



# **GREENVILLE COUNTY SCHOOLS’ ELEMENTARY SCHOOL VIRTUAL PROGRAM STUDENT HANDBOOK 2023-2024**

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**Our handbook will outline procedures and expectations for a successful school year. Teachers will review it with students at the beginning of the year.**

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# **GCS Virtual Program Elementary School Student/Parent Handbook 2023-2024**

**GCSVP Student and Parent Welcome Letter/Contract 23-24: [\[CLICK HERE\]](#)**

**GCSVP Website: [\[CLICK HERE\]](#)**

**GCSVP Social Media Link Tree: [\[CLICK HERE\]](#)**

## **Administration:**

- GCSVP Director: Mr. Ken Ellis
- Assistant Principal: Mrs. Heather Sherman
- Instructional Coach: Mrs. Sue Florence

## **Guidance Counselors:**

- Mrs. Amy Reese

## **A. Live Meet Schedules for 2023-2024: [\[CLICK HERE\]](#)**

- Includes Daily Meet Schedules for Grades K-5, Special Ed., ESOL, Half Days, SEL/Club Days, and WIN Dates.

## **B. Attendance:**

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's

return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences:**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) 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 two (2) 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. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

### **Carnegie Credit:**

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

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

### **Truancy:**

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

### **C. Student Behavior Code:**

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

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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

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

### **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 aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
  - intimidating, threatening, or physically abusing another student
  - any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension

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

### **Criminal Conduct-Level III:**

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family

- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

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

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

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

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

#### **D. 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.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

## **E. 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 consequence.

### **Level II Offenses:**

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

### **Level II Consequences:**

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

### **Level III Offenses:**

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

### **Level III Consequences:**

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

### **Discipline of Students with Disabilities:**

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

### **Procedures for Transporting 4k, 5k and 1st Grade Students:**

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

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

Front:

Back:

Student Name:

Student Address: unique number

[ ] Student designee name (4th grade or above)

Route number:

Parent Responsibilities:

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

parent/guardian is responsible for updating this information at the school whenever changes occur.

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

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

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

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

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

## **F. 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 JCDAAG.

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 JCDAAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

### **Investigation:**

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

### **Appeals:**

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

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

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

#### **G. 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:**

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 JCDA.G. 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.

#### **Investigation:**

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the

District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **H. 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.

## **I. 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](#)

## **PreKindergarten:**

<ul style="list-style-type: none"><li>● Personal and social growth</li><li>● Approaches to learning</li><li>● Physical development and health</li><li>● Language arts and literacy</li><li>● Mathematics</li></ul>	<ul style="list-style-type: none"><li>● +: Exceeds standard</li><li>● =: Meets standard</li><li>● #: Making Sufficient Progress</li><li>● -: Not Yet making Progress</li><li>● Blank: Not taught or assessed</li></ul>
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## **Kindergarten and First Grade:**

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

## **Academic Skills Indicators:**

<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing and Language</li> <li>• Communication</li> <li>• Science</li> <li>• Mathematics</li> <li>• Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>• M=The student consistently meets or exceeds end-of-year expectations for this standard</li> <li>• P=The student shows expected growth/progress in meeting this end-of-year standard</li> <li>• B=The student is beginning to progress toward meeting this end-of-year standard</li> <li>• N=The student needs intensive support at school and home to develop this end-of-year standard</li> <li>• <i>If left blank, this standard was not addressed or assessed during this reporting period</i></li> </ul>
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#### Successful Learner Characteristics:

<ul style="list-style-type: none"> <li>• Interacts positively with adults and peers</li> <li>• Shows initiative and eagerness to learn</li> <li>• Participates and works well in a variety of settings (whole class, small groups, independently)</li> <li>• Demonstrates organizational skills</li> <li>• Sustains attention in a variety of settings</li> </ul>	<ul style="list-style-type: none"> <li>• 4=The student consistently demonstrates the characteristics</li> <li>• 3=The student demonstrates the characteristics most of the time</li> <li>• 2=The student demonstrates the characteristics some of the time</li> <li>• 1=The characteristic is not yet evident</li> </ul>
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<ul style="list-style-type: none"> <li>• Demonstrates perseverance in various tasks/situations</li> <li>• Follows multiple-step directions</li> </ul>	
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### **Related Arts Indicators:**

