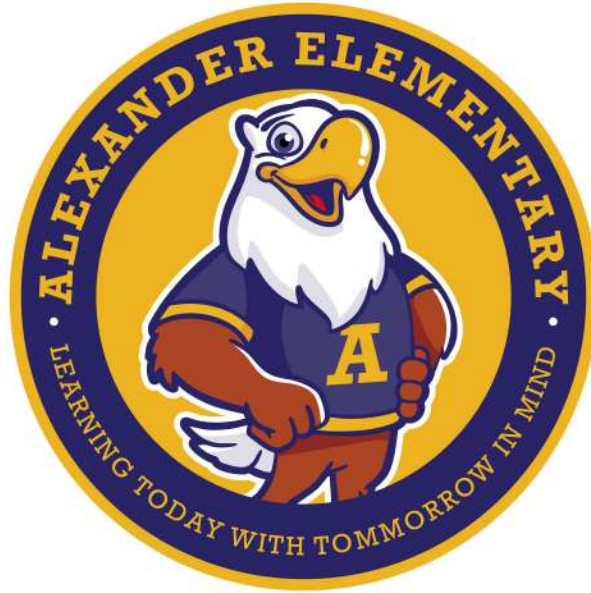


Student/Parent Handbook 2020-2021



*THE MISSION OF ALEXANDER ELEMENTARY IS TO BUILD A COMMUNITY
TO EMBRACE, ENGAGE AND EMPOWER EVERYONE EVERYDAY!*

“Leaders Light Their Paths.”

Principal, Johnnette D Nesbitt

Administrative Assistant, Marleen Hygema

The following information and guidelines about Alexander Elementary are published to help students understand, and parents have a successful school experience. If you have questions that we have not answered, please call the school office at (864) 355-1000.

WELCOME TO ALEXANDER ELEMENTARY

This handbook contains information that will be helpful to students and parents, throughout the year. Please take time to study the contents, and use the handbook when you need information concerning Alexander Elementary School.

The focus of our school is on the learner. The students' development is our central concern as we plan activities that allow for individual differences, that relate to specific learning objectives. We as a faculty and staff strive to improve our school and work for increased learning through better instruction. At Alexander Elementary, we believe that we will best achieve the total development of the learner by working together. Together we will accomplish many things!

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General Information

School Phone Number: 864-355-1000

Administration: Mrs. Nesbitt 864-355-1010 Ms. Hygema 864-355-1032

Address: 1601 W. Bramlett Road, Greenville, SC 29611

School Student Hours: 7:15 – 2:30

School Mascot: Alex the Eagle

School Colors: Blue and Gold

School Tagline: Learning Today with Tomorrow in Mind.

School Theme: Leaders Light Their Paths

Purpose, Vision, Mission, and Beliefs

Purpose – WHY we exist as an organization

The PURPOSE of Alexander Elementary is to provide scholars with a quality educational experience that fosters a productive and successful life.

Vision – WHAT we want to achieve as an organization

"To produce scholars that are successful and empowered to compete globally, based upon their own unique talents and interests."

Mission – HOW we want to achieve our vision

The Mission of Alexander Elementary is to Embrace, Engage and Empower its community!

Beliefs – WHAT we stand for & HOW we behave as an organization

- Creating a safe, secure learning environment where respect, honesty, and appreciation of individual differences are fostered
- Cultivating and maintaining partnerships with students, parents, staff and the community
- Maintaining rigorous standards and high expectations for all students as keys to academic excellence and life-long learning
- Motivating students to become independent learners who take responsibility for their own learning
- Offering a balanced curriculum aligned with quality instruction
- Inspiring and equipping all students to discover and develop their talents in order to express their unique potential as leaders, critical thinkers, and collaborators
- Instilling a sense of pride in our schools and community

Alexander Elementary School - Handbook Highlights 2020-2021

(Please read the entire handbook for important information)

