

Fine Arts Center

STUDENT/PARENT HANDBOOK

2026-2027



**102 Pine Knoll Drive
Greenville, South Carolina 29609
864-355-2550
Fax: 864-355-2579
www.fineartscenter.net**

All FAC Students and Parents are required to read this handbook and acknowledge completion of that task. This is achieved by completing the following Google Form.

[FAC Student/Parent Handbook Read Receipt](#)

**This task must be completed by August 5, 2026 in order to attend the
Fine Arts Center.**

TABLE OF CONTENTS

Section I: Fine Arts Center Information

Mission, Vision, and Belief Statements

General Information

[Administration, Faculty, and Staff Directory](#)
[2026-2027 Important Dates and School District Calendar](#)
[Daily Schedule](#)
[Phone Call/Email Protocol](#)

Student Expectations and Procedures

[Address and Contact Information Changes](#)
[Arrival on Campus](#)
[Assemblies and Performances](#)
[Attendance at FAC Events](#)
[Attendance at the Fine Arts Center](#)
[Cell Phones and Other Electronic Devices](#)
[Code of Conduct](#)
[Discipline Matrix](#)
[Out of School Suspension](#)
[Physical Search](#)
[Closed Campus](#)
[Communication at the Fine Arts Center](#)
[Computer Use](#)
[Deliveries and Gifts](#)
[Distribution of Literature/Publicizing Events](#)
[Dress Code](#)
[Drug, Alcohol, and Tobacco Use](#)
[Emergency Evacuation Procedures](#)
[Emergency Drills](#)
[Fees/Fines](#)
[Field Trips](#)
[Fund-Raising Activities for Clubs](#)
[Health Room](#)
[ID Badges](#)
[Inclement Weather](#)
[Lost and Found](#)
[Medications](#)
[Studio Time](#)
[Tardy Policy](#)
[Transportation](#)
[Visitors](#)

Academic Information

[Academic Integrity](#)
[Exam Policy](#)
[Grading Dates and Procedures](#)
[Late or Make-Up Work](#)
[Performance Expectations in Core Academics](#)
[Probationary Status at the FAC](#)

[Schedule Changes](#)
[School Counseling](#)
[Scope and Sequence Expectations](#)

Section II: District-Wide Information

[Attendance](#)
[Student Arrival and Dismissal](#)
[Student Behavior Code](#)
[Dress Code](#)
[Transportation](#)
[Anti-Bullying and Safe Schools](#)
[Title IX](#)
[Homework Policy](#)
[Uniform Grading Policy](#)
[Seat Time Recovery](#)
[Family Educational Rights and Privacy Act](#)
[Directory Information](#)
[Student Speakers](#)
[School Insurance](#)
[Parent's Right to Know](#)
[Student Use of Technology](#)
[Board Policies and Administrative Rules](#)

Required Handbook Acknowledgement

Section II: Fine Arts Center Information

Mission Statement

Preparing dedicated students for 21st-century careers through rigorous, pre-professional arts training in a dynamic, inclusive, collaborative learning community.

Vision Statements

The Fine Arts Center commits to the continual growth of our students by providing unique, unparalleled opportunities to:

- Advance within their disciplines and across other disciplines to create progressive learning experiences
- Practice their craft in contemporary facilities that meet or exceed industry standards
- Extend themselves through challenging curriculum delivered by practicing artist-teachers who are experts in their field
- Enhance their educational experience by engaging with nationally and internationally recognized visiting artists
- Transform themselves into confident artists and compassionate citizens

The Fine Arts Center commits to the continual growth of our curriculum, faculty, and facilities in order to maintain the highest standards for our students by:

- Enhancing the recruiting for and publicization of our programs to make our school more accessible to all students in Greenville County
- Seeking opportunities to expand programming through the addition of courses and faculty
- Establishing and cultivating a summer intensive program that serves the needs of current and potential FAC students
- Upgrading or adding to existing facilities to include current technology, equipment, and space in alignment with our curriculum development
- Providing the faculty with the highest level of professional development, with regular access to national workshops and exceptional guest artists

[Click here to view the Fine Arts Center's Strategic Arts Plan](#)

Core Value Commitments



Creativity

is developed through curiosity, expression, critical thinking, self-reflection, practice and mastery of skills

-  Accept and apply feedback
-  Push past your comfort zone
-  Fail forward
-  Pursue curiosity about your art form

Respect

is cultivated through a healthy artistic environment that is safe, open-minded, inclusive and diverse

-  Prioritize personal growth
-  Subordinate your ego
-  Talk to people, not about them
-  Protect and nourish the school culture

Grit

is formed by commitment, hard work, integrity, resilience, and perseverance, which are essential to personal and professional achievement

-  Set your intention for growth
-  Do the work
-  Build consistency
-  Go beyond your perceived limits

Identity

is matured as students become practicing artists, lifelong learners, and innovators

-  Commit to learning from your FAC mentors
-  Attend FAC events
-  Learn from your peers
-  Study the masters

Connection

is built as our work strengthens our school, the community, and the broader society

-  Welcome everyone
-  Seek collaboration with other artists
-  Support arts in the community
-  Be professional in and out of school

I. GENERAL INFORMATION

FINE ARTS CENTER FACULTY AND STAFF 2025-2026

Administration and Support Faculty

Name	Title	Email Address
Mr. Vee Popat	Director	vpopat@greenville.k12.sc.us
Ms. Nicole Michel	Assistant Director	nmichel@greenville.k12.sc.us
Ms. Gloria Collins	School Counselor	gcollins@greenville.k12.sc.us
Officer Chad McNeely	School Resource Officer	nd0202355@greenville.k12.sc.us

Support Staff

Ms. Dawn Bryan	Bookkeeper	kdbryan@greenville.k12.sc.us
Ms. Erin Poole	Secretary	kpoole@greenville.k12.sc.us
Ms. Kathryn Rhyne	Registrar/Attendance	krhyne@greenville.k12.sc.us

Maintenance & Custodial Staff

Brewer, Perry	Plant Engineer	pbrewer@greenville.k12.sc.us
Donalson, Daryl	Custodian	
Griffin, Michael	Custodian	
Ludwig, James	Custodian	
Odom, Chris	Custodian	

NON-DISCRIMINATION STATEMENT

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, application for employment, educational programs, or access to its facilities.

