Hughes Academy of Science and Technology
GREENVILLE COUNTY SCHOOLS

STUDENT HANDBOOK
2026-2027

Adrian Mayes, Principal
Deborah Primus-Brown, 6th Grade Administrator
Marjon Ford, 7th Grade Administrator
Justin Saul, 8th Grade Administrator

Hughes Academy Families,

Welcome to the 2026–2027 school year! Hughes Academy is a great place to learn and grow, and we're excited to have you with us.

An online version of our school handbook will be made available and updated throughout the year, especially if changes are needed to support the safety and wellness of our students and staff.

We ask that parents and students review the handbook together to ensure a successful start to the year. While teachers and administrators will highlight key sections during the first week of school, it's important that every family takes time to read through the entire handbook. Once you've done so, please complete this **acknowledgement form** to confirm that you've reviewed it and know where to find the latest version online.

In addition, Greenville County Schools (GCS) provides a district-wide student handbook. This document covers general policies and procedures that apply to all schools. Our Hughes Academy handbook includes information specific to our school, aligned with GCS guidelines. Please take a moment to review both. The district handbook is available on our school website or as a printed copy in our front office.

Strong communication is key to creating a successful learning environment. We use a variety of tools such as social media, School Messenger calls, Parent/Student Backpack, email, and our website, to keep you informed and engaged. There's always something happening at Hughes, and we encourage every student and parent to get involved and stay connected.

If you have questions or need support, please don't hesitate to reach out to any of our staff members. We're here to partner with you for a great school year and beyond.

Sincerely,

Adrian Mayes, Principal

Click Here for Hughes Academy Specific Guidelines

Click Here for GCS General Handbook

GCS GENERAL HANDBOOK

GCS General Handbook

- **Attendance**
- **Behavior Code**
- **GCS Non-Uniform School Dress Code**
- **Transportation**
- **Safe Schools/Anti-Bullying**
- **Title IX**
- **Homework Policy**
- **Uniform Grading Policy**
- **Family Educational Rights and Privacy Act**
- **Directory Information**
- **Student Speakers**
- **School Insurance**
- **Parents Right to Know**
- **Student Use of Technology**
- **Board Administrative Policies and Rules**

Attendance

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

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

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

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

Lawful Absences

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

Unlawful Absences

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

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences

in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

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

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

Student Arrival and Dismissal

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

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

Student Behavior Code

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

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

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

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

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

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's food service program)
- 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

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 parameters 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 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, schools 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 Discipline

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.

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 name (4th grade or above) Route number	Student address unique number Student designee

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.

Anti-Bullying and Safe Schools

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

Reporting Bullying, Harassment & Discrimination

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

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

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

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or

bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

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

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

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

Title IX Complaints (Sex-Based Discrimination/Harassment)

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

Reporting & Investigation

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

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

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

Homework

When homework is given, assignments shall reflect the following guidelines:
Homework shall include one or more of the three generally recognized types of homework: Practice: reinforces newly acquired skills taught in class

- **Preparation**: helps students prepare for upcoming lessons, activities, or tests
- **Extension**: provides challenging, often long-term opportunities for enrichment that parallel class work
- Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.
- Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.
- If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.
- Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.
- Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.
- Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

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

The SC Grading Scale is as follows:
A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59
WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value SC Uniform Grading Scale

Prekindergarten

• Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress Blank-Not taught or assessed

Kindergarten and First Grade

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

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard If left blank, this standard was not addressed or assessed during this reporting period

Successful Learner Characteristics:

• Interacts positively with adults and peers Shows initiative and eagerness to learn • Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills • Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations • Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident

Related Arts Indicators:

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards

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

In accordance with state law, no school may adopt or utilize any type of grading system that requires a teacher to assign a minimum grade or score that exceeds a student's actual performance on required assignments.

Teachers will update grades weekly. After a grade has been posted in the grade book, a teacher has 7 calendar days to update that grade from the day that the assignment is created in the grade book.

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

Directory Information

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

Student Speakers at School-Sponsored Activities

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

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

Insurance

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

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;

- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

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

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Generative AI

GCS recognizes that Artificial Intelligence (AI) offers innovative opportunities to enhance learning, independent research,and problem-solving. When used appropriately, AI serves as a powerful supplemental tool to support personalized instruction. GCS has updated Board Policy and Administrative Rule IA to include specific parameters on AI use in the classroom. To ensure a safe and effective learning environment, GCS adheres to the following commitments:

- Educational Purpose: AI is used to enhance, not replace, instruction and to promote critical thinking in alignment with South Carolina Standards.
- Privacy & Security: All AI tools are rigorously evaluated for safety and comply with all laws, including the Family Educational Rights and Privacy Act (FERPA) to protect student data.
- Ethics & Accessibility: We are committed to using AI in an unbiased manner and leveraging it as assistive technology to ensure all students have equal access to learning.
- Transparency & Accountability: We believe in keeping parents and guardians informed about the specific technologies used in our classrooms.

Student Responsibility

While AI is a valuable resource, it does not replace the necessity of foundational learning and original work.

- Guidance: Student use of AI during school hours should occur under the direction and supervision of teachers, following specific procedures for each class or assignment.
- Integrity: Any inappropriate use of AI, including plagiarism or using AI to bypass learning objectives, is considered a violation of the Behavior Code (Policy JCDA) and will result in appropriate disciplinary action.

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.