- ❖ Safety comes first at Alexander!
- ❖ Doors will open at 7:15 a.m. each morning. Do not drop students off there is no supervision until 7:15 a.m.
- ❖ All Students arriving after 8:00 a.m. must be signed in by an adult and receive a tardy pass.
- ❖ Free breakfast and lunch will be served to all students in the cafeteria each day.
- ❖ No early dismissals allowed after 2:00 p.m.
- ❖ All students must have "Early Dismissal" cards on file in the office. Only those people listed on the cards will be allowed to pick up the student from school.
- ❖ ANY change in transportation must be made in WRITING to the teacher and office.
- ❖ Please keep all telephone numbers current.
- ❖ Students may not miss more than ten (10) days without a doctor's note.
- ❖ All visitors must have their driver's license scanned in the office and receive a "Visitors Badge".
- ❖ Choose healthy snacks for classroom treats or parties. Snacks for birthdays will be served at lunchtime only. We will be modeling nutritious eating habits through our CATCH program.
- ❖ Two classroom parties will be held each year: the day before winter break and Valentine's Day.
- ❖ All classroom visits must be pre-arranged with the teacher in advance.
- ❖ DO NOT send medicine to school with your child. All medicine must be delivered to the health room by an adult. No medicine will be given without proper authorization.
- ❖ Dress Code- No foam flip flops, short-shorts, or spaghetti straps. Khaki pants skirts or skorts with blue, yellow, white or gray polo shirt --no writing!
- ❖ Teachers will send weekly newsletters. You are also welcome to contact your child's teacher for a conference any time.
- ❖ All volunteers (including chaperones) must attend the volunteer training completed one week prior to attending any field trip.
- ❖ Students will have the opportunity to use technology devices. If the devices are used inappropriately or damaged, students will have a consequence and may have to pay a fine.
- ❖ Complete handbooks are given upon request, and also available on our school website.

Alexander Directory

Administration and Office Support

Mrs. Johnnette D Nesbitt, Principal
Ms. Marleen Hygema,, Admin. Assistant
Mrs. Yaz Guzman, Clerk
Mrs. Danielle Holt, Secretary
Mrs. Marie Peralta, Parent Resource
Mrs. Brooke Confer, Title I
Mrs. Meghan Shroy, Social Worker
Mrs. Pam Colbert, School Counselor
Mrs. Jami Houck, Mental Health
Ms. Heather Smith, Nurse
Mr. Tony Norwood

Specialists

Mrs. Tyler DePalma, Instructional Coach
Mrs. Shiree Fowler, Instructional Coach
Mrs. Kathleen Acevedo, Literacy Coach
Ms. Chris Webb, Interventionist
Mrs. Dawn Burgess,, Interventionist
Mr. Rick Heavner, Resource
Mrs. Wendy Miller. Resource
Ms. Laura Dalton, TMD Neuro
Ms. Cynthia Hlamalani, TMD Neuro
Ms. Millie Jordor, Speech
Mrs. Latoi Gibson, ESOL
Mrs. Reem Alnatour, ESOL
Ms. Rebecca Valencia, ESOL
Mrs. Sabrina Jones, Challenge
Mr. Matt Griffith, Psychologist

Related Arts

Mrs. Beth Bailey, Media Specialist
Mr. Michael Parrish, Music
Mr. Gordon Taylor, PE
Mr. Stephon Lance, Art

Cafeteria

Mrs. Donna Stapleton, Manager
Ms. Rhonda Wood, Asst. Manager
Ms. Linda Smith
Ms. Samantha Russell
Ms. Denise Chung

K4 Kindergarten

Mrs. Stacie Campbell, Teacher
Mrs. Aura Ventura, Assistant

K5 Kindergarten

Mrs. Jasmine Dawkins, Teacher
Mrs. Tabitha Norwood, Assistant
Mrs. Anitra Graves, Teacher
Mrs. Jori Franscino, Assistant
Mrs. Keira Mansilla, Teacher
Mrs. Tammy Welker, Assistant

First Grade

Mrs. Katie Ramirez
Ms. Harper Powell
Ms. Kaelin Mlay
Mrs. Wanda Carter

Second Grade

Mrs. Missy Carter
Ms. Sandra Grant
Mrs. Shelley Sikes

Third Grade

Ms. Chelsea Littlejohn
Ms. Mignona Hall
Ms. Carolina Handley

Fourth Grade

Mr. Joshua Barnes
Mr. Hunter McClure
Mr. Jim Housley

Fifth Grade

Mrs. Kelly Day
Ms. Candice Tisdale
Ms. Anna Bridges
Mrs. Celine Raybon

Maintenance

TBD, Plant Engineer
Mr. Stephen Muhammad, Groundskeeper
Ms. Janice Wilson
Mr. Vince Grimes

DAILY SCHOOL SCHEDULE

*School office hours are from
7:30 a.m. - 4:00 p.m.*

7:15 a.m. to 7:45 a.m. – Breakfast in the Cafeteria

7:45 a.m. - Students report to class once being picked up by teacher from Early Room.

