



2023-2024

# Student Handbook



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**GREENVILLE COUNTY SCHOOLS** HS

## TABLE OF CONTENTS

1.	Attendance	4
2.	Behavior Code	5
3.	Dress Code	8
4.	Transportation	9
5.	Safe Schools/Anti-Bullying	10
6.	Title IX	11
7.	Homework Policy	12
8.	Uniform Grading Policy	12
9.	Seat Time Recovery	13
10.	Family Educational Rights and Privacy Act	13
11.	Directory Information	14
12.	Student Speakers	14
13.	School Insurance	15
14.	Parent's Right to Know	15
15.	Student Use of Technology	15
16.	Board Policies and Administrative Rules	15
17.	Academic Information	15
18.	Campus Safety	19
19.	Career Centers and Fine Arts Center	20
20.	Class Dues	21
21.	Counseling Department	21

22.	Disciplinary Rubric	21
23.	Due Process	27
24.	Early Dismissals	29
23.	Hall Passes	29
24.	Health Room	30
25.	ID Badge Policy	32
26.	Late Work Policy	33
26.	Makeup Work	34
27.	Meal Program	34
28.	Media Center	34
29.	PED Policy	37
30.	School Closing	38
31.	Student Activities	38
32.	Student Parking	41
33.	Tardiness	42
34.	Textbooks	42
35.	Alma Mater	42
36.	Handbook Responsibility and Disclaimer	43

## **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 healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

### **Unlawful Absences**

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

### **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10-day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5-day absence limit for a 90-day course until the student has reached his or her 6<sup>th</sup> unlawful absence.

### **Carnegie Credit**

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

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

### **Truancy**

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

## **Student Behavior Code**

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

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

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

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

### **Levels of offenses**

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

#### **Disorderly conduct - Level I**

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

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

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

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-alike" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources

- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
  - intimidating, threatening, or physically abusing another student
  - any other acts as determined at the school level that are not inconsistent with Board policy

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

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

### **Criminal conduct - Level III**

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

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

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

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

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

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

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

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

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

### **Dress Code**

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

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- No head coverings or sunglasses may not be worn in the building. This includes hats, bonnets, bandanas, headwraps, curlers, hoods, and do-rags.
- 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. Shower shoes and soft-bottom slippers are not allowed.
- 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 holes above the knee.
- Student shirts and pants must touch, meaning the bottom of the shirt must touch the top of the pants' waist. No crop tops/midribs, pajamas, or biking shorts are allowed.
- 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.
- Blankets are not allowed in school.



In the event the administration makes the final determination that a student's clothing is inappropriate for school in accordance with this policy, the administration will require the student to change clothing and inform the student not to wear the garment to school again. The student may be placed in ISS until a change of clothing is available or for the remainder of the school day. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

## **Transportation**

### **Discipline**

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

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

#### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

#### **Level I Consequences**

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

#### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
  - Throwing objects out of bus
  - Profanity directed at staff
  - Rude, discourteous behavior directed at staff
  - Vandalism [restitution may be required]
  - Harassing, threatening or intimidating another student
  - Fighting
  - Stealing
  - Inappropriate verbal or physical conduct of a sexual nature

- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level II Consequences**

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

### **Level III Offenses**

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

### **Level III Consequences**

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

## **Discipline of Students with Disabilities**

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

## **Anti-Bullying and Safe Schools**

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

### **Reporting Bullying, Harassment & Discrimination**

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

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

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's

administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigation**

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

### **Appeals**

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is [Section504@greenville.k12.sc.us](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**

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

### **Investigation**

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student

prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **Homework**

When homework is given, assignments shall reflect the following guidelines:  
Homework shall include one or more of the three generally recognized types of homework:

- Practice: reinforces newly acquired skills taught in class
- Preparation: helps students prepare for upcoming lessons, activities, or tests
- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

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

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

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

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

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

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

## **Uniform Grading Scale**

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

### **The SC Grading Scale is as follows:**

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

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

Link to: [SC Uniform Grading Scale](#)

### **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**

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

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

## **Seat Time Recovery**

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

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

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for a 45 day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

## **Family Educational Rights and Privacy Act (FERPA)**

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing to the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in