FACULTY DIRECTORY - 2025-2026

Name	Subject	Email Address
Blackman, Sarah	Creative Writing	sblackman@greenville.k12.sc.us
Buntz, Gina	Dance	gbuntz@greenville.k12.sc.us
Cassell, Katy	Metals	kcassell@greenville.k12.sc.us
Dauscha, April	Fiber Arts	adauschaupart@greenville.k12.sc.us
Davidian, Joe	Jazz Studies	j davidian@greenville.k12.sc.us
Disharoon, Cece	Theatre Design and Production	cdisharoon@greenville.k12.sc.us
Howard, Eddie	Recording Arts	edhoward@greenville.k12.sc.us
Hunter, Samuel	Music Theory	schunter@greenville.k12.sc.us
John, Jennifer	Strings Chamber Music	j john@greenville.k12.sc.us
Kinder, Heidi	Assistant Production Manager	hkinder@greenville.k12.sc.us
King, Kelly	Ceramics	krking@greenville.k12.sc.us
Knox, Danielle	Voice	daknox@greenville.k12.sc.us
Logan, Zane	Photography	dlogan@greenville.k12.sc.us
Massey, Taylor	Winds Chamber Music	rtmassey@greenville.k12.sc.us
O'Donnell, Lydia	Creative Writing	
Parker Lewis, Teri	Theatre Performance	tparker@greenville.k12.sc.us
Pacylowski-Justo, Anita	Dance	apacylowski@greenville.k12.sc.us
Parrini, Sherry	Collaborative Pianist	sparrini@greenville.k12.sc.us
Rogers, Eric	Digital Film	emrogers@greenville.k12.sc.us
Ross, Jeromy	Architecture Foundations	jsross@greenville.k12.sc.us
Roth, Ryan	Painting/Drawing/Printmaking	rroth@greenville.k12.sc.us
Shank, Donna	Design	dshank@greenville.k12.sc.us
Smith, Mitchell	Theatre Performance	mitsmith@greenville.k12.sc.us
Smith-Gates, Catherine	Architecture	csmith@greenville.k12.sc.us
Strasser, Wesley	Percussion	wstrasser@greenville.k12.sc.us
Young, Richard	Music Theory	rwyoung@greenville.k12.sc.us

2025-2026
IMPORTANT DATES
Link to 2025-26 GCS Student Calendar - [Click Here](#)

August 4-8 - Employee Workdays

August 11 - FIRST ATTENDANCE DAY FOR STUDENTS

August 22 - Last day to drop classes/withdraw from the FAC

September 1 - No School for Students and Staff - LABOR DAY

October 10 - End 1st Quarter Attendance and Grading Period

October 13 - Teacher Workday - Student Holiday

October 20 - 1st Quarter Report Cards Issued

November 26-28 - THANKSGIVING BREAK

December 19 - End 2nd Quarter Attendance and Grading Period

Dec. 22-January 2 - WINTER BREAK

January 5 - Teacher Workday - Student Holiday

January 8 - 2nd Quarter Report Cards Issued

January 19 - No School: DR. MARTIN LUTHER KING, JR DAY

February 16 - No School: PRESIDENTS' DAY

March 12 - End 3rd Quarter Attendance and Grading Period

March 13 - Teacher Workday - Student Holiday

March 16-20 - SPRING BREAK

March 26 - 3rd Quarter Report Cards Issued

April 6 - Student/Teacher Holiday

May 12 - FAC Commencement

May 14 - Last Day for Seniors

May 21-22 - Half-Days for students (no PM classes for FAC)

May 23 - Last day for students / Half-Day (no PM classes for FAC)

School District Calendar Development

The calendar is approved each year by the superintendent after considering a recommended calendar from a committee of PTA representatives, other parents, teachers, principals, and central office staff. The Calendar Committee develops its recommendations after receiving input from parent groups, school faculties, and departments.

DAILY SCHEDULE

7:30 a.m.	FAC Opens
8:00 - 9:00 a.m.	AM Early Classes
9:15 - 11:05 a.m.	AM Classes
11:05 a.m. - 1:20 p.m.	Studio Time*
1:25 p.m. - 3:15 p.m.	PM Classes
3:15 p.m. - 5:30 p.m. (4:30 p.m. on Fridays)	Studio Time*

***Studio time is allowed with permission form signed by the parent and instructor approval.**

PHONE CALL/EMAIL PROTOCOL

PARENT PHONE CALL/EMAIL

↓	↓	↓	↓	↓	↓	↓
Academic Concern	Teacher Concern	Schedule Concern	Disciplinary Concern	Parking Concern	Bus	AP Testing
Instructor	Instructor	School Counselor	Instructor	Assistant Director	GCS Transportation Department 864-355-1289	Instructor
School Counselor	Director	Director	Assistant Director	Director	Assistant Director	Assistant Director
Director			Director			

The chart illustrates the flow of phone calls and emails into the Fine Arts Center in terms of initial and ultimate responsibility. The first person on the list will resolve the problem. That person may involve others as indicated in the chart, however, the responsibility for follow-up and resolution rests with the first person on the list.

Phone Extensions and E-Mail addresses can be found on the website. All communications will be returned within 24 hours, with the exception of weekends and holidays.

II. STUDENT EXPECTATIONS AND PROCEDURES

As all students audition to attend the Fine Arts Center, they choose to be here and are chosen to be here. Studying at the Fine Arts Center grants the student the privilege to:

- Receive instruction from Artist-Teachers who are highly regarded in their field
- Work with other students who are equally serious about the study of art
- Refine their craft in facilities that are of the highest quality

Therefore, an atmosphere of mutual respect is expected in order for students to gain the most from their experience here.

- Students at the Fine Arts Center are required to respect the facility, their classmates, staff, and their instructors.
- Students are expected to put forth maximum efforts towards the refinement of their craft.
- Our Faculty and Staff are expected to provide a safe environment where students can reach their potential, and to impart their years of professional experience as artists upon all students. This partnership between the students and the faculty yields an experience unlike any other.

ADDRESS AND CONTACT INFORMATION CHANGES

- Parents and guardians (or students) must report any change in address and contact information to the main office or school counselor so records can be kept up to date for communication purposes.
 - Proof of Residency will be required for address changes.
- Please ensure that your email address, phone numbers, and mailing address are correct and up-to-date

ARRIVAL ON CAMPUS

1. Students being transported by their parent are to be dropped off **in front of the Fine Arts Center Main Entrance using the car loop**. Do not drop off students at any other location.
2. **Any student who is tardy to school must sign in at the Security Desk**. If a student does not attend at least half of any class; the student will be counted absent.
3. Students may not enter the school with an open container of coffee - **coffee or tea must be carried in a sealed, spill-proof container**.
4. Students may enter the building through the front doors only and only at the time dictated by the FAC Administration.
 - a. The building is open for AM Studio Time at **7:30 a.m.** Studio Time is granted with permission from the Instructor and with completion of the required Studio Time Agreement form. See "[Studio Time](#)" section of the handbook for details.
 - b. Students not engaged in AM Studio Time may wait quietly in the FAC Lobby until the start of the 8:00 a.m., or 9:15 a.m. class period.
 - c. Music students are expected to warm up prior to the start of their class, regardless of whether they start with their studio class or not. At least 15 minutes is required for a proper warm up. Students may warm up in their studio, a practice room, a stairwell, or a quiet section of the building.