<ul style="list-style-type: none"> <li>• Art</li> <li>• Music</li> <li>• Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>• M=Meets related arts standards</li> <li>• P=making progress towards related arts standards</li> </ul>
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### **2<sup>nd</sup>-12<sup>th</sup> Grade:**

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

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

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

### **Grading Floors:**

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

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

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

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

Coding Grades for Work Not Handed In:

When a student does not turn in work, it should be coded following the PowerTeacher requirements and notation guidelines note that codes are subject to change and should follow guidelines provided annually from the PowerTeacher handbook:

NHI=Not Handed In:

The student did not turn in the assignment or do the work. If an NHI is assigned, the teacher will provide an opportunity for the student to submit the work later. The school leadership will

develop a process for helping teachers to get students to complete missing assignments or assignments that are not handed in. Any assignment coded with an NHI will be set up to calculate a minimum grade of 50%, as 50% is the lowest grade of F recorded in middle schools.

EX=Excused If a grade is denoted as excused, it is at the discretion of the teacher. This designation may be used when a student may not have the skills or they are not required by the teachers to complete the assignment or task. Using this designation assigns no grade to the student and does not reflect in the final average.

ABS=Absent When a student is absent from school or class and does not complete an assignment this designation should be used. Any assignment designated with an ABS should be set up to calculate as a minimum grade of 50%, as 50% is the lowest grade of F recorded in middle schools.

INC=Incomplete This designation is to be used when a student has not finished an assignment or is being given more time. All INCs must be cleared with a grade before the end of the grading period.

GFA=Grade Floor Applied:

This code is to be used when a student has completed the work, but has scored below the grade floor of 50. A GFA has a value of 50%. The student may, per school policy, redo this assignment to demonstrate greater mastery. Teachers enter the actual score in the comments for parent and student reference.

No grade lower than 50 should ever be entered in the gradebook. The codes above should be used when noting a grade lower than 50 was earned.

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

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

## **J. 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 to 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.

### **K. 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.

### **L. 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.

### **M. 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.

### **N. Parent's Right to Know:**

As the parent or family 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.

### **O. 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.

### **P. 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://go.boarddocs.com/sc/greenville/Board.nsf/Public>

### **Q. GCSVP Grading/Make-Up Work/Redo/Retake:**

**Interim and Progress Reports/Report Cards:**

Students will receive progress reports and report cards four times a year. You will receive notification to check Parent Backpack for progress reports and report cards.

**Report Card Dates:**

- 1st Nine Weeks: October 11, 2023
- 2nd Nine Weeks: December 19, 2023
- 3rd Nine Weeks: March 14, 2023
- 4th Nine Weeks: Last Week of May

The full grading policy can be viewed here: [Grading Policy, IH](#)

Retention and Promotion policy can be viewed here: [Promotion and Retention, IHE](#)

[GCSVP Menu of Options for Students](#)

**Plagiarism/Cheating:**

Students are expected to complete work with honesty and integrity. Representing someone else's work as a student's own diminishes what we stand for as a school community. Student success is dependent on each learner's own efforts.

- If a teacher determines a student has plagiarized/cheated, the teacher will contact the parent, and the student will then be given an alternative assessment/assignment in order to demonstrate mastery of the content.
- Until the alternative assessment/assignment is turned in, the grade will remain an NHI (not handed in/50) in the grade book. Alternative and redo assignments will follow the late work policy.
- A referral may be written at teacher discretion.

**Testing Environment:**

- Students will be required to have their cameras on during testing and may be required to use the mic to communicate with teachers about any questions or concerns during the test.
- Students will be required to put all other devices away during testing.
- Plagiarism or cheating will result in a parent/teacher contact and the student will be assigned a failing grade (50) for this assignment.