Administration reserves the right to make changes to this handbook in order to maintain safety and security for all students, faculty, and staff at Hughes Academy. Any changes to current policies will be posted on the Hughes Academy website

Hughes Academy Specific Guidelines

ACADEMICS

Bell Schedule

6th Grade	7th Grade	8th Grade
8:30-9:00 1st-Advisory	8:30-9:00 1st-Advisory	8:30-9:00 1st-Advisory
9:02-9:55 2nd	9:02-9:55 2nd	9:05-9:51 2nd/Essentials
9:57-10:50 3rd	9:57-10:50 3rd	9:53-10:39 3rd/Essentials
10:52-12:32 4th	10:55-11:41 4th/Essentials	10:44-11:37 4th
10:57 - 11:25 11:15 - 11:42 Lunch*	11:43-12:29 5th/Essentials	11:39-1:23 5th
12:34-1:27 5th	12:34-2:14 6th	11:42-12:14 12:03-12:32 Lunch*
1:32-2:19 6th/Essentials	12:34 - 12:59 12:55 - 1:24 Lunch*	1:25-2:18 6th
2:21-3:15 7th/Essentials	2:16-3:15 7th	2:20-3:15 7th

*Lunch times may vary slightly depending on your student's team.

BACKPACK for students and parents:

A backpack for parents account provides parents, guardians, or contacts with a central place to sign in to do the following:

- View your student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Apply or register your student to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.)
- Receive alerts and notifications regarding your students
- View your student's school and contact information
- Manage parent and contact information for your students

Please stop by the front office at Hughes Academy to sign-up today! You may utilize the link below for more information:
https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack

Grading Policy

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.

Students will receive numeric grades for all subjects using the grading scale below:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Progress Reports

Progress reports will no longer be stored and printed. Please refer to the Parent Backpack for the most updated version of your student's grades.

Report Cards

Report Cards will be sent to parents at the end of each nine week period via your student except for the 4th quarter. You will need to view the final report card on BackPack. If a student is failing for the school year, you will receive a paper copy via the mail.

Report Card Dates: Oct.22, Jan. 7, March 18, and May 27-Parent BackPack.

Promotion and Retention

Students who do not pass all required academic subjects (English/Language Arts, Math, Science and Social Studies) or who miss more than ten unexcused days of school, may be required to take one or two courses in summer school to meet promotion requirements or retake the class the following school year.

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 and daily assignments will be posted on teacher's websites and/or Google Classroom for access by both students and parents.

Make-up Work: When a student is absent, school policy allows five days after returning to school to complete make-up work. Students are responsible for contacting each teacher for missed work. The request should be made immediately upon returning to school. A parent may request make-up work for extended absences. Make-up work may be accessed online, provided via email or picked up in the front office after making arrangements with school staff.

Assignments have established due dates because completing work on time is an important life skill and allows teachers to provide timely, meaningful feedback. Students are expected to meet all deadlines; however, academic grades will reflect a student's level of mastery rather than the timing of submission. When assignments are turned in late, students may participate in interventions designed to build responsibility, such as teacher conferences, parent communication, restorative reflection, work completion sessions, or MTSS support. This approach holds students accountable for their behavior while ensuring that grades accurately communicate what they know and are able to do, preserving the integrity of academic reporting and supporting both learning and character development. To help students succeed, ample opportunities for support are available, including extra help before and after school, dedicated Flex period assistance, and regular classroom instruction. This aligns with the 7 Habits:

- **Be Proactive** – Take responsibility for deadlines.
- **Begin with the End in Mind** – Plan ahead.
- **Put First Things First** – Prioritize important tasks.
- **Synergize** – Seek help before falling behind.

Late Work Procedure

The goal of Hughes Academy is to provide rigorous, high-quality instruction that challenges students to grow academically while building confidence in their abilities. We recognize that students learn at different paces and are committed to supporting each learner throughout their academic journey. In alignment with Greenville County Schools' policies, students will have appropriate opportunities to redo or retake assessments as outlined by district guidelines. Our focus is on ensuring grades reflect learning while encouraging perseverance, growth, and mastery of standards.

Retake/Redo/Revise Major Assessments

Hughes Academy will follow the pathways below for students to retake/redo/revise Major Assessments.

Pathway 1: PLC-Driven Response

Through the PLC process, teachers will analyze common major assessment results and identify students who have not yet demonstrated mastery of essential standards and skills.

The PLC will:

- Identify the standards requiring additional learning.
- Determine appropriate remediation, intervention, or relearning activities.
    - If the class average on a CSA is below 75% , the teacher will initiate a reteach for the class and reassess.
- Select an alternate assessment or revised learning task.
- Coordinate the reassessment during an established intervention time.
- Communicate the plan and expectations to the students.

Students must complete the PLC-identified remediation or relearning before reassessment.

Pathway 2: Student-Initiated Request

Students may request a retake, redo, or revision of an eligible major assessment.
To qualify, the student must:

- Submit the school's Retake/Redo Request Form within **five (5) school days** of the grade being posted.
- Have submitted all minor assignments associated with the instructional unit.
- Complete teacher-directed remediation or relearning before reassessment.

- Coordinate the reassessment with the teacher during an agreed-upon intervention time.
- Students must complete the late work/redo/retake assessment form. Make a copy and enter your info.

Middle School Common Expectations

The following expectations will apply to both pathways:

- Only major assessments are eligible for retake, redo, or revision.
- All reassessments must be completed by the end of the grading period in which the original assessment was assigned.
- Students must complete teacher-directed remediation or relearning before reassessment.
- The teacher and student will coordinate the reassessment during an agreed-upon intervention time, such as before school, during Advisory, lunch, or after school.
- An alternate assessment or revised learning task may be used to demonstrate mastery of the same standards measured by the original assessment.
- The highest score earned will replace the previous score in the gradebook.
- School procedures must be implemented consistently across all grade levels and content areas.