- d. Students who attend the PM class session may enter the building **after the completion of their second block class** at their homebase high school. The earliest a student may enter is 12:00 p.m. Students may eat lunch at the FAC in the following locations - picnic tables in front of the FAC Main Entrance, tables set out for lunch in the lobby, upstairs outside of the Music Library. Food is not permitted in studios or the Music Library.
5. Student ID badges (base school badges) **must be displayed** at all times. If you do not have your ID badge, you will be issued a temporary ID at the security desk. Temporary ID stickers are \$1.00
6. Faculty lounges, restrooms, and workrooms are off-limits to students.
7. Parking lots are off-limits during the school day. Permission must be obtained from an administrator to enter the parking area.
8. Students may not stay in the building past the end of Studio Time. Those wishing to attend evening concerts/events must leave at the conclusion of Studio Time and return for the performance.
9. **The building is closed to all non-FAC students. No exceptions.**

ASSEMBLIES and PERFORMANCES

As expected at all times, student behavior should be respectful and courteous. This is extremely important during assemblies, recitals, and concerts/performances as an expression of respect for the presenter(s)/performer(s). This standard for behavior applies regardless of who may be on stage - other students, FAC Faculty, or Visitors.

ATTENDANCE AT FAC EVENTS

Fine Arts Center Students are committed to a school environment that cultivates artistic and personal growth in both the individual student and the entire student body. It is critical for artists to be exposed to art that is within AND outside of their own area of study. It is also critical that young artists receive support from their peers and community. **Therefore, we expect our students to regularly attend school events that are held outside of school hours.** Attendance at almost all of our events is FREE to students.

- Please note our Public Event Calendar, which is viewable through the following link - [FAC Event Calendar](#).
- You may also visit the event calendar on our website - <https://www.fineartscenter.net/calendar/>.

ATTENDANCE GUIDELINES (Board Policy JBD)

Parents have the option of reporting "Lawful" absences either via hand-written note (must be submitted within three (3) days of the student's return to school) or through the link located at the top of our website - www.fineartscenter.net.

- Refer to [THESE](#) pages of the handbook for regulations regarding the reporting of absences.
- Please note the difference between lawful absences and pre-arranged absences, which are described below on this page.

The Attendance Office will be open each day from 8:30 a.m. until 3:30 p.m. Students are encouraged to take care of attendance issues before class starts, including submitting

applicable documentation for a prior absence and dropping off early dismissal notes. Students must be present for at least half of the class to receive credit for the day.

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. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the principal.

Please click [HERE](#) for District Attendance Regulations.

PRE-ARRANGED ABSENCES

It is common for our FAC young artists to receive professional opportunities in their field of study that conflict with their school schedule, and therefore we have a process in place to accommodate such opportunities:

- All Fine Arts Center students are allowed 5 (five) Pre-Arranged Absences during the school year for participation in professional experiences that are in their FAC field of study.
- The Pre-Arranged absence form, located on the [FAC Website](#) and available in hardcopy in the FAC Main Office, **MUST be completed PRIOR to the date of the student's absence.**
- The form must be signed by all parties prior to being turned in to the FAC Director, who has the final authority to approve the absence(s).
- Forms turned in on or after the date of the absence **will not be approved.** The absence will be logged into the system as "unexcused" and will count towards the student's attendance record.
- Students are responsible for any work that is missed due to the absence. Any written work or assessments must be completed and submitted on the day of the student's return.
- Should a student fail to complete their responsibilities regarding the timely completion of forms and make-up work, the FAC Director reserves the right to reject the Pre-Arranged absence request.

Other reasons for Pre-Arranged Absences

- Home high school schedules and special events that coincide with regular Fine Arts Center attendance.
- Scheduled medical procedure
- College Visit/Audition (maximum of three per school year)

EARLY DISMISSALS

- Early dismissals must be requested by a parent by either calling the FAC Main Office or completing the Early Dismissal request form located at the top of the [FAC Website](#).
- Early dismissals must be verified by the Attendance Clerk to be considered legitimate.
- Students will not be dismissed without parent authorization regardless of age.
- If an early dismissal results in a student missing more than half of the class, he/she will be counted absent.

CELL PHONES AND OTHER ELECTRONIC DEVICES

All personal devices must remain out of sight of others beginning 5 minutes before the start of each class session. Personal devices are - cell phones, smart watches, earbuds or headphones (wired or wireless).

- 8:00-9:00 a.m. - devices stored at 7:55 a.m.
- 9:15-11:05 a.m. - devices stored at 9:10 a.m.

- 1:25-3:15 p.m. - devices stored at 1:20 p.m.

Use of the Cell Phone by students during class time must fall under the category of "Authorized for Classroom Use." "Authorized for Classroom Use" is defined as being in alignment with a standards-aligned educational objective that cannot be reasonably achieved using district-owned devices. **The only time a cell phone may be used is when the FAC Faculty has determined that the device is necessary for the completion of the project/activity.**

Consequences for Non-Compliance

1. FAC Instructor will enter a discipline referral into Backpack.
2. FAC Administration will follow up with the appropriate consequences.
 - 1st Infraction: School-level detention.
 - 2nd Infraction: In-School Suspension (ISS) served at the student's home base high school.
 - 3rd Infraction: Out-of-School Suspension (OSS) served at the student's home base high school. Student placed on Probation at the Fine Arts Center.
 - 4th Infraction: Student loses the privilege to attend the Fine Arts Center.

The school will assume no responsibility (financially or otherwise) for the loss, theft, or damage to a cell phone or other electronic device.

CODE OF CONDUCT

In addition to the rules and regulations required in students' home schools, students are expected to observe the rules of conduct listed in this section:

- To create an inclusive, creative environment, expectations of respect and tolerance of all students, faculty, staff, and guests will be upheld. Failure to do so may result in a student losing the privilege of attending the Fine Arts Center.
- Chewing gum, food, and drinks have the following restrictions at the FAC:
 - Chewing gum is not permitted.
 - Water is considered to be the healthiest choice of beverage for our artists.
 - Coffee or tea are permitted only when carried in a spill-proof mug. Carry out cups from a coffee shop are not spill-proof.
 - Food is restricted to PM students who are in the building during their lunch hour, All-Day students, and students who require food per a medical plan. Those permitted to eat at the FAC must do so in the lobby or upstairs area outside of the music library. Food is not permitted in the studios or music library.
- Students are expected to use and care for buildings, grounds, and equipment in a proper manner. Please dispose of all wrappers and other trash by putting them in the waste cans.
- The proper use, care, and return of equipment are essential. Students will be required to pay for lost or damaged equipment that has been issued to them. Any student who deliberately takes equipment without a permission form may be prosecuted.
- Profane, foul, or obscene language in school or on the bus is not acceptable at the Fine Arts Center.

