



# Student Handbook

2024-2025 ES and MS

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## **Attendance**

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

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

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. School will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

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

### **Unlawful Absences**

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

### **Absences**

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

### **Carnegie Credit**

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

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

## **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'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.

- 1<sup>st</sup> Offense: Warning/Parent Contact
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> 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:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique number

## **Parent Responsibilities:**

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

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

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

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

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

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

## **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](mailto:Section504@greenville.k12.sc.us) and [TitleVI@greenville.k12.sc.us](mailto:TitleVI@greenville.k12.sc.us). Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

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

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

## **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

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

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

**Academic Skills Indicators:**

Reading Writing and Language Communication Science Mathematics Social Studies	<p>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</p> <p><i>If left blank, this standard was not addressed or assessed during this reporting period</i></p>
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**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
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**Related Arts Indicators:**

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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**2<sup>nd</sup>-12<sup>th</sup> Grade**

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

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

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

**Grading Floors****Elementary School Students (Grades 2-5)**

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

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

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

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

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

**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.

## **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.



# Beck International Academy

This section is intended to provide school specific policies and procedures which follow within the district student handbook guidelines and rules. As this section is school specific and subject to School District, board, state, and/or federal guidelines it can be changed at any time at the discretion of the school to best support the learning environment of all students.

## **Administration:**

Principal	Mrs. Jennifer Meisten	355-1400
Administrator for 6th grade	Mr. Rett Crocker	355-1411
Administrator for 7th grade	Mrs. Sheila Green	355-1412
Administrator for 8th grade	Mrs. Brittany Jackson	355-1413

## **Instructional:**

Magnet Coordinator	Mrs. Kristin Medlin	355-1423
Instructional Coach	Mrs. Debbie Sanders	355-1492
Media Center	Mrs. Susanne Clark	355-1417
	Mrs. Brooke Edwards	355-1405

## **Support Services:**

Main Office	Main Number	355-1400
Secretary/Bookkeeper	Mrs. Kayla Groves	355-1403
School Counselors	Ms. Marci Silver (8 <sup>th</sup> )	355-1414
	Ms. Katie Bailey (7 <sup>th</sup> )	355-2502
	Ms. Sherri Ransbottom (6 <sup>th</sup> )	355-1486
	Mrs. Julie Moody	355-5620

Enrollment/Registration	Mrs. Kayla Grove	355-1404
Attendance	Mrs. Kensley Lollis Dunston	355-1421
Nurse	Ms. Effie Nelson	355-1407
Cafeteria	Ms. Lisa Faraci	355-1408
Bus Transportation	Golden Strip Bus Center	355-4990
School Resource Officer	Officer Megan Davis	355-1422
PTSA President	Christie Norfolk and Grace Rankin	

## **From the Principal:**

Welcome to Beck Academy! We are excited to have you join our Blue Knight Family. Our goal is to ensure that all students strive to reach their individual best. We want our students to be critical thinkers, active problem solvers, prolific writers and active community members.

We believe in.....

- inspiring students to meet their individual potential
- focusing on the whole child as key to academic success
- providing a safe and supportive community where students thrive
- encouraging students to take ownership for their learning

On behalf of our faculty and staff, we are excited for another positive and rewarding school year.

## **Mission:**

The mission of Beck International Academy is to meet the needs of our diverse student body in an environment that nurtures, accepts, and encourages all students to make empowering choices to impact their academic success.

## **Athletics (Full policy will be given to all athletes)**

➤ Expectations of Conduct for Students Who Participate in Extracurricular Activities – Participants on a school team, club, or organization represent not only themselves and their families, but also their teammates, their coaches or sponsors, their schools, and the Greenville County School District.

➤ The Privilege of Participation – Participation in extracurricular activities is a privilege, not a right. School officials may deprive a student of the privilege of participation when they determine that the student’s continued participation is not consistent with the high standards of conduct expected of all participants.

➤ Unacceptable Conduct - The prohibition of unacceptable conduct: Certain conduct by any participant is absolutely unacceptable and will not be tolerated. Examples of such unacceptable conduct include, but are not limited to, theft, vandalism, disrespect, hazing, harassment, violation of alcohol, tobacco and illegal substances restrictions, major infractions of The Student Code of Conduct, or violations of law. This unacceptable conduct rule shall be enforced twelve months of the year.

➤ Out-of-School Suspension (OSS) – During the period that any participant is serving an out-of-school suspension, the student will not be allowed to participate in practice, games or contests.

➤ Attendance Rule – A student shall not participate in practice, games or contest on the day he/she has been absent from school without just reason. Just reason shall be anything beyond the control of the student (ex: school field trip, doctor/dental appointments, bereavement, religious holiday, etc.)