**Absence Make-Up Work:**

- Students are responsible to get makeup work from their teacher(s).
- Provisions to make up school work missed during extended absences can be worked out with the teacher(s)/team concerned.
- All Make-Up work is due on WIN Days:
  - Q1-October 4th
  - Q2-December 12th
  - Q3-March 7th
  - Q4-May 15th

**Late Work:**

In order for Virtual Program Elementary School Faculty and Staff to support students in their learning, the evaluation of completed work partnered with feedback for growth is essential. This process is layered

with communication, differentiation, as well as timeliness. We are very proud of the ways in which our students continue to demonstrate ownership of their learning, and we are focused on creating policies which foster their development as young people in the areas of responsibility and time management, while understanding that circumstances arise that cause students, just like adults, to miss deadlines. The policy outlined below allows space for mistakes to be made without impacting a student's grade beyond the point from which they can recover.

- Work assigned is expected to be completed by the assigned due date.
- It remains the responsibility of the student to turn in work even if it is late.
- The student will have up to and including the WIN day to turn in late or missing work for each quarter.
- Students will make up all missing **MAJOR** assignments within 5 days of the due date.
  - Teachers will handle unique situations on a case-by-case basis, and have the autonomy to determine whether they will accept work beyond the 5 days for credit.
- All missing assignments must be made up by the end of the grading quarter.
- Any missing work not turned in by the end of the quarter, will have the Greenville County Schools' grade floor applied (NHI), which equals a 50 as a grade.
- Students/Parents will need to communicate with the teacher(s) when a late assignment is submitted.

### **Redo/Retake Procedures:**

Learning is a process. We recognize that students learn at different rates and that while mastery of skills or standards remains the primary goal, students may require additional attempts in order to achieve success. In pursuit of giving students the opportunity to be successful, and in accordance with a growth mindset, the Virtual Program Elementary School has set forth the following redo/retake procedures.

- Students may request **one** opportunity to redo each **major-graded assignment** unless otherwise determined by the teacher. Major labs, quizzes, and projects may also be eligible for Redo/Retake at the teacher's discretion.
- Reading Tests are meant to assess a student's level of understanding at their present level, so retakes will **NOT** be allowed.
- Minor assessments may be redone/retaken at the discretion of the teacher.
- Students may **NOT** request a redo/retake on work turned in late.
- Students must submit their request for a redo/retake within **one school week** of the graded assessment being returned.
- Students will be expected to initiate the process for Redo/Retake by emailing the teacher..
- Only the highest score will count; **NOT** an average of the initial assessment. The retake score is the new score. A grade should represent the most current understanding of the material.
- Work assigned is expected to be completed by the assigned due date.
- It remains the responsibility of the student to turn in work even if it is late.
- Students will make up all missing **MAJOR** assignments within 5 days of the due date.
  - Teachers will handle unique situations on a case-by-case basis, and have the autonomy to determine whether they will accept work beyond the 5 days for credit.
- Any work not submitted, will have the Greenville County Schools' grade floor applied (NHI), which equals a 50 as a grade.

### **R. GCSVP Attendance:**

**Students are counted present when they are present in a Google Meet for the entire time of instruction and are required to have their cameras on while in class (full face visible). When taking any major assessment, students' faces must be clearly seen for the entire time (full face visible).**

**\*Students are not allowed to be riding in or driving cars during Google Meets\***

### **Absences:**

Parents have the legal responsibility of ensuring their children attend school. In the virtual environment, this means attending Google Meets, checking into their Google/CANVAS Classrooms and completing assignments daily for each class.

All virtual classes are offered at the scheduled time with a live teacher to provide instruction. Students are expected to participate every day in live sessions at scheduled times. Attendance will be taken daily in accordance with the Compulsory School Attendance Law and S.C. Code of Regulations. Uniform rules have been adopted and are aligned with those used in all Greenville County Schools

Absence notes should be submitted electronically to: [virtualattendanceelementary@greenville.k12.sc.us](mailto:virtualattendanceelementary@greenville.k12.sc.us) (A scanned document, or a picture of the document may be submitted).