Missing Work Due to Student Absences

- Work missed because of a student absence will be recorded as **MDA**.
- The code of **MDA** equates to a score of **zero** in the gradebook and will impact the student's overall grade until the work is submitted.
- Students have **five (5) school days** after returning from an excused absence to submit missed work unless alternative arrangements are made because of an extended absence or other extenuating circumstances. If alternative arrangements have not been made with the teacher, a grade of **zero** will remain as the grade for the missing work.
- If a student does not communicate with the teacher about their missing work by the **third (3) day**, the teacher will initiate the conversation and help the student develop a plan for completion.
- Once the teacher grades the submitted work and enters the grade into the gradebook, the code of **MDA** will be replaced with the grade.
- Upon completion, the teacher will update the assignment within **(five) 5 days**.

Missing Work Due to Not Handed In

- Assigned work that is not handed in by the due date will be recorded in the gradebook as a **code of NHI**. The **code of NHI** equates to a score of zero in the gradebook.

Health/Wellness

Students in grades 6th, 7th & 8th participate in Physical Education for at least a semester each year. Students learn to develop and maintain a healthy level of fitness, find personal enjoyment in life-long physical activity, and interact positively with others in sports and activities.
Please visit the link below for more information regarding health incorporated into Physical Education classes.

https://sites.google.com/a/greenvilleschools.us/gcs-health-physical-education/middle-school-physical-education

Cheating or Plagiarism

The School District of Greenville County expects students to maintain integrity in all school work and refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the internet is included in this offense.
Consequences:

- Parent notification is required.

- The student will be counseled by the teacher or other school personnel.
- The student may be required to repeat the assignment.
- Additional disciplinary actions may be applied.

Protocol for testing:

- Both of the student's hands are to be visible at all times during the exam/testing.
- Students are not to communicate with anyone verbally or non-verbally during the exam/testing period.
- If a student needs something from their pocket, purse or backpack, then they must first obtain permission from the teacher or proctor.
- The student may not leave their seat or the room without permission from the teacher or proctor.
- Only the items required for the exam/testing should be visible on the desk. All electronics should be off and in a book bag.
- When the student has finished the exam/test, the classroom teacher will provide next steps.

Failure to comply with the above protocol may result in disciplinary action.

Chromebooks:

Each student will be issued a Chromebook and charger provided by Greenville County Schools. The Chromebooks are permitted to go home with students for educational use. However, students will be responsible for maintaining the Chromebook's good condition and returning it at the end of the school year. Students will also be responsible for ensuring their Chromebook is charged for school each day. Chargers should be kept at home and not brought to school to keep from being lost or stolen. If a charger is lost, a student must pay the school to get a replacement. Students may not purchase replacement chargers from outside sources as it may cause damage to the Chromebook battery.

Misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, lunch detentions, In-School Suspensions, and Out-of-School Suspensions as well as loss of Chromebook privileges. Examples of conduct warranting disciplinary action include, but are not limited to, the following:

- Downloading unapproved apps without receiving permission.
- Leaving Chromebook unattended.
- Removal of student ID from Chromebook case.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook, case, charger, etc.
- Modifying Chromebook settings in any way on your own Chromebook or another student's Chromebook.
- Adding a credit card to a Google Account (Google Wallet) to purchase music/unapproved apps.
- Logging in under your personal Google account
- Leaving the Chromebook at home.
- Loaning of student devices to other students inside and outside of school.
- Multiple damage instances caused by lack of care for the Chromebook and other peripheral devices.

<u>Chromebook Technology Fee: Parents and students must complete a Use Agreement Form before the student receives a Chromebook.</u>

One accidental damage or one screen repair per school year is covered by repair warranty. Any additional repairs per year are not covered. Students will be required to pay for additional damages. A new Chromebook will not be issued unless the charge of the repair or the full price of the Chromebook is paid. Please note accidental damage also does not cover the replacement for a lost or missing Chromebook or Chromebook charger.

Please see the link below for further information regarding Personalized Learning in GCS.

https://www.greenville.k12.sc.us/Parents/main.asp?titleid=personalized

Textbooks:
Due to the use of Chromebooks, very few textbooks, if any, will be distributed to students. Students who receive textbooks need to be aware that lost or damaged books (beyond normal wear and tear) will be the responsibility of the student and replacement will be expected. Price is subject to change annually based on specific book titles and years in publication. The school will refund students for found textbooks provided students have the receipt.

ATHLETICS

Students in the seventh and eighth grades must meet the following requirements to participate in Middle School sports. (Sixth graders may not participate in sports.)

1. Students must be passing all courses.
2. Athletes must follow the same guidelines that School Club Members follow as well as the guidelines below. Please see School Club Guidelines in the student behavior section for more information.
3. If a student is suspended due to behavior, they may not participate in any practice, games, or contests during the duration of their suspension. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.
4. Students must meet all criteria set by Greenville County Schools and the South Carolina High School League.
5. Students may not participate in middle school sports if he/she becomes 15 before July 1.
6. Students must have a current physical form on file dated on or after April 1, 2024.
7. Students must pay all required athletic fees.
8. Students must have transportation to and from practices.
9. Students must be in attendance at least one-half of the instructional day to play in a game or attend practice unless a doctor's note is presented.