- Public displays of affection are not appropriate for school grounds or school activities.
- Clothes that have suggestive or obscene pictures, emblems, or words are not appropriate at the Fine Arts Center.
- Shoes are required for safety reasons.
- The use of tobacco products or vaping devices is not permitted on the Fine Arts Center/Wade Hampton High School campuses.

Notice: A student who receives a directive from any member of the school faculty or staff must comply with the directive immediately. A student who feels the issuance of the directive was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time. Failure to comply with a reasonable directive is insubordination and subject to appropriate consequences.

THE ADMINISTRATION RESERVES THE RIGHT TO INVESTIGATE AND RESPOND TO ALL SITUATIONS ON AN INDIVIDUAL BASIS.

While administration reserves the right to make changes or exceptions when assigning discipline consistent with Board Policy JCDA, the following is a general guideline for the most common offenses at the high school level and the range of consequences. FAC administration will partner with the student's home base high school for disciplinary consequences that affect both schools.

Disciplinary Matrix

Infraction	Consequence
Academic Integrity Violation (Cheating, Plagiarism)	• <u>1st Offense</u> ◦ Parent notification ◦ Grade of "0" on the assignment or assessment ◦ Referral entered into Backpack ◦ Home base HS notified • <u>2nd Offense</u> ◦ Same as the first offense, and the student is removed from the FAC at the end of the semester
Cell Phone/Personal Device Violation	• <u>1st Offense</u>: School-level detention. • <u>2nd Offense</u>: In-School Suspension (ISS) served at the student's home base high school. • <u>3rd Offense</u>: Out-of-School Suspension (OSS) served at the student's home base high school. Student placed on Probation at the Fine Arts Center. • <u>4th Offense</u>: Student loses the privilege to attend the Fine Arts Center.
Cutting Class	• <u>1st Offense</u>: Parent notification and possible Probationary Status • <u>2nd Offense</u>: OSS, suspension of parking pass for 1 month (if applicable);

	• <u>3rd Offense</u>: Student loses the privilege to attend the FAC, removed from the program at the end of the semester.
Dress Code Violation https://drive.google.com/file/d/1ALxRt7nGNiGJcMu7zY1R22EMgRv10zLg/view?usp=sharing	Warning to OSS
Dressing Room or Restroom Violation • Inappropriate behavior or language in the dressing/bathroom facilities	• <u>1st Offense</u>: Warning and parent notification, possible OSS • <u>2nd Offense</u>: OSS, Student is placed on Probationary Status • <u>3rd Offense</u>: Student loses the privilege to attend the FAC, removed from the program at the end of the semester
Drug/Alcohol Possession, Consumption, or Under the Influence Of	Referral to Law Enforcement, recommendation for expulsion
ID Violation - Student does not have their ID on their person. There are times when an instructor will allow a student to take off his/her ID badge because it impedes the use of equipment. As part of our safety and security protocol, students must have access to their ID at all times.	• Students who do not have their school issued ID will be issued a temporary ID at the Security Desk. The cost for the temporary ID is \$1, and the fee must be paid by the end of the school week. • If the ID is lost ◦ Students who attend a GCS High School must purchase a new ID at their home base school ◦ OOD students must purchase their new ID from the FAC • Students who repeatedly forget or lose their ID may be subject to disciplinary consequences, determined at the discretion of the FAC Administration
Fighting, Inciting a Fight	OSS, referral to law enforcement, removal from the FAC
Leaving Campus without School's Permission (includes violating Closed Campus rule)	• Student placed on Probationary Status • Repeat offenses result in OSS and loss of privileges to attend the FAC
Parking Violation (fines may be assessed)	• <u>1st Offense</u>: Warning and parent notification • <u>2nd Offense</u>: Driving privileges revoked for one month • <u>3rd Offense</u>: Driving privileges revoked indefinitely
Profanity towards Faculty	Minimum 3 days OSS
Studio Time Contract Violation	• <u>1st Offense</u>: Warning • <u>2nd Offense</u>: Privileges revoked
Tardy to School Students will be allowed three (3) tardies per SEMESTER.	• <u>3 tardies</u> - warning notification sent home to parent • <u>4th tardy</u> - Administrative Detention assigned; to be served as scheduled by an

	FAC Administrator on a Tuesday or Thursday of the school week • <u>5th tardy</u> - referral to home-base school for ISS; suspension of parking pass for 1 month (if applicable) • <u>6th tardy</u> - referral to home-base school for ISS; suspension of parking pass for remainder of the school year (if applicable); student placed on Probationary Status and is in risk of losing privilege to attend the FAC • <u>7th tardy</u> - student loses the privilege to attend the FAC, removed from the program at the end of the semester
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OUT OF SCHOOL SUSPENSION (OSS)

When an administrator assigns a student to OSS, the student will be denied the privilege of attending **BOTH** the home-based school and the Fine Arts Center for the number of days of his/her suspension. Students receiving OSS cannot participate or attend any school-sponsored activities during the term of the suspension.

PHYSICAL SEARCH (Policy [JCAB](#))

As provided by state law, anyone (student, parent, staff member, or visitor) who comes onto the Fine Arts Center campus is deemed to have consented to a search of his/her property. This includes any vehicle brought onto campus. The Fine Arts Center property is under the jurisdiction of the Greenville County Sheriff's Department.

Students are responsible for all items found in automobiles that they drive onto school district property. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by the school law enforcement officials, will result in a recommendation for the expulsion of the student.

CLOSED CAMPUS

The Fine Arts Center, as do all Greenville County Schools, operates under a closed campus policy. No student may leave campus without written authorization from an administrator or through the early dismissal procedure. Doing so may result in automatic suspension.

COMMUNICATION

The Fine Arts Center strives to provide accurate, timely, and pertinent communication to students and their parents.

- The School District of Greenville County provides each student with a Google email address. Students should check their school email frequently as teachers and administration will communicate via email.
- In addition, the Fine Arts Center website (www.fineartscenter.net) is continuously updated and provides much of the information students and their parents need to know.
- The FAC Director sends weekly updates during the school year that can be accessed via email or from the FAC website. It is important that accurate contact information is provided to the school so that students and parents receive all the communication they need.