A doctor's office may also email a copy of a medical note directly to:  
[virtualattendanceelementary@greenville.k12.sc.us](mailto:virtualattendanceelementary@greenville.k12.sc.us)

Any student who misses school must submit a written excuse for all absences within two (2) days of the student's return to school signed by his or her parent or legal guardian or a healthcare professional. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student submits a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Inclement Weather:**

Inclement Weather should not interrupt virtual learning, unless there are Internet/Power outages in your area. Please have the student log in to classes as usual if they have Internet and power. If no one is there, please assume the teacher does not have Internet or power. Should the weather cause a disruption, such as power outages or loss of internet connection, please contact the teacher or grade-level administrator. This is subject to change according to any district decisions.

Excuses for these types of issues should be sent to [virtualattendanceelementary@greenville.k12.sc.us](mailto:virtualattendanceelementary@greenville.k12.sc.us)

The full attendance policy can be viewed here: [Attendance, JA](#)

### **Absence Make-Up Work:**

- All work missed during any absence must be completed and returned to the teacher within five (5) days of the student's return to school.
- Students are responsible to get makeup work from their teacher(s).
- Provisions to make up school work missed during extended absences can be worked out with the teacher(s)/team concerned.
- After the original 5 days make up allowance for absence, the Late Work Procedures will apply.

### **Truancy:**

When a student has 3 consecutive unlawful absences, or a total of 5 unlawful absences, the student is considered truant, and an attendance intervention meeting will occur to develop a plan to improve attendance. If a student accumulates two additional unlawful absences following the intervention, the student will be referred to the Attendance Supervisor. The Attendance Supervisor will make a decision regarding a possible referral to Family Court based on the circumstances.

**Withdrawal:**

When a student is leaving virtual school to attend another school, the parent or guardian must contact the grade-level school guidance counselor to complete and sign a withdrawal form. This will ensure that grades at withdrawal are up to date and all student obligations have been met.

**S. Student/Parent Services:****Chromebook Repair:**

- [Chromebook Support and Repair for Students](#)

**\*GCS students can call 355-HELP or email [355help@greenville.k12.sc.us](mailto:355help@greenville.k12.sc.us) to get assistance with Chromebook.\***

**Meals for Virtual Program Students:**

Virtual Program students may receive meals each day by pre-ordering them one business day in advance from the cafeteria manager at their assigned school. FANS managers will work with school administration to determine the appropriate meal pick up times. Proof of GCS enrollment will be required to receive meals (anything that shows them as a current GCS student will be accepted). If you can provide a student ID number, FANS staff should be able to locate them in the system.

[Free and Reduced Meals Information and Application](#)

**OnTrack:**

Students who are experiencing academic difficulties and are struggling in the classroom are referred to the OnTrack team. The OnTrack team works with the classroom teacher and parents to identify strategies and interventions that can be attempted to help the child experience success. If the attempted interventions are not successful, then due process is started. Due Process procedures include screenings (vision, hearing, speech/language) and possible assessment to determine if a student meets eligibility requirements for additional services.

[GCSVP Menu of Options for Students](#)

**Parent Advisory/Student Advisory Councils:**

There will be an Elementary School Student Advisory Council and Parent Advisory Council that will hold monthly meetings throughout the year to discuss what is going on in the virtual program and to get input from both students and parents.

**Parent Contacts:**

Parents are encouraged to reach out via email or phone call with questions or concerns. Teachers want to hear from parents and are ready to help. There will be at least 2 scheduled conferences during the school year, usually in the fall and spring. All parents are expected to attend these scheduled conferences. Parents are also encouraged to initiate conferences at any time by emailing or calling the teacher for an appointment. A virtual conference will be arranged, and these are generally scheduled during the teacher's planning time.