Students may bring athletic equipment to school for sports such as lacrosse, basketball, soccer, softball, and baseball. Students are not to bring or carry any sort of sports balls (basketball, soccer, etc…) in school or on school grounds. Athletes must request a locker to store their sporting equipment during the school day. Equipment cannot be stored in classrooms or in the front office.

Please visit GCSD's athletic webpage to retrieve more detailed information
.https://www.greenville.k12.sc.us/athletics/Upload/Uploads/codeofconduct.pdf

ATTENDANCE

Attendance

- As reflected in the updated 2024-25 GCS student handbook, students must present a written excuse, signed by a parent/legal guardian or a medical professional, for all absences within 3 days of the student's return to school. The written excuse should include the reason for and the date of absence. Without a valid written excuse, the absence will be recorded as unlawful. Absences in excess of 10 days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or approved by the principal.
- 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 (6) years of age on or before the first day of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

- In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of the school day.
- Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

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 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 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 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 pre-arranged 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.

Approval of Absences in Excess of Ten (10) Days

The school year consists of 180 school days. Students are allowed ten (10) excused absences covered by a parent note each school year. After that point, the absences will only be excused provided that there is a medical excuse provided by a healthcare provider. If a medical excuse is not provided, the absence will be entered as an unexcused/unlawful absence. Please see the SC Compulsory School Attendance Law where the amount of unexcused/unlawful absences is monitored and therefore a student/parents could face legal action.

Early Dismissals

The student who needs an early dismissal must bring a note written and signed by the parent or guardian to the main office before or during 1st period. The note must contain the following information: date, name of student to include first and last name, time of dismissal, reason for the dismissal, name of the person picking up the student, telephone number where the parent can be reached for verification and signature of the parent. The parent or guardian will be required to come into the office to sign the early dismissal sheet. Identification will be necessary before the student is permitted to leave. No early dismissals are allowed after 2:45 P.M.

Arriving Late to School

- All students arriving in the building after 8:30 A.M. should report to the front office for a tardy pass.
- Bus riders will receive a "Late Bus" pass and will have five minutes from the time on the pass to get to their first class.
- Car riders will receive an "unexcused" or "excused" tardy pass. Unexcused tardies may result in disciplinary actions.

DRESS CODE

Students will be expected to dress in an appropriate manner while on school property and while participating in school-related activities. We encourage our students to take pride in their personal appearance, such that it does not disrupt student work or school order, become distracting to others, or violate health and safety guidelines. Students must adhere to the uniform dress code set forth by the school principal while on campus during the school day. If attending a school function in the evening, students must comply with the dress code of Greenville County Schools.

HughesAcademy's guidelines are as follows:

Shirts: MUST HAVE A COLLAR AND BE A SOLID COLOR

- Shirts may have a small appropriate logo over the pocket area
- All shirts must have a collar and short or long sleeves.
- Turtlenecks and mock turtlenecks are permitted if they are solid colors.
- Long or short-sleeved t-shirts or tank top camisoles in a solid color are permitted, but they must be worn underneath the collared shirt.
- Only sweaters, sweater vests, sweatshirts, and light jackets that are of solid colors may be worn on top of the collared shirt. No other items may be worn over the collared shirt.
    - **Just a reminder:**
        - No cleavage showing.
        - Tight fitting shirts, shorts, or pants are not permitted.
        - See-through shirts showing undergarments are not permitted.
        - No tucking of hoods.

Pants, shorts, skirts, and dresses: NAVY BLUE, GRAY, BLACK, OR KHAKI

- Denim of any color is not permitted (rivets normally indicate denim). NO BLACK JEANS OR LEGGINGS/JEGGINGS..
- Sweatpants, or overalls, may not be worn.
- The length of skirts, shorts, skorts, dresses, and jumpers must be at finger-tip length with arms fully extended.
- Slits in the skirts, jumpers, or dresses must meet the same requirement as the actual length of the skirt as stated in the bullet above.
- All pants and shorts must be hemmed (No cut-offs allowed).
- A collared shirt must be worn under jumper dresses and be solid.
- Dresses must have a collar.
- Dresses or skirts made of 100% Lycra or Spandex are not allowed.
- Undergarments should not be visible.
- Tights or leggings cannot be worn without a dress code length skirt or dress over them. No "fishnet" type stockings are permitted. Leggings and tights must be solid dress code colors.
- Joggers should be made of khaki material not athletic material.
- No holes in any part of the pants on specified dress down days should be above the knee.
- Pants, shorts and skirts must be worn with the waistline above the hips at all times. Pants/shorts cannot bag, sag, or drag.
- Pajamas are not allowed at any time.

- Any student sagging their pants will be required to put a belt on (provided by administration) for the school day.

Outerwear:

- Coats may be worn to school but must be removed upon arrival at school
- Sweaters and sweatshirts (no hoods) may be worn in class, but must be of solid color.
- Lightweight jackets/pullovers may be worn in class but must be of solid color.
- No denim jackets allowed.
- Outerwear items may not be excessively long, and may not have a hood or logo other than pocket logos.
- A dress code shirt collar must be visible under outer garment**s** at all times. If wearing outerwear, then the student must unbutton or unzip the outerwear so that the collar is visible at all times.
- No hooded garments may be worn.
- Students may wear Hughes Academy sweatshirts but not t-shirts over a collared shirt. (No hoods)
- Athletes may wear Hughes Academy sporting apparel on game days. Students who participate in other GCS school sports are NOT permitted to wear that school's apparel. (unless prior approved)

Shoes:

- Slides, flip-flops, shower shoes or bedroom shoes are not permitted.
- Shoes with heels over 2 1/2 inches may not be worn.
- The only extra pair of shoes brought to school should be those used for PE.
- Sandals may be worn if they have the strap in place at the heel. This includes Crocs. They must remain in "sport mode" while on school campus.
- Shoelaces must be tied at all times.
- Shoes with lights and/or wheels are not permitted.