COMPUTER USE IN LABS AND CLASSROOMS

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable Use" of this network is use that is consistent with the instructional goals of the District and in compliance with the [Acceptable Use Policy](#). The District takes precautions by using filtering software to block inappropriate Internet sites. Electronic teaching and learning tools and online access are designed to support your education. Any violation to these "Acceptable Use" rules will be reported to the appropriate administrator for disciplinary action. For violations, students may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary action and/or legal action may be taken at the discretion of the school administration. Please note that students who do not have access to the Internet will not be able to access web-based programs that instructors may use during class. *Students and parents/guardians agree to the terms and conditions of the Acceptable Use Policy upon acceptance of this handbook.* Violation of any of the terms or conditions will result in disciplinary action. Please contact the school if you do not want your child to have access to the internet or email.

- Treat computer equipment with care and respect.
- Do not use school computers for illegal activities such as planting viruses, hacking, downloading music/software or visiting offensive websites.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times - See District copyright policies for more information
- Keep your password secret and all online communication must be polite and not threatening or offensive in any way.
- Do not give out personal information on the Internet.

DELIVERIES AND GIFTS

The Fine Arts Center cannot accept deliveries for students. Prohibited items include but are not limited to pizza/food, flowers, balloons, stuffed animals, and/or special occasion items.

DISTRIBUTION OF LITERATURE/PUBLICIZING EVENTS

No pamphlets, posters, literature, and/or media of any kind may be distributed on school grounds without the written approval of the Director or Assistant Director.

DRESS CODE

In an effort to increase alignment in discipline and dress code practices between schools and to provide more consistency and clarity for parents and students, please click on the following link for the 2025-26 school year dress code - [HS Dress Code](#).

DRUG, ALCOHOL, AND TOBACCO USE (Board Policy [JCDAC](#))

All faculty, staff, and students must understand that most drug abuses are not only breaches of school discipline but are unlawful, which in many cases will necessitate referral to an appropriate agency in addition to any action taken in keeping with the district's discipline code. It is against Board Policy [JCDAC](#) to use ANY type of drug or tobacco product on school property. Doing so will result in appropriate disciplinary action and possible expulsion. A drug dog may be on campus periodically.

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.

Drug and Weapons Check

The School District of Greenville County, in cooperation with the Greenville County Sheriff, will conduct drug and weapons checks with dogs during the school year as a part of a program to ensure Safe and Drug Free Schools. Additionally, the school will conduct visual car checks randomly throughout the year. Students who drive cars should be aware that illegal items found in cars are considered the same as his/her personal items.

EMERGENCY EVACUATION PROCEDURES

An Emergency Evacuation Plan is part of our Emergency Preparedness Program. An evacuation diagram is posted in each area of the school building and should be referenced by the instructor when explaining evacuation procedures to students. In addition, the procedures for an Emergency Evacuation are in each instructor's handbook. Students must be aware of these procedures and know how to evacuate the building in case of an emergency.

EMERGENCY DRILLS

Emergency drills are a serious matter. Make sure that you are familiar with the emergency and fire drill instructions posted near the door in each of your rooms.

- When the signal for an emergency drill is given, rise quickly and go quietly and orderly to the location for that emergency.
- Complete silence is necessary in the event vocal instructions are required. There will be no early dismissals during drills.
- The use of cell phones and/or earbuds/headphones during an emergency drill is strictly prohibited.

FEES/FINES

To help offset the cost of educational materials and supplies, the Greenville County School board has authorized the collection of fees.

- Class fees will vary based on the program area.
- Students must submit their class fees within the first 15 days of the semester so that educational materials and supplies can be ordered in a timely manner.
 - Fees can be paid via the following website -
- Students who are classified as Pupils in Poverty are not expected to pay class fees. .

FIELD TRIPS

- A district permission form must be completed for each student participating in the field trip by their parent/guardian.
- Participating students must obtain approval from their other teachers at FAC if appropriate and at their home school.
- Any instructor or administrator may deny a student permission to miss class for a field trip for educational or safety reasons.
 - This would include but is not limited to: low or failing grades, excessive absences, and other such defensible reasons related to academics or discipline.

- Refunds will not be given for field trips after a date specified by the instructor.
- Students are responsible for any work missed due to the field trip.

FUND-RAISING ACTIVITIES FOR CLUBS

Any fund-raising must have the written approval of the Director. All appropriate forms must be signed in advance of any fund-raising activities. Please see the Bookkeeper with any questions.

HEALTH ROOM

The Fine Arts Center does not have a school nurse. However, there is a limited supply of first aid materials available to students.

- If a student becomes ill or injured at school, he/she should report it to the instructor who will then send the student to the Guidance Office.
- Should the School Counselor be out of the building, the student must report to the Main Office.

ID BADGES

For safety and identification, all faculty, staff, and students must wear school ID badges at all times while on school grounds. The ID must be visible on the student as they enter the building - not in a backpack or in a pocket.

- Please note that there are times when an instructor will allow a student to take off his/her ID badge because it impedes the use of equipment. The ID badge must be worn after the activity is completed.

Students who do not attend a GCS home high school will be issued a Fine Arts Center badge from the front office. GCS Virtual Students will be issued an ID badge from the assigned home base school. It is the student's responsibility to pick this up.

Students who forget their ID badge at home will be issued a temporary ID at the cost of \$1. The fee for the temporary ID must be paid by the end of the school week in which the temporary ID is issued. Students who repeatedly forget or lose their school ID may be subject to disciplinary consequences at the discretion of the FAC Administration.

INCLEMENT WEATHER

The Fine Arts Center follows District delays and cancellations. In the case of a two-hour delay in school start time, there will be NO morning classes at the Fine Arts Center.

LOST AND FOUND

Lost articles should be turned in to the Main Office. Lost items can be reclaimed upon proper identification. Items not claimed will be donated to charity at the end of each 9 weeks.

MEDICATION

Students may not possess any medication, prescription or non-prescription, at any time on school grounds without the approved documentation on file with the home school and a copy provided to the Fine Arts Center. Students found in possession of any (unapproved) medication on school grounds will be in violation of the School District's drug policy and may be recommended for expulsion.

The only medication that can be given out by the FAC Health Office are those brought by a parent.

- Parents are required to bring prescription medication to school and provide FORM MED-1 before any prescription medication may be left at school.
- If your child must self-administer medication at school FORM MED-2 is required before medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using FORM MED-3.
- Students are NOT permitted to keep any medication with them while at school.