8:00 a.m. - Classes Begin/Announcements

2:30 p.m. - Students Dismissed

Students that have not been picked up by 2:50 p.m. are moved to the front lobby and must be signed out by a parent/guardian. A pattern of late pick-ups will result in a meeting with administration.

Safety

Due to the safety and security of all children we ask parent to sign students in after the 8:00 AM bell. There is only one door that can be unlocked for parents and students to enter the main office from outside the school after the bell. To ensure safety, only students will go through another door from the office to their classroom, and parents will need to go out the door that they came in to return outside. When visiting the school or picking up a student a Driver License must be presented by an adult 100% of the time.

Arrival/Departure Procedures

Students can start arriving to school at **7:15 AM**. Students will not be allowed inside the school before this; due to staff morning duty not starting until this time! The students will enter the school and go into the cafeteria to eat a hot breakfast. Students arriving after 8:00 am will be considered tardy. At 8:00 am all adults must sign students in at the front office in order for them to receive a tardy slip and go to class. All students who arrive after 8:00 AM will be counted as tardy. You will receive a daily phone message (automated) to alert you if your child is absent or tardy.

Parents **Will** be allowed to walk their children to their classroom in the morning during the **first three days** of school.

At dismissal, bus riders are dismissed first and then car riders by grade level. Parents must identify the transportation method (walker, car rider, bus rider, daycare) each school year so that students will be in the correct dismissal location. If a student is to go home in a different manner, **WRITTEN** permission should be sent to the school. Parents may not enter the front of the school to pick up their children as they are dismissed. This is for the safety of your child/children. If you have a scheduled appointment you must check your child out before 2:00 PM! There will be no early dismissals after 2PM!

Bus riders who ride the morning bus to Alexander Elementary arrive at approximately 7:15 a.m. They are delivered to the bus driveway entrance. They also board their bus in the afternoon in the same area.

Walkers & Bike Riders: Patrols are on duty at crosswalks by 7:30 a.m. When walking to school, children should cross at crosswalks under the direction of the safety patrol or adult crossing guard. Bicycle riders should walk their bikes after entering school property. The bike rack is located outside the library courtyard door. Bicycles should be locked at all times. The school cannot be responsible for the theft or damage to any bike.

Car riders are delivered and picked up in the one-way front driveway of the school. At dismissal, car riders are called by name and escorted to waiting vehicles. For the safety of all, drivers should use

extreme caution when delivering or picking up students. During times of high traffic, drivers are asked to pull up to the end of the awning before unloading or loading their vehicle. Students should get in and out of cars on the curb side of the vehicle.

Safety Procedures for car drivers:

In an effort to keep our students safe and due to past issues, please refer to the safety procedures listed below. Thank you.

- SLOW DOWN when driving through the car line. The recommended safe speed in any parking lot is 5 mph or less. Remember that a child can run in front of your car unexpectedly, giving you little reaction time.
- Dropping your child off in the parking lot and having them cross the crosswalk on their own is not permitted! Children must be accompanied by an adult.
- Give adequate room between your vehicle and the vehicle in front of yours for you to pull out if necessary. You should wait for a signal from the patrol/crossing adult before doing so.
- Put your vehicle in park before allowing students to exit your vehicle.
- Be certain that all passengers have exited your vehicle before pulling off.
- We are a NO CELL PHONE ZONE school. Please do not text or talk on the phone as you drop off and pick up your child/children.

Please note: Alexander is a part of the Breathe Better Program (B-squared) which is anti-idling program to promote a healthier environment. There are signs that prompt drivers to remember to turn off their engines while waiting on their children at dismissal. Thanks in advance for helping us promote a healthier environment.

Students that walk or ride a bicycle:

First and foremost, Alexander Elementary strongly encourages all parents to pick their children up through the car line. For parents that have made the decision for their child/children to walk or ride a bicycle to and from school, please note key points listed below:

- The crossing guard is not employed by the city to watch students, but to cross them safely at the crosswalk at 7:30 am and again at 2:30 pm. If you are walking your child to and from school, please listen for the crossing guards instructions. Remember to walk between the white lines.
- Parents of walking children **MUST** arrive at the crosswalk NO LATER THAN 2:30 pm for pick-up or your child will be returned to the school.
- Finally, if it is raining, thundering or lightning, you will need to pick your child up at the school. You should use the car line or walk down to the front door.
- Bicycle riders must walk their bikes across the crosswalk and down the hill to the bike rack after entering school property. The bike rack is located outside the library courtyard door. Bicycles should be locked at all times.