Jewelry and Accessories:

- Sweatbands or headbands worn around the forehead are not permitted. Headbands must be worn at the hairline or above the hairline.
- No hats of any kind, skullies, sunglasses, "do-rags," bandanas, scarves, or headbands created from a bandana may not be worn.
- Piercings that cause a disruption or are a safety concern may not be worn.
- Mouth pieces are not permitted.
- Spiked necklaces and/or bracelets are not permitted. This includes chokers, wristbands, dog leashes, chains, etc.
- Make-up that is disruptive to the educational setting is not permitted.
- Any hair décor (coloring, symbols, etc…) that is disruptive to the learning environment will be required to be removed and/or changed. Students will be assigned ISS/OSS until the disruption is removed.
- Mardi Gras style beads are not permitted.
- Sunglasses or masks covering the eyes or face may not be worn. This does not include a medical mask worn due to Covid.
- Curlers, combs, and picks may not be worn in the hair.
- No large purses or fanny packs are allowed during the school day.
- Items that could be used as a weapon may not be worn or brought to school.

Students may not write on their arms, legs, or any visible part of their body with ink/paint, or cut themselves with blades to create a design. Also no visible stickers or appliques are allowed on the body.

There will be certain dates throughout the school year where students will have the opportunity to wear Greenville County Dress code. On those dates, the following dress code applies:

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.

.

*At no time will hoodies, pajamas, or holes in jeans be allowed at Hughes Academy.

Physical Education Dress Code:

Students will only dress out this school year for specific P.E. activities. This information will be provided to your son/daughter in advance to ensure they have time to bring in the P.E. clothing.. Students will not be required to dress out daily, but will need appropriate tennis shoes each day. When students do dress out, they will need to follow the PE dress code below:

- Students must wear black athletic shorts of at least mid-thigh length and a solid red t-shirt.
    - Shorts may NOT be tight or spandex
    - Sleeveless shirts
    - Tights or Yoga pants must have shorts over the top of them
- Tennis shoes or sneakers with socks are required in P.E. (No boots, CROCS, or open-toed shoes)
- No jewelry

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or request that the student be placed in ISS until a change of clothing is available or for the remainder of the school day.

Consequences for dress code violations:

- First Offense: Documented Warning
- Second Offense: Lunch Detention
- Third Offense: Referral to Behavior Interventionist
- Fourth Offense:ISS

Along with the consequences above, students may be placed in ISS if they are out of dress code until Hughes Academy dress code clothing is brought to the student by a parent/guardian. If the clothing is brought before 8:30, then the consequence may be waived.

ID Badges: As part of our school district's continuing efforts to provide a safe learning environment, all middle school students and staff are required to wear Photo ID badges.

- Students must wear their ID badge whenever they are on campus, on field trips, or school functions. The student's photo should be visible at all times.
- Students should not wear another student's ID.
- Students who do not have their ID badges visible when they arrive in the morning will be directed to enter through a specified door to receive a temporary or purchase a new badge.
- Students should make every effort to keep up with their ID badge and must wear it every day. Lost, stolen, or defaced ID badges must be replaced at a cost of $5.00 (new lanyard included). Students are not allowed to wear any items on their ID badge other than a house key.
- Stickers, writing, or other defacing of the ID badge will not be permitted.
- An ID badge and lanyard will be provided to all students at the beginning of the school year. If students choose to wear a non-school lanyard, then it must have a break-away latch on it for safety purposes.
- Student ID badges will also be used to purchase lunch and check out media books as well as textbooks.
- During the first week of school, administrators will remind students if their ID is not properly displayed. After this orientation period, students not wearing their ID badge properly will be subject to disciplinary action such as lunch detention, ISS, OSS, etc.)
    - Proper wearing of an ID is defined as the student wearing their ID on a school approved breakaway lanyard, worn around the student's neck all day. The ID should not be removed (i.e. hanging out of the pocket).
    - Students who do not buy a new ID and have excessive infractions due to this will be provided a new ID and charged for the new ID badge.
    - Students can receive a temporary ID with the consequence of lunch detention for 3 infractions before the potential of an upgraded consequence.

Smart Pass: All students are provided a log in to our digital hall pass system. Students must create a pass any time they leave the classroom (i.e. nurse, restroom, counselor).

Consequences:

- Any student who does not have their school badge, lanyard, Chromebook or school agenda by 8:30 a.m. will be assigned a consequence.

It is the student's responsibility to secure a temporary ID badge upon entering the building. Students who remove/lose the IDs or do not inform a staff member that they need one will be subject to a disciplinary infraction and will need to report to the front office to obtain another temporary ID. Temporary IDs must be worn on the upper left or right side of the shirt.

PROCEDURES

Arrival:

- School instruction begins each day at 8:30 a.m. and ends at 3:15 p.m.. The first bell rings at 8:20 and the tardy/late bell at 8:30 a.m. Students should be in class and ready to learn by 8:30.