## GCSVP Faculty and Staff Recognition Form 23-24

### **Guidance Counseling/Mental Health:**

Comprehensive guidance services are available to the student through each grade-level school counselor. This service is consistent with identified needs in academic, career, and personal/social areas. The counselors provide consulting, referral, and intervention to support student success. Eighth grade students will develop an IGP (Individual Graduation Plan).

### Request for Counseling Services 23-24

To contact one of your counselors for something other than counseling services, please send an email to [virtualattendanceelementary@greenville.k12.sc.us](mailto:virtualattendanceelementary@greenville.k12.sc.us)

### **Media Center:**

Virtual program students will have access to e-books as well as access to the [Greenville County Library](#).

### **Permanent Records:**

A permanent record is maintained at the homebase school office for each student. All information in the permanent record is confidential and is accessible only to the professional staff and the student's parents and/or guardian. Please schedule an appointment with the clerk at the homebase school if you desire to review your child's permanent record. When a student transfers to another school outside Greenville County, the records will be forwarded to the new school upon receiving a written request from the new school.

## **T. Items Related to Your Home-Based School:**

### **Identification Cards:**

Identification cards will be issued by your home-based school when you pick up your other supplies. Your ID card will indicate your status as a virtual student; however, will have the colors and name of your home-based school. You will be issued an ID and lanyard in case you are required to return to your home-based school for any event such as testing during the course of the normal school day. If you lose, deface or alter your school issued identification card, you are responsible for purchasing another card at the price charged by your home-based school. Altering/defacing/modifying includes but is not limited to drawing on, adding stickers to, damaging, defacing or breaking off portions of the card.

### **Participation in Extracurricular Activities:**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of your home based school; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, yearbook pictures, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day. As a student of the Virtual Program, if you choose to participate in extracurricular activities, those will be at your home-based school. You are held to the same behavioral, attendance and academic standards as every other Greenville County School District student that participates in extracurricular activities.

## **Receiving and Returning Your Chromebook:**

### **Receiving Your Chromebook:**

Students will be checking out a Chromebook from their home-based school. Students must sign the Chromebook Responsible Use Plan before a Chromebook can be issued. The Chromebook Responsible Use Plan acknowledges the parameters for families to protect Chromebooks and the District's investment in them.

### **Chromebook Check-In:**

Chromebooks will be returned to your home-based school during the last week of school. Your home-based school will have a schedule posted on their website for Chromebook turn-in. When you turn in your Chromebook, it should be free of any debris/drawings/stickers on the outside. Your charger will need to be turned in with your Chromebook or a 35.00 fee will be charged to your account. Failure to turn in your Chromebook to your home-based may result in:

- Your account being disabled
- Chromebook being reported stolen and a police report will be filed
- A charge in the amount of the Chromebook/charger being placed on your account.

## **U. Technology/Google Meets/CANVAS:**

### **Google Meet and CANVAS:**

Canvas is where students and parents can view all of the course content, assignments, grades, and announcements. As a parent, Canvas is the place where you can monitor your student's weekly progress in each course, in addition to the Parent Backpack. You can view grades, assignments, and even how much time your student is spending logged in to each course.

Please take some time in the next few days to look over videos and information on how students & parents can use Canvas.

Student Guide:

- [https://community.canvaslms.com/t5/Canvas-Student/ct-p/canvas\\_student](https://community.canvaslms.com/t5/Canvas-Student/ct-p/canvas_student)

Parent Guide:

- [https://community.canvaslms.com/t5/Canvas-Observer-Parent/ct-p/canvas\\_observer](https://community.canvaslms.com/t5/Canvas-Observer-Parent/ct-p/canvas_observer)

Create a Parent Account:

- <https://community.canvaslms.com/t5/Observer-Guide/How-do-I-sign-up-for-a-Canvas-account-as-a-parent/ta-p/540>

CANVAS and Google Meet sessions during the school day are for student learning and student access. These are important platforms for teachers to gauge student progress, gather formative assessment, answer questions, and give feedback. During class, small group, or help/enrichment sessions, Google Meet is limited to only students, just as a classroom would be in a brick and mortar school. Parents are given access to CANVAS and parents are encouraged to use this to monitor their student's progress on assignments. Students must not share Google Meet Links.

