



2024-2025

Student Handbook



Carolina High School Trojans
GREENVILLE COUNTY SCHOOLS



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Attendance

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle

school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful absence. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student’s absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Arrival & Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District’s Behavior Code set forth in [Policy JCDA](#), and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students in classrooms during the instructional day. All personal devices must remain out of sight of others and be silenced during this time. Students, however, may use personal electronic devices during class changes, lunch, and other times outside of the classroom during the instructional day unless directed differently by the principal or principal’s designee. The instructional day for high schools shall be from 8:45 a.m. to 3:45 p.m. The instructional day for other special centers, such as the Fine Arts Center and Roper Mountain Science Center, shall be determined by the location administrator in accordance with the instructional activities of that facility.

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

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

Levels of offenses

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

Disorderly conduct - Level I

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

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

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

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses).
- 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 aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not consistent with Board policy

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

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

Criminal conduct - Level III

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

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

person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the

educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle school and high school, student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Consequences

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal

- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

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

Level III Consequences

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

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Anti-Bullying and Safe Schools

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

Reporting Bullying, Harassment & Discrimination

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

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

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

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in

writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDAG. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found on the website. [Title IX](#)

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of

homework: Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

SC Uniform Grading Scale

2nd-12th Grade

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

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

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

Grading Floors

High School Students (Grades 9-12)

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

Seat Time Recovery

Students who don't qualify for credit because they have exceeded the allowed number of absences may participate in Seat Time Recovery.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be administered by the District on a case-by-case basis and only for students who have excessive absences that have been approved. General requests for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement.

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 and 3 days for a 45 day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

Family Educational Rights and Privacy Act (FERPA)

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

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

provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

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

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

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

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

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

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

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

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

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

[Insurance](#)

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

Parent's Right to Know

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

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

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

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

Student Use of Technology

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

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

Board Policies and Administrative Rules

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

About Carolina High School and Academy

Vision

Our vision is that all students will graduate with the knowledge, skills, experiences and attributes to achieve success beyond high school.

Mission

Our mission is to enrich our community by helping all students reach their full potential through engaging experiences that are challenging, authentic and embrace diversity.

Carolina High School & Academy Beliefs

- We believe that we can empower students to succeed as lifelong learners through individual and

collaborative efforts.

- We believe that all students will adhere to and reach the high expectations we set forth and model.
- We believe that our diversity and challenges will make us stronger and not be an obstacle or excuse in our way.
- We believe that we will treat all members of our school, our community and our stakeholders with the respect and dignity they deserve.
- We believe our students and our parents are our customers and we will serve them to the best of our abilities, creating a dynamic partnership.

Alma Mater

Oh, we love thee, Carolina
To victory and song
That so proudly stands today;
And Carolina live forevermore.
And we will sing thy praises
Oh cheers for days gone by,
As we go along our way.
We'll hold her honor high
May our ideals high be lifted
And shout her praises ever to the sky.
And thy light be bright and clear,
For we love thee Carolina
As we tread the path of knowledge
That so proudly stands today,
To our goals that we seek here.
And we will not forget
O let us cheer her on
Though we be far, far away.

Characteristics of a CHS Ideal Graduate:

- Accountable
- Goal Driven
- Civic Minded
- Passionate
- Collaborative
- Professional
- Creative
- Self-Advocate
- Critical Thinker
- Work Ethic

Important Links

- [Student Calendar 24-25](#)
- [Student Calendar 24-25 \(Spanish Version\)](#)
- [Carolina High School & Academy Bell Schedule](#)
- [District Technology Acceptable Use Policy](#)

Personal Electronic Device (Cell Phone) Policy

Classroom:

- Carolina classrooms are for learning and cell phones detract from our purpose.
- There is no cell phone use during classroom instructional time—which is bell to bell.
- Cell phone infractions will result in action in line within our discipline policy.
- Blatant refusal to obey may require exclusion from the learning environment.

Before School, Class Change, Lunch:

- Students may use their cell phones before and after school, during class change in the hallways, and at lunch.
- Audio from a cell phone must not be played loud enough to be heard by others.

Consequence for Cell Phone Policy Violations:

- **1st Offense** Lunch Detention, Parent Contact
- **2nd Offense** 1 Day ISS
- **3rd Offense** 2 Days ISS
- **4th Offense** 1 Day OSS

Notes:

- Any student that interacts in a rude or disrespectful way to any school official during this process will automatically receive a referral for disrespect and follow our discipline policy.

- PED, for the purpose of this policy, includes such things as cell phones, ear buds, headphones, iPods, cameras, handheld video games, etc.
- This policy does not deal with the misuse of school assigned devices, which is a separate policy.
- All PEDs brought to school are at the owner's risk and the school assumes or takes on no liability. The school is not responsible for the theft or damage of any students' personal device.