- There will be no supervision prior to 7:30 a.m. Students arriving prior to 7:30 a.m. will not be permitted into the building. From 7:30 to 7:45, students will sit in the cafeteria. Breakfast will be served beginning at 7:30.
- Bus Riders are to enter the school through the door on the left side of the building, which is closest to the cafeteria.
- Car riders should be dropped-off and picked-up in the traffic circle only. The traffic circle is located on the right side of the building closest to the technology wing. Students are not allowed to be dropped-off and/or picked-up in the teacher/visitor parking lot located in the front of the school or in the bus circle. Students are to exit their vehicle on the curbside only. Students may not leave with walkers and enter a vehicle in the school car line. Car riders should remain in the pick-up area safety zone.

- Walkers are to remain on the curb or sidewalk. Walkers from DeOyley are to enter school through the door on the left side of the building, which is closest to the cafeteria. Walkers from Rice Street should enter through the car line doors on the right side of the building. Walkers should never cross in front of car line vehicles while on school property or cut through the school parking lot.
- Student-driven vehicles are not permitted. No student at Hughes Academy may drive any motorized vehicle to school.

Lunch Procedures:

- Remain in a line walking to lunch and while waiting for lunch.
- Remain seated during lunch and facing forward. Students are not allowed to turn around and speak to students at other tables.
- Once students are seated, they may not get up unless given permission by a teacher or administrator.
- Refrain from making excessive noise.
- All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria. Once they enter the cafeteria they may not leave without teacher permission.
- Keep the cafeteria as clean as possible.
- Students are expected to remove food, napkins, or other items from the tables and the floor around them.
- All litter is to be deposited in the designated trash cans.
- Students shall not leave the cafeteria until dismissed by a teacher.
- Bringing in cupcakes or other birthday/special occasion treats is not allowed.

Change of Address:

The school should be notified immediately of any changes in personal data including address and telephone and/or cell phone numbers. If it comes to our attention that a student has moved, the parent will be required to show proof of address. Any changes in name or address must be made through our attendance clerk at 355-6200.

Deliveries:

Students may not have any deliveries to Hughes Academy (i.e. balloons, flowers, treats, gifts, lunch or food of any kind).

Dismissal:

Students are to leave their classrooms only when announced.

- **Buses** are posted on the school-wide television monitors in the order in which they arrive on campus. Bus riders are to exit through either the front door or the bus door. Students who leave their 7th period classroom before their bus is posted will be subject to disciplinary action.
- **Car riders** will remain in their 7th period classroom until their name is posted on the promethean board or television screen. Dismissal will begin at 3:15. Any car riders remaining after 3:45 will be transferred to the late bus holding room and remain there until a parent checks the student out of the building through the front office. Students who leave their 7th period classroom before their car is posted will be subject to disciplinary action. . Students may not leave with walkers and enter a vehicle in the school car line. Car riders should remain in the pick-up area safety zone.
- **Walkers** traveling up Rice Street will exit through the side doors located near the technology wing. Walkers traveling to DeOyley Ave.will exit through the bus door. No student is to be picked up off campus or in front of the building. Only students who have permission in PowerSchool to walk will be permitted to leave campus with walkers. Walker must submit a Walker/Bike Rider Permission Form.
- Students not involved in extracurricular activities, sponsored by Hughes Academy should be picked up by 3:45 p.m. There is no supervision provided after 3:45 p.m. If you have special circumstances that prevent you from being here by 3:45 p.m. to pick up your child, then you will need to make arrangements with the main office.
- If a student is consistently picked-up after 3:45, then the parent will be notified and provided information for the school's extended day program. Please see the link below and on our website to access more information regarding our Extended Day Program.

Early Dismissals:

Students who need to leave school early must present a note written by a parent or legal guardian to the front office upon arrival to school. There will be no early dismissals after 2:45 p.m. (on the half days of school there will be no dismissals after 12:00 p.m.). The note must include the following: student's name, specific reason for early dismissal, specific time for dismissal, name of person transporting the student, and a telephone number where a parent can be reached or for verification. The student will not be called from class. The student is to notify the teacher when it is time for he/she to leave. When the time comes the student should come to the front office.

The parent or guardian must come into the front office and sign the student out. You must know the child's birthdate and be authorized to pick the child up from school (photo ID will be required). If anyone other than the parent or guardian picks up the student, identification may be necessary before the student is permitted to leave.

Financial Transactions:

When submitting payment to the school staff, the cash/check/money order must be submitted before 12:00 p.m.

Guidance Services:

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupations information, career information, study help, help with home, school and/or social concerns, or any other questions the student would like to discuss with a counselor. Students must have an appointment and/or pass to meet with the counselor.

School Counselors:

- Courtney Lillison, 6th Grade
- Lauren Tenholder, 7th Grade
- Laura Gibson, 8th Grade
- Georgia Milligan Multi-Grade Level, Interventionist
- Graham McBride, Mental Health Counselor
-

Please visit the link below for more detailed information regarding what the district has to offer in regards to counseling and mental health:

https://www.greenville.k12.sc.us/Parents/main.asp?titleid=counselors

Health Room

A full-time RN is stationed in our school health room to supervise the students' medical and emergency needs. The health room is merely an emergency station and is not equipped to take care of any serious illness. Students will only be dismissed from school in case of illness from the Health Room. A parent or doctor's note is required upon the return of the child who was dismissed from the Health Room. Students may not contact parents regarding illness using personal cell phones or a classroom phone. If a student becomes ill at school, he/she must go to the Health Room where the nurse will evaluate whether or not that student needs to go home. Parents are to notify the school nurse, in writing, if any health conditions pertinent to the child's wellbeing such as asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc..

All students will receive an emergency information sheet to be completed by parents in their first day packet. Please complete the form and return it with your student as soon as possible.