Early Dismissal

If parents need an early dismissal for their child before the end of the day they must send a note in the morning with the time they will pick up their child. Parents must sign the student out in the main office. **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 will be given after 2 pm.**

Prohibited Articles

Articles which are hazardous to the safety of others or interfere in some way with school procedures may not be brought to school. Such items as guns, toy guns, knives, box cutters, razor blades, etc. are not permitted at school. They will be taken from the student and a parent conference will be required.

Expensive articles such as toys, electronics, etc. should not be brought to school. These items may be damaged and the school is not responsible. Real weapons will not be returned. Parents will have to pick up any items taken. Items considered dangerous could result in your child being suspended or possibly recommended for expulsion.

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

Attendance

In South Carolina, All children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents/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 healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

I. Lawful Absences

- A. 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 two (2) days of the student's return to school.
- B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- C. 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.
- D. 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.
- E. 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.

II. Unlawful Absences

- A. Absences of a student without the knowledge of his or her parents.
- B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not to be counted as an unlawful absence for truancy purposes.

III. Approval of Absences in Excess of Ten (10) Days and Approval Credit

A. 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. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence.

B. 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 year course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.

IV. 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 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), 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.

V. Tardiness

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for the other students in the class as well. Additionally, the tardy student misses important instruction. Each school has guidelines for the disciplinary consequences for tardiness.

Bus Information

Students who live within the Alexander Elementary attendance area and their homes are more than 1.5 miles from the school are eligible for school bus transportation. In addition, all students are transported by school bus for field trips in the area. It is absolutely necessary for the safety of all passengers to follow bus safety rules. Bus safety drills are held twice a year for all students. Students are expected to follow the driver's directions. If your child does not follow the driver's directions the following consequences will result:

1st incident - driver warns student

2nd incident – 5 day suspension

3rd incident – 10 day suspension

4th incident--- permanent suspension.

*Note: At any time, the driver may feel that a problem of great magnitude warrants an immediate referral to the school administrators, bus office, or proper authorities. This action could result in a student's temporary or permanent loss of the privilege to ride the bus.

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.

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

- 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 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 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

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus ten (10) days and parent conference

- 3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Disabled Students:

Students with disabilities will be 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.

Greenville County Schools General Procedures for Transporting 4K, 5K, and 1st 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 31st 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 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

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

Front:

Student Name
Unique number
[] Student designee name (4th grade or above)
Route number

Back:

Student Address

Driver Responsibilities:

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

Breakfast and Lunch

The lunchroom manager and her assistants provide a nourishing well-balanced breakfast and lunch each day for students and staff. We are excited to implement the ***Culinary Creations Healthy Menu***. For lunch, we offer two main course choices and a vegetation station, which includes soup and salad as an entrée choice. In addition, they offer healthy snack items, which can be purchased separately. Menus are sent home at the beginning of each month, posted on our school's webpage and the district link. While students are encouraged to eat the lunch prepared at school, they may bring a lunch from home. Please do not send carbonated drinks to school.

All students will be provided a Free breakfast and lunch. Parents are invited to come for lunch. They should send a note to the teacher on the day they are coming so that the cafeteria can plan for extra food. If you have questions about the meal program call Ms. Stapleton at 355-8088.
Breakfast is served FREE in the classroom for every student at Alexander Elementary.

New Healthy Choices for Alexander Elementary

We are requesting parents NOT to send in unhealthy birthday treats for their children, such as cakes, cookies and cupcakes. What we'd like for parents to do (if you choose) to celebrate their child's birthday is to refer to the Healthy Snacks list and send in items that are healthier to eat. In the past we've seen some pretty creative healthy treats come in that were just as yummy and fun for the children to eat. Join us in becoming healthier and making sure we are raising healthy children who are empowered to make healthy decisions in the future about their health.

Healthy Snack List

Fresh fruit	Unsweetened applesauce	Pretzels
Dried fruit	Canned fruit packed in its own juice	Graham crackers
String cheese	Trail mix	Goldfish crackers
Bottled water	100% fruit juice boxes	Rice cakes
Unbuttered popcorn	Whole grain dry cereal	Whole wheat crackers
Yogurt	Cottage cheese	Baked Chips
Granola bars	Raw vegetables	

Snacks to leave at home: regular chips; beef jerky; candy; cookies; snack cakes; doughnuts; fruit roll-ups; Pop-Tarts; fruit-flavored gummies; Rice Crispy Treats; and even 100-calorie packs of cookies, cakes, or chips

Care of Property

Students are expected to treat school materials, furnishings, equipment, and property with care and respect. ANY DAMAGE DONE TO SCHOOL PROPERTY MUST BE REPAIRED OR REPLACED AT THE EXPENSE OF THE OFFENDER.

