these rules with their children. Some of the rules for safe bus riding are:

## Greenville County Schools Code of Conduct on School Buses

In order to insure 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, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

### Video Camera Systems

All buses may be equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff.

Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report (form 130-07). However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

The School District Behavior Code 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 misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

### 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 Disable Students:

Students with disabilities will be discipline 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.

## General Procedures for Transporting 4K, 5K, and 1<sup>st</sup> Grade Students

### 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 31<sup>st</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 K4, K5 and 1<sup>st</sup> 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.

### Driver Responsibilities:

Drivers are responsible for ensuring that 4K, 5K and 1<sup>st</sup> 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 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.

### 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 1<sup>st</sup> 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 (4<sup>th</sup> 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 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).

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 school year

The school administration will implement the above schedule without a bus driver referral and notify 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.**

### WALKERS

To assure the safety of students arriving and departing from school, we require students to walk on the sidewalks. Students may not walk through the parking lot areas.

### EQUAL OPPORTUNITY IN EDUCATION

No student in The School District of Greenville County shall be denied equal opportunity to participate in any district program or activity on the basis of race, religion, marital status, or national origin; and no student shall be denied a free, appropriate education on account of any handicapping condition.

### 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.

### Computer Acceptable Use Rule

Each school year every person who uses a Greenville County School District computer must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at [www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp](http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp).

*Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.***

- ❑ **Treat computer equipment with care and respect** - Willful destruction of 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 laws**— 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** — 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.

### 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 (PACT) assessment instrument. The most recent scores for each test are considered for meeting criteria in this area. Only fall MAP (Measures of Academic Performance) data will be considered.
- **In Dimension C - Intellectual/Academic Performance** 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. Students will only take the Primary Form or the Intermediate form of this test once. 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 in order 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 special 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). Please visit our website at [www.greenville.k12.sc.us/district/support/tandl/gifted.asp](http://www.greenville.k12.sc.us/district/support/tandl/gifted.asp).

### Programa para Dotados y Talentosos

#### Procedimientos para pruebas, referencias y servicios para los estudiantes

El Distrito Escolar del Condado de Greenville provee programas rigurosos, con trabajos en clase complejos e investigación que desafía a los estudiantes dotados y talentosos. Los estudiantes más dotados pueden demostrar habilidades o potencial en áreas académicas. Los administradores, padres, maestros y estudiantes pueden hacer recomendaciones para que un estudiante sea evaluado. Para determinar que un niño que es recomendado es elegible para uno de estos programas será evaluado dentro del primer cuarto del año escolar, (o lo

antes posible si se cambia de escuela durante el año). Una vez que el niño haya cumplido con todos los requisitos para ser aceptado en el programa, se obtendrá un permiso paterno.

En Noviembre de cada año, el Departamento de Educación del Estado administra exámenes a estudiantes de segundo grado para determinar sus capacidades para ser incluirlos en los programas para dotados y talentosos. Se administran el “Iowa Test of Basic Skills” que es una prueba de conocimientos y el “Cognitive Abilities Test” (CogAT), una prueba de aptitudes. Tan pronto como los resultados sean recibidos, a mediados de Enero, se les informa a los padres los resultados de su hijo/a en cada prueba.

Los estudiantes pueden calificar automáticamente si obtienen un puntaje extremadamente alto en aptitud o en CI (Coeficiente Intelectual), de 96 por ciento o más dependiendo la edad. Si los estudiantes no califican por aptitud este puntaje se usará en el proceso de evaluación:

- En la Dimensión A – Habilidades de Lectura Los estudiantes deben demostrar grandes aptitudes para la lectura, (93 por ciento o más al nivel nacional de acuerdo a la edad), en las siguientes áreas: verbal, no verbal, cuantitativa o una composición de las tres.
- En la Dimensión B – Conocimientos Académicos Los estudiantes deben demostrar que tiene un alto nivel de conocimientos en lectura y/o matemáticas, (94 por ciento o más o avanzado), de acuerdo a las medidas normalizadas nacionalmente o por los instrumentos de evaluación del estado de Carolina del Sur. Sólo se considerará la información del examen MAP, (Evaluación del Rendimiento Académico), que se rinda en otoño.
- En la Detención C – Desenvolvimiento Intelectual/Académico Los estudiantes deben mostrar un alto interés y dedicación en obtener conocimientos académicos y desarrollo intelectual, o demostrar características intelectuales tales como curiosidad, persistencia y tenacidad al enfrentarse a los desafíos y tener un pensamiento creativo y productivo. Los estudiantes que estén pasando a tercer, cuarto, quinto y sexto grado tendrán la oportunidad de tomar las pruebas de desempeño en Marzo si ya han cumplido con el criterio en las dimensiones A o B. Los estudiantes tomarán solamente una vez el Formulario Básico o Intermedio de este examen. Al comenzar en séptimo grado los estudiantes tienen que tener un GPA, (Promedio de notas), de 3.75 en la escala de 4.0, para poder pasar el criterio exigido en la dimensión C.