Immunizations:

The state requires that each student present the school with a valid South Carolina Certificate of Immunization or Certification of Exemption. Students who do not have immunization records on file with the school will not be provided a schedule. Please provide the above information to the front office.

Tdap Immunization is required for all 7th graders unless the parent has submitted an objector's statement prior to the first day of school in order for a student to obtain their class schedule and attend school on the first day. Parents must provide the school with documentation of the Tdap immunization, a religious exemption, o a medical exemption. Parents are encouraged to submit this documentation as soon as possible. State Law began the requirement for the Tdap vaccination beginning with the 2014-2015 school year.

Medication:

Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to the school nurse and provide Form Med-1 before any prescriptions medication may be left at the school
- If your child must self-administer medication at school, Form Med-2 is required before medication is brought to the school nurse.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using Form Med-3.
- Any substance not regulated by the FDA (i.e. Herbal/Alternative Medicinal Products) will not be administered by GCSD Employees. A Physician Authorization form as well as a Parent-Student Agreement form must be completed and turned into your school nurse prior to allowing your student to self-administer an herbal/alternative product in a school setting.

*All medications must be in the original container and will be administered as labeled. Expired medications will not be administered. Students at no given time should have medication in their book bag. Students who are required to self-medicate (inhalers, etc…) MUST have a note in the health room.

Vision Screening:

The school nurse will administer vision screenings for seventh graders each school year. Parents of children who do not pass the screening will be notified. There will be a form to complete before the screening takes place.

All Health Services procedures/guidelines and above mentioned forms can be found in a more detailed manner online at http://www.greenville.k12.us/gcsd/depts/stuserv/health.asp

Inclement Weather

Should inclement weather threaten the normal school schedule, students and parents should tune in to their local television or radio station for announcements about school openings and closings. When weather creates a delayed opening of school, students are to report according to the delayed time.

Lost and Found

Any articles found on the school grounds should be turned in to the front office. All unclaimed items are donated to a charitable organization at the conclusion of each quarter. Please see office personnel to gain access to the lost and found.

Media Center

All school rules apply in the media center. The media center is open from 8:00 a.m. to 3:45 p.m. Students may come with their classes or individually with a smart pass from a teacher. Only one name can be included on the pass from a teacher.

Books (up to three) may be checked out for a period of three weeks and may be renewed once. Books in great demand may not be renewed. No student may check out materials and/or books for another student. All fees should be paid promptly. Students may not collect report cards and participate in extracurricular activities if fees are owed to the media center.

The Maker Space in the Media Center is a space designed specifically for students to create and collaborate. The Maker Space offers a variety of STEAM-based activities and materials for creating and building, including 3-D printers, Legos, Robotics, etc.. All students must have a pass to visit the Maker Space.

Pledge of Allegiance

Hughes Academy students should collectively participate in the Pledge of Allegiance and moment of silence. These activities will take place at the beginning of the school day. Any individual who chooses to abstain should remain quiet and respect the rights of others to participate.

Safety Drills

Safety Drills are held at regular intervals throughout the school year. Practicing these drills in an orderly fashion promotes safety in case of a real emergency. To ensure safety, remember these basic rules:

- Check instructions in each classroom for emergency procedures (posted near the door).
- Move quickly and quietly to designated areas.
- Listen for teacher instruction.
- Misbehavior during a safety drill will result in a disciplinary infraction.

Social Clubs

Students who are members of social clubs, fraternities, sororities, and other non-school sanctioned organizations are not permitted to carry on sales, initiations, or other club activities. Any sort of club-related "hazing" or intimidation is not allowed.

Student Responsibilities

A responsibility is an obligation one has to ensure the rights of all are protected.

All students have the responsibility to:

- Attend school to receive an education daily unless ill or legally excused
    - Schools cannot educate students who do not attend school.
    - South Carolina law requires a student to attend school until his/her 17th birthday.
- Be on time for all classes
    - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
- Come to class with necessary materials
    - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments as well as meet deadlines
    - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete the outside assignments.
- Obey school rules and school personnel
    - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.
- Cooperate with school staff
    - Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

- Respect the people and their property
    - Treat people and their property with respect.
- Respect public property
    - Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home
    - Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, report cards, attendance information and by delivering home any school correspondence.

School Insurance

Student accident insurance is offered to parents. The available insurance coverage includes school-only 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

*Please note, voluntary student accident insurance is different from athletic insurance, which is required.

School Telephone

Students are to use the phone in the office for special circumstances only with permission from a member of the Hughes Academy staff. The phone is not for travel arrangements or to retrieve forgotten articles.

Visitors

Visitors must secure administrative approval before being allowed in any part of the building. All visitors, including parents, must report to the office, obtain permission, sign-in, and receive a name tag before reporting to any other area in the school. If you wish to visit a classroom, you must make arrangements, in writing, to the teacher, office clerk and grade level administrator at least 24 hours in advance.

Volunteers

All volunteers must receive district approval prior to volunteering at any school, center or chaperoning any school field trip. Please allow up to 2 weeks for the approval process.

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, has implemented additional security checks for school volunteers. All volunteers must submit an online application to the district and receive clearance from the district before volunteering at any school/center or chaperoning any school field trip.

Volunteers are now identified by two different categories: Level I or Level II. The application is the same for level I and level II (you must be 18 or older to become a volunteer) . The application process for each is detailed at the link below:
https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers

STUDENT BEHAVIOR

Discipline: Conduct of Students

All students at Hughes Academy will be required to conduct themselves in a manner that will be in the best interest of the school and its students. Improper conduct will not be tolerated.