### **Student Eligibility:**

Academic Requirement- Students enrolled in the seventh and eighth grade must be passing the 4 required courses of Language Arts, Math, Science and Social Studies to participate in sports. Students who were placed in the next grade level instead of being promoted will not be eligible.

1. Students in grades seven and eight must meet the school district promotion policy at the end of the first semester in order to be eligible for the second semester.
2. A seventh or eighth grade repeater shall not be eligible during a school year if academic requirements for promotion were not met during the previous year.
3. A student who previously failed the seventh or eighth grade is eligible during the second semester if he/she has satisfactorily passed first semester work.

### **Backpack Information / Student Progress**

Parent Backpack provides parents, guardians, or contacts with a central place to sign in to do the following:

- View their student's information including demographics, attendance, classes, grades, lunch balances, and test scores
- Apply or register their student to Special Focus schools and programs
- Receive alerts and notifications regarding their students
- View their student's school and contact information
- Manage parent and contact information for their students

For more information, visit: <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

### **Bell Schedule**

<b><u>Grade Level 6</u></b>	
<b>Periods</b>	<b>Time</b>
1st Pd (FLEX)	8:30-8:55
2nd pd - Core 1	8:56-9:48
3rd pd -	9:51-10:46

<b><u>Grade Level 7</u></b>	
<b>Periods</b>	<b>Time</b>
1st Pd (FLEX)	8:30-8:56
2nd pd - Core 1	9:00-9:55
3rd pd -	10:00-10:55

<b><u>Grade Level 8</u></b>	
<b>Periods</b>	<b>Time</b>
1st Pd (FLEX)	
2nd pd - 8RA 1	9:05-9:53
3rd pd - 8RA	9:58-10:43

Core 2	
4th pd - Core 3	10:49-11:45
6 Lunch	11:50-12:20
5th pd - Core 4	12:25-1:20
6th pd - 6RA 1	1:25-2:12
7th pd - 6RA 2	2:17-3:15

Core 2	
7 Lunch	11:00-11:35
4th pd - 7RA 1	11:38-12:24
5th pd - 7RA 2	12:28-1:14
6th pd - Core 3	1:20-2:15
7th pd - Core 4	2:20-3:15

2	
4th pd - Core 1	10:48-11:45
5th pd - Core 2	11:48-12:42
8 Lunch	12:46-1:16
6th pd - Core 3	1:19-2:14
7th pd - Core 4	2:19-3:15

### **Breakfast & Lunch Information**

All students will receive free breakfast and lunch for the 2024-2025 school year. It is not required for families to complete the Free and Reduced meal application. If you would like to complete it, you may do so at the following link.

<https://www.nlappscloud.com/Welcome.aspx?api=01ce365d0b2041b00b289b077abc88c4#loaded>

#### **Breakfast Procedures:**

- Students who would like breakfast must report to the cafeteria upon arrival at school. Students must have IDs.
- Students may not have cell phones out during breakfast.
- Upon finishing breakfast students will report to their holding area.

#### **Lunch Procedures:**

- Remain in a line walking to lunch and while waiting for lunch.
- Remain seated during lunch and facing forward.
- 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.
- 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.

**\*Door Dash and other food delivery services WILL NOT be accepted.**

## **Cell Phones/ Electronics**

The purpose of the revised electronic device policy is to minimize distractions and ensure a focused learning environment for all students.

### 1. Cell Phones:

- Must be turned off and not visible upon entry into school until 3:15 pm. Cell phones are to be stored in book bags.
- Must remain out of sight for the entire school day.
- Parents/Guardians needing to make changes to transportation can call the main office; messages will be delivered to students before the end of the day.
- Students needing to use their cell phones need to be directed to administration

### 2. AirPods/Headphones:

- AirPods or any wireless headphones are not allowed during the school day.
- Students should use wired headphones only with their Chromebooks when permitted by teachers.

### 3. Smartwatches

- If a smartwatch is used for any communicative purposes, it will be considered under the existing cell phone policy

Consequences for Violations:

### 1. 1st Offense:

- Teacher conference with the student.
- Parent phone call.
- Offense recorded in the tracker.

### 2. 2nd Offense:

- Administrative conference.
- Parent phone call.
- Detention.

### 3. 3rd Offense:

- Parent phone call.
- Referral and In-School Suspension (ISS).

### 4. 4th Offense:

- Parent phone call.
- Referral and Out-of-School Suspension (OSS).

## **Dress Code**

Students are required to dress according to the guidelines below on a daily basis. Students must be in dress code when they arrive on campus and remain until they exit campus. Teachers and staff are

expected to enforce these guidelines at all times. Student's dress code for attending a school function in the evening must meet Greenville County School (GCS) Dress Code or according to guidelines set for the particular event.