Los estudiantes deben cumplir con el criterio exigido en dos de estas dimensiones para poder participar en el programa de Dotados y Talentosos.

**Para admitir a un niño en este Programa no se aceptarán los resultados obtenidos en pruebas privadas.**

Los estudiantes que hayan cumplido con el criterio estatal y tenga permiso paterno serán ubicados en tercer grado al nivel académico del programa para dotados y talentosos. En El Condado de Greenville este programa se llama “Challenge” (Desafío). Al nivel elemental “Challenge” es un programa que retira a los estudiantes de la clase regular. En tercer grado los estudiantes asisten a estas clases al menos 125 minutos semanales. Los estudiantes de cuarto y quinto lo hacen al menos 200 minutos semanales. Cada escuela tiene un maestro especial dependiendo la cantidad de estudiantes que califiquen para el programa. Las clases tienen un promedio de 1 a 20 niños por maestro, tal vez menos.

Los estudiantes de segundo grado que cumplan con el criterio especial basado en la prueba “Cognitive Abilities Test” serán invitados al Centro para Dotados de Greenville County. Para una mayor información sobre la escuela y los requisitos de admisión por favor visite nuestra página <http://www.greenville.k12.sc.us/district/support/tandl/gifted2.asp#faq>.

Al nivel de escuela media el programa Challenge sirve a los estudiantes a través de la instrucción en las clases de lenguaje. Las clases de lenguaje de Challenge se programan diariamente con un promedio de 1 a 25 estudiantes por maestro. Las clases de Honores en matemáticas e Inglés sirven para identificar a los estudiantes dotados y talentosos en la escuela superior. Estas clases son diarias con un promedio de 1 a 25 estudiantes por maestro. Si usted tiene alguna pregunta sobre el programa, por favor comuníquese con Jane Snyder al 355-4821 o mande un email a: [jsnyder@greenville.k12.sc.us](mailto:jsnyder@greenville.k12.sc.us).

### **Family Educational Rights and Privacy Act (FERPA) Notification Of Rights Under FERPA For Elementary And Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access. Parents of eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary

or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA The name and address of the office that administers

FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Family Educational Rights and Privacy Act (FERPA) Acta de Derechos de Educaci6n y Privacidad de la Familia**

Notification of Rights Under FERPA For Elementary and Secondary Schools

Notificaci6n de los Derechos Bajo FERPA Para Las Escuelas Primarias y Secundarias

El Acta de Derechos de Educacion y Privacidad de la Familia (FERPA) otorga los padres y estudiantes mayores de 18 wos de edad cieltos derechos relacionados con los archivos educativos del estudiante. Estos derechos son:

1. El derecho a inspeccionar y revisar los archivQs educativos dentro de un plazo de 45 dias de la fecha que la escuela reciba solicitud escrita Los padres o el alumno mayor de edad debe presentar la solicitud escrita al director de la escuela, indicando los archivos educativos que desea inspeccionar. El director har4 arreglos para facilitarlos y notificar a los padres del estudiante de la hora y el lugar donde los archivos pueden ser inspeccionados.
2. El derecho a solicitar enmienda de los archivos educativos si el representante o estudiante mayor de edad cree que son err6neos o distorsionados. Debe presentar una solicitud escrita al director de la escuela, indicando cual parte de los archivos educativos se debe corregir y explicar por qu4 es err6nea o distorsionada. Si la escuela decide no enmendar los archivos educativos solicitados por los padres o estudiante mayor de edad, la escuela notificar4 a los padres o estudiante mayor de edad y avisarles de su derecho a una audiencia en relaci6n a la solicitud de enmienda. Mayor informaci6n en relaci6n al procedimiento de audiencia se proveer4 a los padres o estudiante mayor de edad al notificarle a su derecho a una audiencia.
3. El derecho a aceptar la disseminaci6n de informaci6n personal identificable contenido en los archivos educativos del estudiante, excepto en los puntos ya autorizados por la ley FERPA para la disseminaci6n sin autorizaci6n previa. Una excepci6n que permite la disseminaci6n de informaci6n sin autorizaci6n previa es la disseminaci6n de informaci6n a los oficiales de la escue la quienes tienen intereses educativos leg6timos: Un oficial de la escuela es una persona empleada por la escuela o el distrito escolar como administrador, supervisor, profesor, o asistente (incluyendo personal m4dco o policia); una persona de la Junta Directiva del distrito escolar, una persona o compa1a que la escuela ha

contratado para un servicio especifico (como abogado, auditor, consulta m4dica o psiquiatra); o un representante o estudiante quien tiene puesto en un comit4 oficial, como un comit4, de casos disciplinarios o quejas o quien ayuda a un oficial de la escuela con sus responsabilidades. Un oficial de la escuela tiene inter4s educativo legitimo si el oficial necesita revisar un archivo educativo para cumplir con su responsabilidad profesional. La escuela disemina los archivos educativos sin autorizaci6n previa si otro distrito escolar al cual el alumno quiere matricularse hace solicitud.