Please be mindful that teachers and other students can see your backgrounds. People walking by in the background during class time, inappropriate behaviors, and anything that causes a major disruption may result in the student being temporarily removed from the Meet until the situation is resolved.

### **Google Meet Links Sharing of Codes Disciplinary Steps:**

1<sup>st</sup> offense: Parents will be notified by the teacher.

2<sup>nd</sup> offense: Parents will be notified by administration.

3<sup>rd</sup> offense: Parents will have a conference with administration.

4<sup>th</sup> offense: Student will no longer be able to be part of the live meets and must watch recordings and submit a summary of the lesson to the teacher to receive a grade for that day.

### **Google Meet Disruptions Disciplinary Steps:**

1<sup>st</sup> offense: Student is muted and parent is notified. (If a student has to be removed from the Google Meet, a referral will be made to the Administrator).

2<sup>nd</sup> offense: Student is muted and parent is notified. (If a student has to be removed from the Google Meet, a referral will be made to the Administrator).

3<sup>rd</sup> offense: Student is muted and student is placed on probation with parent notification by administration.

4<sup>th</sup> offense: Student will no longer be able to be part of the live meets and must watch recordings and submit a summary of the lesson to the teacher to receive a grade for that day.

### **Cyberbullying:**

- Our definition of Cyberbullying includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of Cyberbullying. All forms of Cyberbullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.
- Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
- Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be brought to the attention of the administration.
- School administrators shall fully investigate all reports of Cyberbullying.
- In situations in which Cyberbullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the education process so that it markedly interrupts or severely impedes the day to day operation of a school.

- In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.
- Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

*Disciplinary action may include, but is not limited to, the loss of computer privileges, suspension or expulsion for verified perpetrators of Cyberbullying. Discipline for Cyberbullying will be handled on a case by case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement officials.*

### **Student Acceptable Use Policy:**

This section is intended to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **Compliance with Copyright Laws:**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

### **Filtering and Monitoring Computer Resources:**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **Prohibited Uses of GCS Resources:**

Students are prohibited from engaging in the following uses of GCS computer resources:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.

4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any instrument or tool that can be used for "computer hacking" as defined in the South Carolina Computer Crime Act on school property, on any District premise, or run or loaded on any District system
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

**Agreement of Use:**

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

**Consequences:**

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

**Technology: GCS Internet Safety and Other Terms of Use:****General Access:**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for other lawful purposes. These requests should be made to ETS with the knowledge of that employee's supervisor.

**Education, Supervision, and Monitoring:**

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

**Personal Safety:**

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.
5. Every communication, whether it is email, Google classroom, CANVAS, Google slides, etc., are monitored and can be traced to the user of the Chromebook where it is found. Disciplinary actions could result if the content is found to be unacceptable.

### **Expectation of Privacy:**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use of the District's systems.
3. Confiscate and/or search District-owned software or equipment.

Individuals are prohibited from using any electronic device, including a cell phone, to take pictures, record video/audio, or otherwise capture images of others in bathrooms, locker rooms, and other locations when individual privacy is reasonably expected. Students will be disciplined in accordance with Board Policy JCDA, including up to and including expulsion, for engaging in this conduct. Law enforcement will be contacted if any individual engages in conduct that could potentially be criminal in nature. The District may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

### **PLD/Security Guidelines:**

#### **Personalized Learning Device Guidelines:**

Greenville County School recognizes the importance of preparing students for 21<sup>st</sup> Century careers. The Personalized Learning Initiative, launched in August 2016, focuses on instruction that is:

- Paced to the learning needs of students.
- Tailored to the learning preferences of students.
- Customized to the interests of students.

The Personalized Learning Initiative attempts to engage students in real-world, authentic learning that prepares students for their future in a world of digital technology and information. In order to accomplish our Personalized Learning goals, every student will be provided a Dell Chromebook as the vehicle to power their learning.