Required forms can be found at

<https://www.greenville.k12.sc.us/Departments/main.asp?titleid=pershealth>

STUDIO TIME

In order to best serve our students in the preparation of strong portfolios and auditions in the arts, the Greenville County Schools Fine Arts Center (FAC) offers our enrolled FAC students in select programs to have extended studio access outside of their regular class time, Monday through Friday. **Studio Time is not offered by all programs** - each teacher will set the rules for their studio and will communicate those rules and expectations to their students. District policies are in effect all hours students are on the Fine Arts Center Campus.

FAC administrative staff conducts periodic studio checks outside of our instructors' hours. **The purpose of studio access is to provide students with the opportunity to build an artistic portfolio and prepare for interviews and auditions in the arts.** A student using studio time assumes responsibility for him/herself and the equipment in the studio.

Depending on the course, extended studio access times are:

- AM - 7:30 - 9:10 a.m.
- Midday - 11:05 a.m.- 1:20 p.m. (access for students who drive or WHHS Students)
- PM - 3:15 - 5:30 p.m. (4:30 p.m. on Fridays) **Please note: students must be in the FAC by 5:00 p.m. to participate in studio time.**

Students who abuse studio time (ie. found not actively working in classrooms; found in studios they are not currently participating; found misusing equipment or space) will **lose studio privileges**. Students must sign in for studio access - before, during, or after school. Students who do not sign in for studio time may lose studio time privileges. Students staying for after-school studio hours must sign in for studio access on a form outside the office by 4:00 pm. Only those students that have signed in that day and have parental permission will be permitted to use the studio.

TARDY POLICY

At the Fine Arts Center, we want to develop good work habits in our students. Being on time for work is critical to success. Chronic tardiness has a damaging effect on the growth of a student. For example, a student who is 10 minutes late each day of the school year will miss a total of 1.5 weeks of instruction that year.

Students will be allowed three (3) tardies per SEMESTER. Below are the consequences for chronic tardiness in a semester:

- 3 tardies - warning notification sent home to parent
- 4th tardy - Administrative Detention assigned; to be served as scheduled by an FAC

- Administrator on a Tuesday or Thursday of the school week
- 5th tardy - referral to home-base school for ISS; suspension of parking pass for 1 month (if applicable)
- 6th tardy - referral to home-base school for ISS; suspension of parking pass for remainder of the school year (if applicable); student placed on Probationary Status and is in risk of losing privilege to attend the FAC
- 7th tardy - student loses the privilege to attend the FAC, removed from the program at the end of the semester

The following are acceptable as “excused tardy”

- Medical appointment (must have a note from doctor)
- Court appearance (must have a note from court)
- Late bus (must have a note from the attendance office)
- A signed hall pass from administration, guidance, SRO, or mental health staff

Other reasons such as oversleeping, car trouble, and delays in traffic are not excused tardies.

TRANSPORTATION LOGISTICS

1. BUS RIDERS

Greenville County Schools provides bus transportation between the high school campus and the Fine Arts Center campus free of charge. The School District prefers that students take advantage of this transportation. The exception to this is transportation to the FAC for 8:00 a.m. classes (Theatre and Dance only). Buses are available to transport 8:00 a.m. students back to their home High School.

Parents must arrange for bus transportation to the FAC through their home base high school. Please contact the main office of your GCS high school and ask for the administrator in charge of transportation.

The School District of Greenville County must ensure that the bus ride to and from school is safe. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- Follow the driver’s directions
- Obey all points of the Student Behavior Code
- Refrain from cursing, name-calling, gestures, or loud talking
- Upon arriving at school, all students should unload quickly and proceed directly to the Main Entrance of the Fine Arts Center. Students must follow the “Arrival to School” procedures outlined above.
- Upon dismissal, students should proceed in an orderly fashion to the loading area and board the appropriate bus to return to his/her base school. Consideration should be given to others to prevent buses from being late returning to base schools.

2. STUDENTS WHO ARE TRANSPORTED BY A PARENT

Students may choose to be transported to the FAC by a Parent or Guardian. This may be done as an alternative to GCS Bus Transportation, or because the student attends

WHHS on Special Permission. Regardless of the reason, it is imperative that the means of transportation are reliable and timely.

- The FAC expects students to arrive at school on time or even a few minutes early and expects students to be picked up promptly at the end of the class session/studio time.
- Consistent delays in a student's transportation represent a safety issue for the student and the school, and have a negative impact on the student's ability to achieve their potential.
- Drop-off and pick-up must be done in the carline in front of the Fine Arts Center only.

3. STUDENT DRIVERS

All students will ride the bus unless they obtain permission to drive and/or ride to the FAC. Students will be issued their parking permit once the application has been completed, the information has been verified by the front office, and the fee has been paid. Incomplete, unpaid, and invalid applications will not be accepted.

If students choose to drive or ride, they and their parents must agree to the following regulations in addition to the *Rules for Driving Policy* that must be signed by students and their parent:

- Driving to the Fine Arts Center in a private vehicle is an earned privilege for students. Driving without permission will result in disciplinary action including out-of-school suspension.
- Vehicle occupants are limited to FOUR total occupants per vehicle—one driver and three passengers only. All passengers must have access to an NHTSA-certified seat belt.
- The speed limit for automobiles on campus is 5 miles per hour. Permission to drive may be revoked for anyone who exceeds this limit, enters through the exit driveway, or drives in a reckless manner.
- Transporting an unapproved rider will result in the suspension of driving privileges.
- Any illegal/unlawful act (such as speeding, reckless driving, parking/driving in unauthorized locations, or any other moving violation) while driving to/from and on the school grounds may result in the loss of driving privileges.
- All vehicles must be moved outside of the YELLOW lines by 4:30 each day, including Fridays. This area is used by the WHHS Marching Band for practices, as well as event parking.
- Vehicles with inappropriate displays (inside or outside) will not be allowed to park on campus.
- Students will report directly to class upon arrival at the Fine Arts Center and will not return to their car without administrator approval or until dismissed. It is the student's responsibility to report to the proper school at the proper time. Excessive tardiness to class will result in the suspension of riding/driving privileges.
 - **Important note** - Greenville County Schools do not have "open campuses." That is, students may not come and go as they please. FAC students who drive may not leave campus at any time to run errands, go out for lunch, etc.
- The Greenville County School District, Wade Hampton High School, or the Fine Arts Center can NOT be held responsible for any accident, misconduct, vandalism, or stolen property that may occur in the operation of a vehicle by the student.
- The parent must retain the responsibility of their child while in transit to and from the high school and the Fine Arts Center campus.

- Students who continually violate the student discipline code may have their driving privileges suspended or revoked.

PARKING PERMITS AND REGULATIONS

Parking spaces at the Fine Arts Center are facilitated in cooperation with Wade Hampton High School. In order to purchase a FAC parking permit:

- GCS Students - You must possess a parking permit from your home high school and maintain compliance with the parking policy and protocols of their home high school. Wade Hampton HS students do not need an FAC parking permit; they may park in the lot using their WHHS permit.
- Non-GCS Students must purchase a FAC parking permit.