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. Please look at testing for criteria on the district webpage.

Child Abuse

Any school employee acting in an official capacity who has reason to suspect a child under age 18 is being 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.

Conduct with 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. 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."

Discipline

Teachers at Alexander Elementary want every child to feel welcome and safe in their classroom. Providing guidelines for behavior is an important first step. In partnership with the parents of their students, teachers establish and maintain classroom management so that there are few disruptions to the learning process. The updated school district Code of Behavior is followed for unusual and severe situations. This Code can be viewed on the district web site at www.greenville.k12.sc.us and it was mailed to each student's household in August in the Parent Express. Alexander Elementary is proud to be a PBIS School since 2011. This is a school-based discipline policy. The district's policy supersedes all others. Our school-based Code of Conduct is as follows:

Alexander Elementary Behavior Plan

Consequences

Warning/Call-out
Silent Lunch Table
Time out in a Buddy Teacher's classroom
Note/Phone Call home
Administration

Positive Incentives

Earn Eagle Bucks for Eagle Mart
Eagle Wings
Recognition on intercom/school
Note home
School-wide Incentive
Recognition on intercom

School-Wide Positive Reward System

ALL SCHOOL RULES APPLY TO CONDUCT AT THE BUS STOP, AS WELL AS RIDING BUSES.

All staff, with the exception of homeroom teachers, will give out eagle bucks for students showing good behavior. Students may use their eagle bucks to purchase various prizes at the Eagle Mart. In addition, classrooms can earn eagle eggs for classroom incentives.

Device Expectations

Device Expectations

When I use the device, I agree to be safe, orderly, and respectful.

Safe:

I will never use the Internet to search material that is inappropriate for school.
I will not change any settings, create bookmarks, add, or remove apps.
I will never allow the device to leave the classroom, without permission.
I will never share personal information, including my password.

Orderly:

I will only use the apps that my teacher has instructed me to use.
I will properly get my device and return it to the appropriate place.
I will only use the numbered device that my teacher assigns me.
I will close all apps and return the device in its original condition when I am finished.
I will take care of the device by holding it carefully, and keeping it away from food or drinks.

Respectful:

I will only use the device at appropriate times. When my teacher is talking or giving directions, I will not be on the device.
I will not allow the device to distract me from learning.
I will not use my device to record (photo or video) others without their consent.
I understand that using the device during class time is a privilege; if I choose not to follow the above expectations, I will lose the ability to use the technology.

Student Name: _____

Student Signature: _____

Parent Signature: _____

Alexander Elementary School Dress Code

Purpose:

To increase students' focus on learning without distractions
To increase students' academic performance
To increase the students' sense of belonging to a community of learners
To decrease the interruption to academics because of Dress

Dress Code:

1. PANTS/SLACK/CAPRIS: KHAKI ONLY.

Khaki (tan). No navy blue or blue jeans/blue denim.

2. SKIRTS/SHORTS/SKORTS/JUMPERS: KHAKI ONLY.

Navy Blue or Khaki . No navy blue or blue jeans/blue denim. Shorts must be at least fingertip length. No short shorts or "daisy duke" shorts.

Jumpers must be worn with a blouse or shirt. The length of skirts, skorts and shorts must be at least mid-thigh.

3. SHIRTS: SOLID COLORS ONLY. Blue, Gold/Yellow, Gray and White.

All shirts must have a collar. Acceptable styles include: Golf/polo shirts in short or long sleeve, oxford style button down collared shirt, cotton blouse with a peter-pan collar; turtlenecks and mock turtlenecks. Shirts and blouses must have a collar and must be a solid color (turtleneck shirts are permitted).

4. SWEATERS/SWEATSHIRTS/CARDIGANS: SOLID COLORS ONLY.

Navy blue ,Gold/Yellow, Gray, White or Black. Must be worn with a collared shirt and should be plain with no logos on them.

5. LEGGINGS/TIGHTS: SOLID COLORS ONLY. Navy blue, Black or White are allowed, under attire that meets uniform specifications.