At the beginning of the school year, teachers will review Hughes Academy's school discipline program, PAWS (Practice Respect, Accept Responsibility, Work Together, and Succeed), which promotes positive student behavior while also providing consistency for the teachers and students should a discipline problem arise.

Please see the quarterly PAWS cards located in the back of the agenda as a reference to what steps will be utilized for minor infractions.

Teachers will keep an electronic discipline record on every student. Any infractions will be recorded daily, should a student choose to violate the discipline code. Violations will be handled utilizing any one or several of the following interventions:

- Warning, silent lunch, no outside free time, parent phone calls, parent conferences, In-Class Suspension (ICS), In School Suspension (ISS), Out of School Suspension (OSS) and/or referral to administration.
- For major offenses, an administrative referral may be the first step.

Students who receive a discipline referral while in ISS will receive OSS

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

Prohibited Items

- Electronic devices such as recording devices, radios, CD players, DVD players, TV's, laser pointers, etc. are not to be brought to school. Items such as playing cards of any type (baseball, game, etc.), toys, candy, gum, etc. are also prohibited. Students who are in possession of the items may be subject to disciplinary action.
- Students are permitted to possess electronic devices (cell phones, earbuds, or smart watches) on school property, school buses, and while attending school-sponsored and school-related activities. The use of the electronic devices are restricted to before and after school hours only. Electronic devices must be turned off and out of sight throughout the school hours of 8:00 to 3:15 (Off and out of sight while in the cafeteria at all times). Students may not use, or have turned on, an electronic device without prior permission of an administrator, as set forth below. "Turned on" includes an electronic device that is activated, set or programmed to ring, vibrate, or otherwise receive a signal or message. A person who finds a student in possession or use of an electronic device in violation of this policy, must issue a disciplinary referral. Students using the electronic devices to video other students/ faculty or post photographs of students/faculty without permission may lead to suspension and/or expulsion.
- Any electronic device listed above should stay in a student's bookbag between 8:00 and 3:15 (Teachers may choose to refrain from cell phone usage after 3:15 to ensure dismissal goes smoothly.) If an electronic device is visible or heard then they will receive the following consequences:
    - **1st Offense :** Administrative Discretion
    - **2nd Offense:** Referral and ISS
    - **3rd Offense :** Referral and 2 Days ISS
    - **4th Offense:** OSS
- Students are permitted to bring water bottles; however, the bottle must be clear/translucent and the container should only contain water. No other beverages besides plain water are permitted.

Off Campus Behavior

Administrators will take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff, and/or administrators of the district.

School Events (Dances, Field Day, Etc...):

- Students must not have more than two (2) in school suspensions and/or no out of school suspensions 30 school days prior to a dance, field day, etc... to be able to participate.
- Students must wear their Hughes Academy ID badge to participate in school dances and specific after school events/activities.
- Students must pay all fines and fees before attending the above events.
- Students must be picked up immediately after the dances, athletic events, concerts or any evening events in order to be allowed to attend future events.

Hughes Academy Reward Functions

Students are rewarded for success in their academics as well as their positive behavior. At the end of each grading period, students who are passing all classes with a 60 or above and have not received ISS or OSS will be rewarded throughout the school year

Field Trips:

- Field trips are an extension of classroom instruction. All school rules and policies apply to students on a field trip. Students are responsible for work missed during field trips.
- If a student is suspended or absent during the time of a field trip, they will not be allowed to attend and monies will not be refunded as buses and tickets have already been purchased.
- Chaperones must adhere to field trip guidelines!

Note: School administration reserves the right to require parents of students with extreme discipline or health concerns to accompany the student on the trip.

Chaperones must adhere to field trip guidelines!

School Clubs:

Each club will have an application process that will require teacher recommendations and parent signatures.

After School Club Participants will be required to follow the guidelines listed below:

- A student may not have more than two absences from any meeting or practice.
- If a student is picked up from a meeting or practice late more than twice, then they will be dismissed from the club and or sports team.
- No failing grades on report cards
- No discipline issues within the club and or sports team
- If a student is suspended due to behavior, they may not participate in any club practice, club meeting, club, or field trip, etc. during the duration of their suspension. The participants may return to participation in any activity only after being readmitted to school and attending school for one day. Offenses that lead to OSS may also warrant punishment under this code of conduct for extracurricular activities.

It is the responsibility of any student in Greenville County to be aware of the code of conduct for the district. A complete list of the behavior code can be found on the GCSD webpage under the School Board link: www.greenville.k12.sc.us

State Law requires that student handbooks contain this notice:

School Safety Act of 1996 State law requires that student handbook contain this notice: Any student who commits an aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than $1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime of assault and battery of a high and aggravated nature against a school official, and of other "violent

crimes". Any school official who reports a school-related crime in good 12 faith is immune from criminal and civil liability arising from the report.

Transportation

The following is taken directly from The School District of Greenville County's Code of Conduct regarding school bus safety.

Greenville County Schools
Code of Conduct on School Buses

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

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

**The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.*

Level I Consequences

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

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]

- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

**The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.*

Level II Consequences

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

Level III Offenses

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

Level III Consequences

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

Discipline of Disabled Students:

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

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

A complete copy of these guidelines can be found on the district's website under the Transportation Department at http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp.

Administration reserves the right to make changes to this handbook in order to maintain safety and security

for all students, faculty, and staff at Hughes Academy. Any changes to current policies will be posted on the Hughes Academy website.