Dress Code

1. Student ID must be worn around the neck at all times.
2. Hats, hoods or other head coverings, such as bonnets or do-rags, may not be worn.
3. Trousers/slacks/shorts must be worn at waist level.
4. Shorts and skirts must be finger-tip in length.
5. Pants may not have holes above fingertip length.
6. Shirt must touch pants.
7. Shirts must have sleeves.
8. Blankets, slippers, one-piece bodysuits, or clothing that displays profanity, alcohol, tobacco, drugs, or other inappropriate material are prohibited.

Tardy Policy

Late to school and late to class are treated similarly. Instructional time is important time. Students are expected to be in class, on time, each block of every day. Students will be turned away from entering the classroom if late and students are then required to get a tardy pass from one of two centrally located tardy kiosks. This is a semester policy.

This policy may change at the quarter to best support the learning environment.

Early Dismissals

Senior Criteria:

- Classified as a senior with CCR designation
- Enrolled in courses needed to complete requirements of the SC High School Diploma
- Scheduled for two (2) periods per semester
- Parent/guardian signs and submits request form by deadline

Junior Criteria:

- Classified as a junior with CCR designation
- On track to complete requirements for the SC High School Diploma • scheduled for three (3) periods per semester
- Presented proof of registration for a college course taking place at a time that would require him/her to get out of school early
- Parent/guardian signs and submits request form by deadline

Students must leave the high school within 10 minutes of their last class unless they have approval from administration.

Visitors and Volunteers

- Visitors are required to sign in and obtain a visitor's badge from office personnel.
- Visitors are required to show an appropriate picture ID.
- Unauthorized visitors on campus are subject to trespassing charges.
- Students are not to invite friends and relatives to visit them during the school day or during lunch.
- State Law 16-551 (from the Code of Laws of South Carolina) and City Ordinance 24- 88 (City of Greenville) establish guidelines for unauthorized persons on a school or university campus.

If you wish to become a Volunteer for Carolina High School, please see our front office or call 964-355-2373 for more information.

Medications

All medications, over the counter and prescription medication, must be checked in with our school nurse. Please bring medication directly to the nurse, along with directions for use. Please contact our school nurse at 864-355-2307 with any questions you may have.

Athletics-Code of Conduct/Eligibility

Expectations of Athletes

Carolina High School & Academy athletes have a duty to:

- Achieve maximum academic performance in all of their classes
- Follow all rules established by the coach(es) for their sport, the athletic department, the school, the school district, and the South Carolina High School League.
- Make a full commitment to their team and their teammates by hard work, cooperation, conscientious practice and planning, mental and physical preparedness, regular attendance at practices and games, and a winning attitude achieved by incorporating team play, ethical conduct, sportsmanship and fairness.

Eligibility for Athletics

- To be eligible in the first semester a student must pass a minimum of five (5) Carnegie units applicable toward a high school diploma during the previous year. At least two (2) units must have been passed during the second semester or summer school and have an overall passing average.
- To be eligible for sports in the second semester a student must pass two (2) Carnegie units applicable toward diploma during the first semester if they were ineligible at the start of school. If they were eligible at the start of school, they only have to pass four (4) at the semester point and have an overall passing average.

Required Forms for Athletics

- State certified birth certificate (one time only; copy will be kept on file).
- Physical examination (each year dated after April 1st).
- Parental permission (each year).
- Purchase athletic insurance (each year).
- Students will not be allowed to either practice or become a member of a team without this coverage.
- Because this policy is mandatory, it covers only injuries received during practice for or participating in a high school sport.
- This required policy should not be confused with the school time/24-hour plan which is optional and covers all school time injuries including all athletic injuries except football.

Breakfast and Lunch

GCS Food Services provides breakfast and lunch daily to students at Carolina High School for free.

Health and Wellness Education

All students pursuing a regular high school diploma are required to complete 1 Unit of Physical Education or the Air Force Junior Reserve Officer Training Corps (JROTC). Health and Safety Education is taught once at the high school level through the state required Physical Education I course. Other Health Courses may be offered as an elective that concentrate on the topics of Personal Health and Community Health. Elective Health courses do not replace the required PE I course that is necessary to graduate. For more information, please see the GCS Health and Physical Education Department site at: <https://sites.google.com/a/greenvilleschools.us/gcs-health-physical-education/>

School Insurance

- All students are urged to take the school accident insurance protection plan offered at the beginning of the year.
- Accidents should be reported immediately and all claims must be filed within 20 days.
- The school times/24-hour plan, which is optional, covers all school time injuries, including all athletic injuries except football.
- Athletic insurance is mandatory while the school time/24 hour plan is optional.

GCS School Counseling/Guidance Information

- Parents who wish to confer with a counselor or teacher should contact the guidance department at 864-355-2304 to schedule an appointment.
- It is the parents'/guardians' responsibility to bring to the attention of the school any handicap their student may

have if not previously noted in the student's record.

- If a student moves during the school year, they should report change of address and phone number to the school registrar. It is imperative to have correct student information at all times.
- More information may be found on their website at:
<https://sites.google.com/greenvilleschools.us/chs-counseling/home>

Backpack Information/Student Progress

Parent Backpack is a valuable tool to help schools and families communicate with one another. It also allows parents/guardians to monitor their children's grades, assignments, and attendance, and gives parents/guardians access to update the list of individuals who can pick up their children from school. Parents will also be able to invite others (i.e., grand-parents, babysitters, etc.) to have viewing rights to their child's information without giving them access to change any data or pick up rights.