4. El derecho a presentar queja ante el Departamento de Educaci6n de los Estados Unidos en relaci6n a faltas aparentes de parte de la escuela de cumplir con los requisitos de FERPA. En nombre y direcci6n de la oficina que administra FERPA es:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Hollis Academy PBIS Behavioral Expectations Responsible, Respectful and Ready Huskies**

Hollis Academy will continue to implement PBIS (Positive Behavior Intervention Support) this year. Our goal is to help each child develop self-discipline. Together the home and school share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment. The PBIS program is based upon our philosophy of recognizing positive contributions of students. PBIS means that teachers, administrators, counselors, and support staff are going to take responsibility to TEACH positive behavior expectations to students. PBIS means that students will know exactly what is expected of them. Students who take responsibility to behave positively will be recognized and rewarded in a variety of ways.

Our behavioral expectations for our school are provided on the next page in the Hollis Academy Positive Behavior Intervention Support Matrix. We encourage parents to review these expectations with students.

## Hollis Academy Matrix

	Responsible	Respectful	Ready
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>Keep the mirror, sink, toilet, and floor clean</li> </ul>	<ul style="list-style-type: none"> <li>Allow others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use the bathroom only when necessary</li> </ul>
<b>Hallway/ Stairwell</b>	<ul style="list-style-type: none"> <li>Walk quietly on the right side</li> <li>Take one step at a time</li> <li>Walk with one hand on rail in the stairwell.</li> </ul>	<ul style="list-style-type: none"> <li>Speak only when given permission</li> <li>Greet others silently with a wave</li> <li>Keep hands, feet, and all objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Walk/stand in the 2<sup>nd</sup> tile from the wall</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Walk in a line</li> <li>Clean up after yourself (Place trays in the service window)</li> <li>Pick up garbage and clean up spills</li> <li>Stand quietly behind your seat at lunch until directed by the teacher to sit down</li> </ul>	<ul style="list-style-type: none"> <li>Greet &amp; thank the staff</li> <li>Silent during breakfast</li> <li>Use inside voice during lunch</li> <li>Keep your hands, feet and all objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Give lunch order</li> <li>Get milk and utensils</li> <li>Follow exiting procedures given by the teacher</li> <li>Remain silent in the lunch line</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>Board &amp; exit safely</li> <li>Sit where told</li> <li>Walk in front of the bus (When Exiting)</li> </ul>	<ul style="list-style-type: none"> <li>Greet bus driver</li> <li>Use inside voice</li> <li>Keep hands, feet, and all objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisle clear</li> <li>Remain seated at all times</li> <li>Be prepared to board and exit the bus at the appropriate time</li> </ul>
<b>Arrival Area</b>	<ul style="list-style-type: none"> <li>Enter at the appropriate door</li> <li>Walk directly to your holding area after breakfast</li> </ul>	<ul style="list-style-type: none"> <li>Greet others silently with a wave</li> <li>Follow directions of safety patrols and teachers</li> </ul>	<ul style="list-style-type: none"> <li>Arrive between 7:15 &amp; 7:55</li> <li>Arrive before 7:40 to eat breakfast</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>Use playground equipment as it was intended</li> <li>Bring in all items taken outside</li> </ul>	<ul style="list-style-type: none"> <li>Take turns &amp; include everyone</li> <li>Keeps hands, feet and all objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>When whistle blows stop, look &amp; listen to your teacher</li> <li>Stay focused &amp; participate in organized activities</li> <li>Line up when the teacher signals</li> </ul>
<b>Dismissal Area</b>	<ul style="list-style-type: none"> <li>Gather all needed items from the classroom before go to holding area</li> <li>Walk directly to your holding area</li> <li>Sit silently in your holding area</li> <li>Exit through the appropriate door</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions of safety patrols and teachers</li> </ul>	<ul style="list-style-type: none"> <li>Come when your name or class is called the first time</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>Be polite to others</li> <li>Be an active listener</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Manage your materials and belongings</li> <li>Follow your teacher's directions</li> <li>Complete assignments</li> </ul>	<ul style="list-style-type: none"> <li>Enter the classroom quietly and on time</li> <li>Line up quickly and quietly</li> </ul>