Procedure:

- Complete the Fine Arts Center Parking Application Form and Policy via Google Form - <https://forms.gle/ivfMr9RxsdkZ5egp7>.
- Pay the required parking fees after your application has been approved. A link will be sent for payment via email.

Failure to have the correct documentation on file with the school at any point throughout the year could result in the denial of parking privileges.

- Each vehicle that is on the Fine Arts Center campus must have a parking tag displayed.
- **Do not park in areas specified for staff, visitors, or the handicapped.** Park only in the assigned space located in the designated parking lot.
 - Students will receive one warning regarding a parking violation. After the warning, driving privileges will be suspended. Repeated parking violations will result in the complete removal of driving privileges.
- Cars are to be kept locked at all times during the school day.
- Students may not return to their car until they intend to leave campus unless granted permission from an FAC Administrator.

3. PERMISSION TO RIDE IN A CAR DRIVEN BY A STUDENT

Under certain circumstances, students are permitted to ride in a car driven by another student to and from the Center. However, a permission form must be completed by the riding student and signed by the student's parent. This form is available on the Fine Arts Center website. **Students transporting an unapproved rider will result in the suspension of driving privileges.**

VISITORS

- Parents are always welcome to visit the Fine Arts Center. To visit or meet with a Faculty member or Administrator, appointments must be made in advance.
- Each person entering a GCS school or office building must sign in through the system. Non-employees must be cleared through the National Sex Offender Registry **EACH** time that they visit a GCS facility.
 - This is done by signing into the electronic system. The sign-in system scans a person's state issued photo ID (Example: South Carolina or any other state's driver's license or identification card) for personal information to check against the National Sex Offender Registry.
- The security officer prints a visitor badge for the guest. The visitor badge must be worn for the duration of the visit.
- Students are not allowed to invite or bring guests to visit classes.

ESCORT REQUIREMENTS

- Parents/Guardians – Escort required when visiting if not a Level II Volunteer.
- Level I Volunteer – Escort required if in unsupervised areas.
- Level II Volunteer – Escort NOT required.
- Visitors – Escort required. Cannot enter school if not cleared through the sex offender registry (unless they are a verified parent/guardian who is there on official business about their child. Must be escorted at all times and avoid contact with other children).

III. ACADEMIC INFORMATION

ACADEMIC INTEGRITY

CHEATING or PLAGIARISM - Copying the work of others and submitting it as one's own, securing or providing answers in a dishonest way, and plagiarism from the Internet are forbidden. By the time a student has entered high school, they will have received enough training in the Elementary and Middle Schools to know how to behave with academic integrity.

Since the Fine Arts Center is a select, auditioned program, our expectations for academic integrity are arguably higher than a standard high school. We believe that cheating is an individual choice and that students who cheat are responsible for their actions and the consequences. Cheating involves both securing and providing answers in an unethical manner. For example homework is to be done independently unless the FAC Instructor deems the assignment to be collaborative. When investigations of academic integrity violations occur, due process will be offered to the student and full cooperation from the student is expected.

Consequences:

- A grade of "zero" will be given for the assignment/text/exam to all participants of the academic integrity violation. All participants will be placed on probationary status at the Fine Arts Center to ensure that the infraction is not repeated.
- The teacher will notify both the FAC Administration and the Parent. The teacher will write a referral for the infraction into the student information system.
- The student's home base school will be notified of the infraction so that consequences, if any, can be coordinated.
- Repeated Academic Integrity violations will result in the removal of the student from the Fine Arts Center. Please see [Policy JCDA - Behavior Code](#) - for more information.

EXAM POLICY

Examinations are considered an important part of the instructional program as they provide a valuable learning experience and opportunity to demonstrate learning and progress. Exams will be given on a formal exam schedule; however, some of the Faculty may choose to have the end-of-year performance serve as the Final Exam. All teachers will give semester and final exams. No exams will be given early without the Director's approval (medical emergencies only).

GRADING DATES and PROCEDURES

QUARTER	REPORT CARD DATES
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1st: August 11 - October 10, 2025	October 20, 2025
2nd: October 11 - December 19, 2025	January , 2026
3rd: January 6 - March 12, 2026	March 26, 2026
4th: March 23 - May 22, 2025	Mailed/emailed to OOD Students

Specific procedures will be outlined in each instructor's course syllabus, which will be posted on the instructor's website.

LATE OR MAKE-UP WORK

Late Work

Late Work constitutes class work, homework, or projects that are either:

- Assigned when a student is present and they fail to turn the work in by the deadline.
- Assigned with a student is absent and the student misses the deadline.

The responsibility for meeting deadlines lies with the student. The below chart illustrates assignment types that will or will not be accepted late, and the corresponding grade penalty for the submission of late work.

Major Grades	Minor Grades	Homework
• Accepted up to 3 days late • 15 point deduction per day • Grade will become and remain a zero (0) after 3 days	• Accepted up to 1 day late • 15 point deduction per day • Grade will become and remain a zero (0) after 1 day	• Not accepted late • Grade is assigned a zero (0)

Make-up Work

Make-up work constitutes any work that is assigned when a student has an excused absence and is unable to complete their assignments at home due to illness, injury, or lack of access to equipment. Make-up work can also be assigned when a student is out of school on suspension.

It is the student's responsibility to request make-up work through the Instructor. Instructors should respond to requests for make-up work within 24 hours to ensure that assignments are completed in a timely manner. **The Instructor will set an appropriate deadline for the submission of work based on the nature of the student's absence.** Extended illness should be handled on an individual basis with the student's illness and workload in mind.

PERFORMANCE EXPECTATIONS IN CORE ACADEMICS

The Fine Arts Center expects students to graduate on time, and in order to do that, students are expected to maintain good academic standing at the home base high school in all core academic areas. FAC Administration and the Guidance Team will regularly monitor student progress and attendance at both the FAC and GCS High Schools. Failure in one or more core courses may result in removal from the FAC program.

PROBATIONARY STATUS AT THE FAC

Students who are new to the learning environment at the Fine Arts Center may go through a brief adjustment period as they get used to the high level of rigor and expectations.

While returning students should already be adjusted to the environment, some students may fall off-track during their time as a student at the FAC. For these reasons, we have in place procedures to assign students “Probationary” status in order to help them get back on track. After one academic quarter of poor performance by a student, an Instructor may place the student on probation. Expectations for improvement will be communicated to the student and parent, and the student will have one academic quarter to improve their performance. If the performance does not improve, the student may lose their roster spot at the Fine Arts Center. This can occur at the end of Semester 1 or Semester 2.