For more information regarding Backpack for Parents, including how to create a Backpack account, please see:
<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

Bell/Daily Schedule

Our most up to date bell schedules are located on our website at:
<https://www.greenville.k12.sc.us/carolina/main.asp?titleid=bell>

Personalized Learning

Carolina High School is a one-to-one device school, which provides all students an issued Chromebook to advance personalized learning to the greatest extent possible. Personalized Learning is instruction that is tailored to the needs of the individual student. Technology allows teachers to effectively and efficiently assess and meet the needs of each student by personalizing learning.

The Greenville County Schools' Associate Superintendent for Academics described personalized learning as the following:

"Today's educational environment requires us to think differently in order to meet the needs of our students.

Preparing them to be innovative thinkers, creative problem solvers and high level collaborators is key to their future success in their chosen career. Personalized learning changes the way teachers teach and how students learn."

School ID Requirements/Procedures

- All students must have on their school issued ID from the time they enter the building until the time they leave the building.
- The ID must be on a lanyard around the neck.
- All students may only wear an ID from the current school year.
- Students may not wear or display the ID of another student from Carolina or any other school.

Homework

Please see Page 10 in this handbook for more information on homework. Greenville County Schools' Board Policy IHB governs Academic Achievement: Homework. View that policy at
<http://go.boarddocs.com/sc/greenville/Board.nsf/goto?open&id=ABDNW961BF84>

Credit and Content Recovery

Greenville County Schools' Board Policy IHC governs Content and Credit Recovery. The policy can be found at:
<https://go.boarddocs.com/sc/greenville/Board.nsf/goto?open&id=CSKRGB6DE783#>

Promotion and Graduation Requirements

Promotion (changed at the end of the 23-24 School Year)

Greenville County Schools' Rule IHE describes the guidelines for promotion. Students in grades 9-12 must adhere to all graduation and retention requirements as set forth in State Board of Education Regulation 43-259, Graduation Requirements. Student classification may change at any time once the required credits are completed in order to be promoted. In order to be promoted each year, students must meet the following requirements:

- Promotion to Grade 10: 6 Units (must include one unit of English and one unit of mathematics).
- Promotion to Grade 11: 12 Units (must include English I and II, two units of mathematics, one science and one social studies).
- Promotion to Grade 12: 18 Units (must include three units of English, three units of mathematics, two units of science and two units of social studies). The student may be treated as a senior if the student has developed a written plan with the school counselor that will enable the student to graduate at the end of the current school year.

Students and parents are encouraged to discuss the number of units earned or need to earn with the guidance counselor.

Graduation Requirements

The School District of Greenville County awards credits or units in grades 9 through 12. Students may earn credits, with school approval, for graduation in the following ways:

- High School Courses
- Virtual High School Courses
- Accredited Summer School Courses
- Approved Correspondence Courses
- Career Center Courses

Diploma

State Diploma requires 24 units for all students. Participation in additional standardized testing may be required.

Subject Area	Units
English	4
Math	4
Science	3
U.S. History and Constitution	1
Economics	0.5
Government	0.5
Other Social Studies	1
Foreign Language or Occupational Education	1
Computer Science	1
Physical Education or Junior ROTC	1
Electives	7
TOTAL	24

Student Initiated Clubs

Student organizations are encouraged and operate within our advisory time. If you are interested in having a club, please contact our Activities Director and they will guide you through the process.

Student Parking

- Students must get to school on time. Failure to do so may result in revoked driving privileges.
- A parking sticker must be purchased for \$20.00 and be placed on the windshield. • Any student's car without a displayed CHS parking sticker on the windshield may be towed without warning.
- No loitering will be allowed.
- Students will not park in visitors' parking spaces.
- Students taking unauthorized students off campus may lose driving privileges. • Carolina High School and Academy will not assume responsibility for theft or damage to vehicles driven to school.
- The student parking lot is off limits during school hours.

Artificial Intelligence

Artificial Intelligence (AI) may be used for the purpose of learning, creating ideas, and inspiration. Greenville County Schools recognizes the rapid advancements technology and the potential benefits it can bring to our educational system as we navigate the ever-changing landscape of education. We understand that Innovative tools, such as chat GPT and AI, have the potential to enhance classroom instruction and improve student learning outcomes. However, it is essential to approach their use with careful consideration and adherence to establish guidelines in best practice for the services.

Students should follow the guidelines below regarding the use of AI:

- Copying and pasting of AI generated work as your own will be treated as plagiarism.
- Students should not use generative AI for completing assessment and exams.
- Students are expected to use the tool in accordance with Greenville County Schools' guidelines, academic integrity guidelines, and cite any text generated by an AI tool using MLA or APA formats.
- Students under 18 must have your parent or legal Guardians permission to use the service.
- Students should not use generative AI for completing summative or cumulative assessment and exams.