### **SHIRTS:**

- Must be solid colored (any shade)
- Must have a collar and sleeves
- Students' shirts may be untucked as long as they do not fall more than 2 inches below the natural waistline
- No visible undergarments or items worn as undergarments may be visible at anytime
- No tank tops, spaghetti-strap shirts, or midriff shirts may be worn. The width of the straps must be at least the width of a student ID card

### **PANTS/ BOTTOMS:**

- Must be BLACK, NAVY BLUE or KHAKI. NO WHITE bottoms allowed.
- Length of bottoms (including skirts and dresses) MUST be fingertip length when standing upright, shorts or bottoms MUST come to the bottom of fingertips
- **Jeans (including black denim) and leggings are NOT permitted**
- Pants must have a seam and pockets and may not have holes. Holes or exposed skin is prohibited above the required bottom length
- Overalls, sweatpants (sweatshirt material), or other athletic pants /shorts may NOT be worn.
- Pajama pant bottoms are NOT allowed at anytime
- Pants, shorts and skirts must be worn with the waistline above the hips at all times.

### **Outerwear:**

- Sweatshirts with a hood are permitted in the building, however; hoods must not be worn. Must be a solid color and any logo must be **small** and school appropriate. (ex: Nike Swoosh)
- Sweaters, vests, jackets, sweatshirts, and fleece may be worn in the classroom permitting they are solid dress code colors.
- Students MUST have a collared shirt underneath outerwear.
- Students must not wear non-compliant sweatshirts or hoodies inside out.

### **Accessories:**

- Proper shoes for school are required. No bedroom shoes or mesh-type slippers may be worn on campus. Tennis shoes must be worn for PE. High heels that may cause a safety hazard will not be permitted.
- Students must wear matching shoes
- No hats, head coverings, scarves, bonnets or sunglasses can be worn in the building

### **Dress Code Violation Consequences:**

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

Students who come to school inappropriately dressed will be asked to call home to have an appropriate garment(s) brought and will wait in the ISS room.

### **Fabulous Fridays**

Students who have not received referrals during specified times will earn the right to wear Greenville County Dress Code on set Fridays throughout the year. Fabulous Fridays are scheduled for the following dates: 9/6, 9/20, 10/4, 10/18, 11/1, 11/15, 12/6, 12/20, 1/17, 1/31, 2/14, 2/28, 3/28, 4/11, 4/25, 5/9.

- Leggings can only be worn with shirts that are fingertip length in the front and back
- All bottoms must measure the measurement of fingertip length when standing upright and must come to the bottom of the fingertips
- Jeans may not have holes that show skin above the knee
- Tank shirts and spaghetti straps are not allowed as width of shirt sleeves must measure the width of a student ID card
- Undergarments may not be visible

### **Dress Code for Athletes**

Athletes that play for Beck Academy must wear dress code unless otherwise specified by their coach. At the beginning of each season, the coach will inform the team of the game-day dress allowed for their team after getting approval through administration. **Athletes that play for JL Mann and other high schools may wear a team shirt on home games only. High school coaches must email administration in advance.**

### **GCS School Counseling**

School counseling 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.

6th Grade School Counselor: Marci Silver, 355-1486

7th Grade School Counselor: Ms. Katie Bailey, 355-2502

8th Grade School Counselor: Sherri Randsbottom, 355-1414

OnTrack/School Counselor: Julie Moody, 355-5620

Mental Health Counselor: Maggie Shields, 355-1462

### **Health & Wellness Education**

Social Emotional Learning is a term used to describe traits students need to be prepared for opportunities in life, education, and employment. GCS has committed to building a better graduate, which includes social and emotional skills like perseverance, integrity, work ethic, and interpersonal skills. These are all skills that the business community has emphasized are needed for our students to become healthy and effective employees.

The GCS Mental Health Resources Program is called Let's Talk. The name of our SEL curriculum is Rethink SEL and it is created by Rethink Ed.

## **ID Requirements**

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

- Students must wear their ID badge whenever they are on campus, on field trips, or school functions. The photo side of the ID should be visible at all times.
- Students who do not have their ID badges visible when they arrive in the morning will be given a temporary ID and we will document the offense.
- 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.
- Student ID badges will also be used to purchase lunch and check out media books as well as textbooks.
- After the first week of school, students not wearing their ID badge will be subject to disciplinary action

## **Late Work:**

We acknowledge that students may occasionally be absent and need to make up assignments. The following policy outlines the procedures and consequences for late work submission. By adhering to this policy, students can ensure their academic progress is accurately reflected and receive the support they need to succeed.

### **Marking Late Work**

- NHI (Not Handed In): Teachers will mark late work as NHI with a note indicating the student has five days to submit the assignment without a point deduction.

### **Submission Deadlines and Penalties**

- First 5 Days: Students may submit make-up work within five days of the original due date with no penalty.
- Days 6-10: After the initial five days, a deduction of 5 points per day will be applied for up to five additional days.
- After 10 Days: Assignments submitted more than 10 days late will be marked as GFA (Grade Failing Assignment), and the work will no longer be accepted.