SCHEDULE CHANGES - DROPPING OR CHANGING PROGRAMS

When a student accepts the offer to attend the Fine Arts Center, they are making a year-long commitment to attend the school. The process of applying to and auditioning for the FAC indicates the desire of the student to engage in rigorous, pre-professional arts training. Due to class size limitations, students who are offered admittance to the FAC have been chosen over other applicants for the privilege to study here. Therefore, we expect our students to complete the year of study with a committed mind, body, and soul.

The South Carolina Uniform Grading Policy does allow for students to drop classes within a prescribed timeframe. That timeframe is as follows:

- With the first day of enrollment in the course as the baseline, students who withdraw from a course within ten days in a 180-day course (all FAC courses) will do so without penalty. The drop date for the 2025-2026 school year is **Friday, August 22, 2025**.

Students who withdraw from a course after the specified time of ten days in a 180-day course without administrative approval, shall be assigned a WF/50. The WF/50 will be calculated in the student’s overall grade point average.

FAC students who wish to change programs may do so only by auditioning for the program through the prescribed audition process. Being a current FAC student does not guarantee acceptance into another FAC program. The student must apply during the application window, engage in the audition process with the rest of the candidates, and earn an offer for admission. FAC students may maintain their assignment to the FAC in their current program even if they choose to audition for another program and do so by meeting and/or exceeding the academic, behavioral, and performance expectations of their program.

SCHOOL COUNSELING

The School Counselor at the Fine Arts Center works closely with counselors at the home high schools and Out-of-District academic placements to meet the needs of students and their families. The School Counselor provides support for students in regard to academic planning, college and career information, and social/emotional issues.

The School Counselor at the Fine Arts Center provides academic guidance, college and career guidance, and personal/social development support as follows:

- Supports school efforts in recruiting new students into the FAC program.
- Supports the application system from the initial student application to the program through the final scheduling of students into PowerSchool.
- Understands academic parameters for high school graduation, common core standards, EOC exit examination requirements, etc.

- Supports students and families through the college application process, especially as it relates to arts colleges and careers.
- Assists students with the college and scholarship application process.
- Maintains relationships with college representatives about admission requirements and educational opportunities in the arts.
- Assists in arranging presentations by visiting college representatives.
- Assists students in maintaining satisfactory relationships through conflict resolution and social skills development.
- Participates in student conferences when requested by teacher, parent or administration.
- Supports individual students who may be experiencing academic and/or personal issues.
- Provides support to students with 504 or IEP accommodation plans

SCOPE AND SEQUENCE EXPECTATIONS

Students who attend the Fine Arts Center do so with the commitment to the following:

- Maintaining a grade of at least a B in all FAC Classes
- Attending the FAC for the full school year
 - Students who are placed on Probation and do not respond to interventions may be moved back to their home base high school for full-day instruction at the discretion of the FAC Director.
 - Students who make poor behavioral choices may be moved back to their home base high school for full-day instruction at the discretion of the FAC Director.
- Students in the Music Studios - Jazz, Percussion, Strings Chamber, Winds Chamber, Voice - commit to taking their studio class and a theory/recording arts class for all years of study at the FAC. Electives at the home base high school may not be substituted for the theory class.

Section II: District-Wide Information

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 healthcare 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. The school will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

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

Unlawful Absences

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

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused

with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 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 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'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. 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.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, or working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 8:45 a.m. and ends at 3:45 p.m. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code (Policy JCDA) or is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

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

Levels of offenses

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

Disorderly conduct - Level I

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

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

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

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school

beyond attending class, riding buses and participating in the school 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, alternative nicotine products, non-prescription drugs, "look-alike" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
 - intimidating, threatening, or physically abusing another student
 - any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion

- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

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

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

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

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

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

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

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

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

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

Dress Code

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

Link to: [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.

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, address, telephone number, 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, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act 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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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 at:

<https://greenville-sc.community.highbond.com/Portal/Policy.aspx>

Greenville County Schools Student Calendar 2025-26

February 2025

This is a Year-Round Modified School Calendar in accordance with SC Law Section 59-1-425.

August 2025	September 2025	October 2025	November 2025	December 2025	January 2026
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	1 2 3 4 5 6	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	7 8 9 10 11 12 13	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	14 15 16 17 18 19 20	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	21 22 23 24 25 26 27	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31
31			30		

5K-12 Important Dates

5K-12 School Start/End Dates

First Day	August 11
Last Day	May 22

Student Holidays

Labor Day	September 1
Teacher Professional Dev.	October 13
Thanksgiving Break	November 26-28
Winter Break	December 22 - January 2
Teacher Professional Dev.	January 5
MLK Day	January 19
Presidents' Day	February 16
Teacher Professional Dev.	March 13
Spring Break	March 16-20
Student/Teacher Holiday	April 6

Student Half-Days

Half-Days	May 20-22
May 20-21 half days become 1 makeup day if needed	

Grading Periods

End 1st Quarter	October 10
End 2nd Quarter	December 19
End 3rd Quarter	March 12
End 4th Quarter	May 22

Report Cards

1st Report Card	October 20
2nd Report Card	January 8
3rd Report Card	March 26
4th Report Card	Available in Parent Backpack

Makeup Days

Makeup Day 1	May 20/21
(both half days become full days resulting in one makeup day)	
Makeup Day 2	March 13
Makeup Day 3	April 6

Other Important Dates

High School Graduations	May 19-22
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4K Calendar

Visit <https://tinyurl.com/bdqj26sw>

Testing Calendar

Visit <https://tinyurl.com/yktp6swu>

Registration Information

Visit <https://tinyurl.com/2hausc9f>

eLearning Days and Makeup Days

In the event that inclement weather causes the district to cancel in-person activities, eLearning will be used on that actual inclement weather day. South Carolina Code of Laws 59-1-425 requires that all school districts designate at least three days as makeup days. Makeup days will be utilized if eLearning is not possible on an inclement weather day or if the five allowable eLearning days have already been used.

Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.

February 2026	March 2026	April 2026	May 2026	June 2026	July 2026
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	3 4 5 6 7 8 9	1 2 3 4 5 6	1 2 3 4
8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	10 11 12 13 14 15 16	7 8 9 10 11 12 13	5 6 7 8 9 10 11
15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18	17 18 19 20 21 22 23	14 15 16 17 18 19 20	12 13 14 15 16 17 18
22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25	24 25 26 27 28 29 30	21 22 23 24 25 26 27	19 20 21 22 23 24 25
	29 30 31	26 27 28 29 30	31	28 29 30	26 27 28 29 30 31