Dress Code Infractions:

1st Infraction- Call home

2nd Infraction- Call parents to bring appropriate clothing

3rd Infraction- Child will be sent home-attendance will count against student

School District Policies and Rules

Greenville County Schools
Student Behavior Code
(Revised May 18, 2010)

Student Behavior (Policy JCDA)

The Board expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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

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

Application of this Policy

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

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

Student Conduct Away from School Grounds or School Activities

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

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

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

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

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

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

Levels of Offenses

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

Disorderly Conduct - Level I

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

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

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

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a

student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)

- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

Disruptive Conduct - Level II

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and 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 aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco 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. 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.)

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

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

Note Regarding Students Under the Influence

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

Note Regarding Recommendations for Expulsion

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

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

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

Extenuating, Mitigating, or Aggravating Circumstances

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

Discipline of Disabled Students

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

Paging Devices, Telecommunications Devices, and Cell Phones

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

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

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

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

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

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

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

Suspension (Summary of Policy JDD)

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

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

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

The Board delegates the power of suspension to District administrators.

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

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

Missed Work

Students who are suspended must make up missed work.

Expulsion (Summary of Policy JDE)

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

A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

Harassment, Intimidation, and Bullying (Summary of Policy and Administrative Rule JCDAG) 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.

Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

Sexual Harassment (Summary of Policy JCDAG)

All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, should report the incident in accordance with JCDAAG. A parent may also report suspected sexual harassment on behalf of his/her child. Students will not be subject to retaliation or reprisal for having reported sexual harassment

Gang Activity or Association (Summary of Policy JCDAE)

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

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

Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should report it to a school administrator. A report may also be filed by a student's parent. If an employee receives a report of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the report to the school's principal or other designated contact person as soon as practicable.

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 JCDAAG, 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.

Searches, Student Interrogations, and Arrests **(Summary of Policy JCAB)**

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

Searches

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Contacting Law Enforcement

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code). The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

Interrogations by School Personnel and School Resource Officers

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

Interrogations by Law Enforcement

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

Weapons in School **(Summary of Policy JCDA)**

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

Weapons (firearms)

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

Alcohol Use/Drug Use **(Summary of Policy JCDAC)**

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

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

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

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

Tobacco Use (Policy JCDAB)

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

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/oup.asp.

Participation in Extracurricular Activities

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

Dress Code (Policy JCDAF)

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

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

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>

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. See the District Homework Policy below.

Policy IHB – Rule

Homework Rule for Administrators, Teachers, Students, and Parents

Administrators:

- Ensure that homework policies and regulations are shared with staff, students, and parents.
- Promote coordination, consistency, and articulation among teachers within grades, teams, and departments.
- Monitor the implementation of homework policies and regulations.
- Monitor the relationship between curriculum standards and homework assignments.
- Support and/or develop programs and practices that assist students in completing homework.
- Make homework a topic of parent and faculty meetings.
- Limit homework assignments during state-mandated assessments.

Teachers:

- Never give homework as punishment.
- Teach students the skills they need to study independently including organizing, outlining, note-taking, etc.
- Assure that students have concepts and skills necessary to do the assignment; insufficient preparation for homework may result in higher levels of student frustration.
- Make clear the homework expectations for students in completing assignments and turning them in on time.
- Be clear about how homework assignments are tied to grades.
- Review and complete the assignment before giving it to students and anticipate difficulties. Feel confident that students at various levels of achievement have a reasonable chance of successfully completing the assignment, or differentiate it as needed.
- Design and assign homework that is meaningful, engaging, and supportive of the curriculum.
- Vary homework assignments: short-term and long-term; practice of new skills; written or oral reports; preparation for upcoming lessons; enrichment exercises; assignments to spur creativity, etc.
- Make sure students understand the reasons for the assignment and know how to complete it successfully. Provide specific written explanation and rubrics to students and parents for long-term assignments and check progress periodically.
- Make sure students have access to any materials needed to complete an assignment.
- Direct students to write down assignments or hand out rubrics for long-term assignments.
- Daily assignments should not be overly long; research shows that teachers usually underestimate the amount of time necessary for students to complete homework.
- Coordinate homework assignments with other teachers whenever possible so that students do not receive excessive assignments on a single night. Care should also be taken to prevent any one subject from dominating a student's homework time.
- Give consideration to limiting assignments over holidays, vacation time, and weekends.
- Refer to homework content in class and use in classroom assignments to reinforce its value.
- Give prompt feedback on checking homework, correcting errors, and reviewing important

concepts.