## Notes

- This policy is designed to encourage timely submission of assignments while providing flexibility for those who are absent.
- Teachers and staff are here to support students in managing their workload and meeting deadlines.
- All students will be given the opportunity to make up missing work due to absences regardless of the reason for the absence.

### **Medications/ Health Room:**

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. 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 coronavirus, asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc.

### **Medication:**

We require a written physician authorization in order for prescription medications to be administered at school. Parents are required to bring prescription medication to school and provide Form Med-1 before any prescription medication may be left at the school. Medication may not remain with students. All Health Services procedures/guidelines and above mentioned forms can be found online at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=forms>

### **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 allowed to attend school.

### **Retake/Redo/Revise Expectations:**

Our school is committed to supporting students in achieving mastery. We prioritize learning over a single grade, allowing all students the opportunity to redo or retake any major assignment once to demonstrate their understanding.

### **Procedures for Redo/Retake**

Students must initiate the process for completing redo or retake.

To redo, retake, or make corrections to a major assignment, the student must complete one of the following:

- Conference with the Teacher: Schedule and attend a meeting to discuss the assignment.
- Complete a Tutorial: Attend a designated tutorial session for additional support.
- Complete an Alternative Assignment: Work on an alternative assignment agreed upon with the teacher.
- Make Test Corrections: Correct the mistakes made on the original test.

**Guidelines**

- Assignment Equivalence: The alternative or retake assignment will be of similar length and content as the original assignment. The student and teacher will collaboratively determine the type of redo/retake assessment.
- Deadline: The redo/retake must be completed within 5 school days from the date the assignment was returned to the student. This period excludes any days the student is absent.
- Grade Recording: The highest grade achieved on the redo/retake will be recorded in the gradebook.

**Tardy/ Early Dismissal:**

All students who arrive at school after 8:30 AM should report to the attendance office. Tardiness will be excused for doctor/dentist appointments or for a late bus. **Other late arrivals are unexcused.** Students who come by car or who walk may not eat breakfast if they arrive after 8:20 AM. A parent conference is required for students that are habitually tardy to school and afterschool detention or ISS may be assigned.

**Early Dismissals:**

If your child needs to leave school early a note containing the following information should be given to the attendance office as soon as the student arrivals to school:

- Student's full name and grade level
- Reason for dismissal, dismissal date and time
- Parent/guardian telephone numbers (home & work)
- Signature of parent/guardian

**Requests for early dismissal may not be made by phone.**

Dismissals are only granted to parents, legal guardians and those listed in the computer or emergency form as having permission to pick up students. Parents/guardians on list must personally come to the office, provide a picture ID, sign student out and dismissal will be granted. Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved

by an administrator. Early dismissals count against attendance records, and repeated early dismissals may cause a loss of credit in classes. Students will be dismissed between class periods or during the lunch period unless there is an emergency situation. **No early dismissals after 2:45 pm will be granted unless there is an emergency.**

### **Absences and Truancy:**

Regular attendance is a condition of success in school. Students who are absent from school without parental or school consent will be considered truant. Truancy violates state and local attendance laws, is a serious offense, and is cause for disciplinary action. In addition, parents of truant students may be referred to family court.

### **Visitors and 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 here:

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

**LEVEL I** - This level requires the presence and supervision of a GCS employee at all times. Level I volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

#### **LEVEL I application process:**

- Use the links on the GCS website to complete the Volunteer Application Form, a Level I volunteer only selects those functions not containing (Volunteer Level II) in the name.
- Once approved the Level I volunteer is notified by email.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

**LEVEL II** – This level allows interaction with students without a GCS employee present. Level II volunteers must have a National Sex Offender Registry check conducted every time they volunteer at the school as well as a criminal background check good for three years. Chaperones for field trips are required to be a Level II volunteer, regardless of the destination (YOU MUST BE 21 or older TO BE A FIELD TRIP CHAPERONE).

**LEVEL II application process:**

- Use the links on the GCS website to complete the Volunteer Application Form, a Level II volunteer can select all functions available including those with (Volunteer Level II) in the name.
- Step #4 is where you select "functions". By selecting Volunteer Level II functions the system will conduct a criminal background check.

**Cafeteria Visitors:**

Parents are welcome to eat lunch with their child, but several guidelines are in place due to the size of our cafeteria and for security: Only parents/guardians can eat with their child. If you have a special circumstance, you must contact the grade level administrator in advance to get permission. You will be asked to eat in a designated area with your child. Parents/guardians are not permitted to leave the cafeteria. **Parents must contact the grade level administrator or the office to request permission at least 24 hours in advance to ensure space is available.** \_

**Classroom Visit:**

Parents who would like to observe a class must obtain prior approval from the grade level administrator. These requests must be submitted in writing at least 24 hours in advance.