### **Internet Security:**

- Chromebooks are installed with District Proxy Software that directs all online usage through the Greenville County Schools District Technology filters.
- Students are responsible for utilizing Chromebooks for educational purposes both at school and off campus, including their home.
- Internet filters still apply when off campus using non-GCS Wifi.
- Please note these filters are not 100% fool-proof and it is possible in rare situations that inappropriate websites could be accessed at home. Students are responsible for material/websites accessed on their device.
- Students are ultimately responsible for all actions taken while on their Chromebook, both inside a

school building and at home. Parents are highly encouraged to ensure students are appropriately being monitored and supervised at home when using Chromebook. Students should never allow another person to use their Chromebook.

- All actions, web sites, keystrokes, etc. can ultimately be tracked and investigated by the Greenville County School technology division.
- Every communication, whether it is email, Google classroom, CANVAS, Google slides, etc., are monitored and can be traced to the user of the Chromebook where it is found. Disciplinary actions could result if the content is found to be unacceptable.

### **Managing Files and Saving Your Work:**

#### **Saving Google Docs on Google Drive:**

Students will be logging into the Google Apps for Education domain and storing/saving files to their Google Drive. With each student's individual Google login, he or she can access their schoolwork from any computer that has Internet access.

### **Consequences for Violations of the Student Chromebook Policy**

<b>Level I Offenses</b>	<b>Level II Offenses</b>
Level I offenses are less serious, and consequences begin with a student verbal warning.	Level II offenses are more serious, and consequences begin with administrative disciplinary action.
<b>Examples of Level I Offenses:</b> <ul style="list-style-type: none"> <li>• Sharing passwords</li> <li>• Defacing computers (e.g., stickers, markers, etc.)</li> <li>• Removal of District labels or tags</li> <li>• Repeated failure to charge battery</li> <li>• Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission</li> <li>• Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission</li> <li>• Failure to be Responsible Digital Citizens</li> <li>• General mishandling of device on district Wi-Fi</li> <li>• Other items as deemed by school administration</li> </ul>	<b>Examples of Level II Offenses:</b> <ul style="list-style-type: none"> <li>• Downloading, posting, or distributing material that: <ul style="list-style-type: none"> <li>o Is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing)</li> <li>o Is illegal (e.g., copyrighted materials)</li> <li>o Refers to weapons, alcohol, drugs, guns or gangs</li> <li>o Constitutes gambling</li> <li>o Is otherwise restricted</li> </ul> </li> <li>• Intentionally destroying hardware or software</li> <li>• Viewing material that is pornographic, obscene, sexually explicit or profane (e.g. photos and music)</li> <li>• Engaging in theft</li> <li>• Engaging in any illegal activity</li> <li>• Harming or destroying another user's data</li> <li>• Creating or sharing a computer virus</li> <li>• Disrupting the network or the educational process</li> <li>• Other items as deemed by school</li> </ul>

	administrators
<p align="center"><b>Violations of these policies may result in one of the following but not limited to these disciplinary actions:</b></p>	
<p><b><u>Teacher actions for Level I offenses:</u></b></p> <p>1st offense - Verbal warning to student  2nd offense - Contact with parent  3rd offense - Referral to administration</p> <p><b><u>Level I offenses may also require:</u></b></p> <ul style="list-style-type: none"> <li>• Financial Restitution</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of District-Issued Chromebook Use Privileges</li> </ul>	<p><b><u>Administrative actions for Level II offenses may include but are not limited to the following:</u></b></p> <ul style="list-style-type: none"> <li>• Removal of unauthorized files and folders</li> <li>• Financial Restitution</li> <li>• Notification of Law Enforcement</li> <li>• Temporary or Permanent Suspension of Chromebook Use Privileges</li> <li>• Recommendation for expulsion</li> </ul>
<p>If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.</p> <p>*If a student's District-Issued Chromebook privileges are restricted, meaning that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the student's grade and ability to complete work at school.</p>	