Students:

- Write down all the day's assignments in a specific place.
- Be sure all assignments are clear; don't be afraid to ask questions before you leave class.
- Organize and take home all materials necessary to complete assignments.
- Set aside a regular time to study each evening.
- Have a quiet, well-lit place to study.
- Complete assignments carefully and thoughtfully with attention to detail and quality of work.
- Complete assignments on your own and to the best of your ability.
- Complete and turn in assignments by the specific due date.
- Talk to your teacher about problems with understanding of assignments, skills, content, volume of homework, or other circumstances that the teacher needs to know.
- Read nightly for pleasure.

Parents:

- Set aside a regular study time that is not interrupted by family plans, school activities, television or computer time, and with a definite beginning and ending time.
- Establish a study area, away from household distractions, with good light and space for studying.
- Make sure your children have the materials they need to do assignments and a safe place to store them.
- Help your children organize school materials and keep their book bags cleaned out.
- Be supportive when students get frustrated or discouraged with particularly difficult assignments, but do not complete assignments for them. Provide encouragement and reinforce the importance of doing the work.
- Emphasize the importance of reading by encouraging your children to read independently and read aloud to them.
- Be supportive of teachers and contact them whenever necessary to clear up any misunderstandings, troubleshoot problems, and be better informed about the teacher's expectations.
- Impress the importance of turning in assignments by the specific due date.
- Provide educational activities that broaden your child's interests, such as visits to museums, the zoo, the library, and places of historical significance.
- Request assignments for students when short term absences are necessary.

Equal Opportunity

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.

Extended Day

This program is no longer provided at Alexander Elementary School

Grading Scale

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

Health Room

Alexander is staffed by a registered nurse. Her duties include:

- Calling parents when a child has a temperature of 100 degrees or is too sick or uncomfortable to remain at school
- Administering first aid for minor injuries
- Administering over-the-counter medications IF a parent sends the medication to her with instructions for dosage and a signed and dated note
- Administering prescription medications IF a doctor's form and written parent permission are on file in the health room
- Maintaining records of each child's visits to the health room
- Vision screening for grades 4K, 5K, 1st, 3rd, and 5th grades are conducted
- Hearing screening for grades 4K, 5K, 1st, 2nd and 3rd grade are conducted
- Monitoring immunization records for compliance with SC state law
- Develops individual healthcare plans for students with chronic health related problems
- No medications can be administered at school unless they are given by the nurse.

Instructional Program

Alexander offers a rigorous and challenging academic program in the areas of English/language arts, writing, mathematics, social studies, and science using SOUTH CAROLINA COLLEGE-AND CAREER-READY STANDARDS .

SIC (School Improvement Council)

The School Improvement Council is charged to develop the school's improvement plan, which consists of beliefs, mission, vision, performance goals for student achievement and strategies for implementation. Any parent, community member, teacher, etc. are welcome to join. A meeting schedule is on the school's webpage.

PTA (Parent Teacher Association)

The PTA renders a number of valuable services to the school and sponsors several fundraising projects during the year. You are encouraged to become actively involved in supporting the PTA activities and joining a committee of interest. Please refer to the schools webpage for monthly PTA Board meetings. PTA membership dues are: \$5.00 for individuals. You will receive a membership card once you have joined. The officers will be presented at the beginning of the year and their contact information will be made available on the school's webpage.

Parent Conferences

There will be at least two conferences between the child's teacher and parent during the school year, usually at the end of the first and third 45-day reporting periods. All parents are expected to attend these scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school office for an appointment with your child's teacher. When teachers observe the need, additional parent-teacher conferences, will be requested.

Report Cards

Report cards are issued 4 times a year at the end of each 9 week quarter. Student tardiness and absences for the year will be noted on the report card each nine weeks. They will be sent home in report card envelopes. The parent may keep the report card and return the signed envelope to the teacher. In addition, the state of South Carolina issues report cards for each school in the fall of the year. Schools are graded based on student standardized test score results in grades 3 through 5 and student and teacher attendance.

Promotion/Retention

The curriculum at Alexander 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 before and during the retention process. During the first parent conference, parents are informed if the child is not successful on grade level. 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 benefit from continuing in the same grade another year.

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, 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.

Transfers

In order to make the transition as smooth as possible, when a student is moving to another school from Alexander, the teacher and school office should be notified as soon as the move is finalized. A transfer form will be prepared for the new school and can be picked up by the parent on the last day of a student's attendance. School records will be forwarded to the receiving school upon request from that school.

Related Arts

All students have a 45-minute library, art, music, STEAM, and physical education class each week. Additionally, some students participate in activities in the media center, computer lab, and science lab weekly. Classroom teachers and related arts teachers work together to integrate the subjects they teach.

Safety

Safety is of the highest importance of students and staff at Alexander. All visitors and volunteers are required to sign in and out during the school day, wear a nametag, and enter by the front office door.

Outside doors are locked. Drills are held to help students practice safety precautions for fire, tornado, and bus evacuations.

Sign-In System

All visitors will sign in on the new computerized system,. When parents, visitors, and volunteers visit the school, they will be required to sign-in on the computer that is located in the front office. Driver license is required. A label will be printed once the visitor has signed in and must be visible during the visit. There are occasions (testing, etc.) when a classroom visit cannot be allowed. It is recommended that a visitation time be established in advance.

Volunteers

Working as a school volunteer can be exciting and fun. Your volunteer help can meet the needs of children in many ways. Please consider volunteering this year. Forms will be available at Meet the Teacher Night.

All volunteers workinG in the school or going on field trip must complete volunteer training and has cleared through the ID check system. Parents attending any field must be cleared one week be for the field trip.

Snow

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

School Parties

PTA Room Parent(s) and teachers plan parties and activities for students each year. Individual birthday parties at school are not allowed; however, parents may bring healthy treats for the class at lunch time.

Smoking

There is no smoking on school grounds at any time.

Tardiness

Students should be seated in the classroom ready to begin the day at 8:00 a.m. each morning. Students who are late miss valuable instructional time and can disrupt classroom procedures. Perfect attendance is determined each nine weeks and at the end of the first and second nine week periods.

The following criteria is used:

tardies (excluding medical excuses) will eliminate your child from obtaining perfect attendance for the nine week grading period.

Testing

Alexander follows state and district standardized testing schedules. Grade 2 takes the (ITBS) Iowa Test of Basic Skills and the CogAT (Cognitive Abilities Test). These measurements rank their performance nationally and help to determine the students who will be eligible for the Challenge program for gifted students in grade 3.

Textbooks

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

Priorities for Performance Education Plan



Building College- and Career-Ready Graduates
Inspired | Supported | Prepared

STRATEGIC GOAL AREAS
Goal 1: Student Success
Deliver high-quality curriculum, instruction, and interventions that meet the needs of each student.
Goal 2: Premier Workforce
Recruit, retain, and develop exemplary personnel in all positions.
Goal 3: Caring Culture and Environment
Provide a safe and healthy environment that promotes learning and respectful relationships.
Goal 4: Resource Stewardship
Ensure efficient use of resources through effective management and development.
Goal 5: Community Engagement and Communications
Generate support and system effectiveness through partnerships, communications, and recognitions.

VISION	PRIORITY FOCUS AREAS
Students INSPIRED, SUPPORTED, and PREPARED for their next opportunities in life, education, and employment	Improve Reading Performance - Enhance focus on early literacy and K-8 reading.
	Improve Classroom Environment - Provide more hands-on learning, reduce class size, and decrease teacher burden.
	Increase Choice Options - Offer more educational options, approaches, and pathways for students and families.
	Provide Excellent Teachers and Principals - Recruit, develop, and retain high quality teachers and school leaders.
	Expand Whole Child Supports - Promote student well-being in the learning process by increasing mental health supports and teaching social, emotional, and life skills.
	Expand Graduation Plus - Provide comparable support and equitable opportunities across multiple pathways for students whether preparing for four year college or seeking career and technical expertise.

BELIEF STATEMENTS: <i>We believe...</i>	MISSION
Students achieve best in a safe and inviting environment where they are engaged in learning.	We build COLLEGE- AND CAREER-READY GRADUATES by connecting students to engaging classes and meaningful experiences that cultivate world-class knowledge and skills, while developing character, leadership, and citizenship.
Students must have highly competent and caring teachers, principals, and support staff.	
Students must have equitable and high-quality educational opportunities that evolve and change to reflect the world around them.	
A successful educational culture empowers students to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.	
A successful educational culture develops students who are empathetic, respectful, resilient, and act with integrity.	
Embracing diversity and inclusion leads to mutual respect and breaks down barriers.	
Education is the shared responsibility of students, home, school, business, and community.	
Curriculum and instruction must meet the needs of all students and prepare each student for success.	
Early reading and mathematical thinking are the foundations for educational success.	
Our educational organization prepares students to value learning and contribute to society, which has a lasting positive impact on our communities.	

Thank you in advance for entrusting us with your children. We aim to provide the best educational experience while assisting you in nurturing your children to become responsible and productive students.