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

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

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

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

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

## **Directory Information**

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

## **Student Speakers at School-Sponsored Activities**

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

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

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

## **School Insurance**

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

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

## **Parent's Right to Know**

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

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

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

## **Student Use of Technology**

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

## **Board Policies and Administrative Rules**

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

## **Academic Information**

To be promoted to the next grade level:

- 9<sup>th</sup> to 10<sup>th</sup> – 5 credits including 1 English and 1 Math
- 10<sup>th</sup> to 11<sup>th</sup> – 11 credits including 2 English, 2 Math and 1 Science
- 11<sup>th</sup> to 12<sup>th</sup> – 17 credits including 3 English, 3 Math and 2 Science
- Students earning credits during the school year who have met the requirement will be promoted after 1<sup>st</sup> semester and only if they are passing all classes at that time.

A total of 24 units of work must be completed in order to earn a South Carolina High School Diploma.

### The units that must be earned for a South Carolina High School Diploma.

Language Arts (English)	<b>4 units</b>
Mathematics	<b>4 units</b>
US History	<b>1 unit</b>
American Government	<b>½ unit</b>
Economics	<b>½ unit</b>
*Other Social Studies	<b>1 unit</b>
*Lab Science	<b>3 units</b>
Computer Science	<b>1 unit</b>
World Language or CATE	<b>1 unit</b>
Physical Education or JROTC	<b>1 unit</b>
Electives	<b>7 units</b>

TOTAL CARNEGIE UNITS 24

**\*Units earned beyond the required number will be counted as electives.**

### Academic Honesty Policy

#### **Background and Philosophy:**

In accordance with the District's behavior code (JCDA), the Southside High School community embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the school and represents the highest expression of shared values among the members of the school community. Southside students are expected to uphold the Academic Honesty Policy that instills a sense of integrity and personal achievement that will last beyond the student's high school years. In our efforts to promote academic honesty, Southside High School's faculty expects students to uphold the IB Learner Profile which includes being:

- Inquirers – who acquire the skills necessary to conduct inquiry and research
- Knowledgeable – who explore concepts, ideas and issues
- Principled – who act with integrity and honesty and take responsibility for their own actions
- Open-minded – who are accustomed to seeking and evaluating a range of points of view
- Thinkers – who make ethical decisions

#### **Definitions:**

- **Cheating** is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests, or homework.
- **Plagiarism** is defined as stealing and passing off the ideas and words of another as one's own and/or using a created production without crediting the source.
- **Falsification/Lying** is defined as making an untrue statement verbally or in writing with the intent to deceive academically.

Cheating, plagiarism and falsification/lying are serious offenses and do not reflect the high standards of character, citizenship, and integrity so highly valued at Southside High School and reflected in our school's mission statement. Academic misconduct of any kind undermines the learning environment and will not be tolerated at Southside High School.

**Please be aware that the student “is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.” (IBO Academic Honesty, 2007)**



**Southside's expectations and best practices are set out below.**

**The academically honest student DOES:**

- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Paraphrase and cite others' ideas appropriately
- Understand the concept of plagiarism
- Understand the concept and consequences of cheating, plagiarism, falsification/lying regarding both school-based work and external assignments
- Acknowledge explicitly and appropriately the help provided by another person
- Follow all exam rules

**The academically honest student DOES NOT:**

- Copy from any source without adhering to rules that govern intellectual property
- Copy the internal assessment work of other students
- Give another student his/her work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Doing homework for another student
- Present material written by another student as his/her own
- Purchase and submit pieces written by someone else
- Write essays for other students
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules

***Violation Consequences:***

Violations will be dealt with by the teacher and administrator. Academic honesty violations by IB students will be reported to the IB Coordinator as deemed necessary. Students who are caught violating the Academic Honesty Policy will receive a zero for the assignment. Parents will be contacted in these situations.

***Violations include, but are not limited to:***

- Copying homework/classwork or allowing someone to copy homework/classwork
- Looking on another's test or quiz
- Letting another student look on a test or a quiz
- Using other secretive methods of receiving or giving answers by words, signs, gestures etc.
- Failing to use proper documentation and or draft a bibliography
- Working with others on an assignment that was meant to be done individually
- Using unauthorized notes, aids or written material in any form during an assessment unless approved by the teacher
- Unauthorized use of technological devices (cell phone, cameras, iPod, games etc.) when taking an assessment unless approved by the teacher
- Making an untrue statement verbally or in writing with the intent to deceive academically
- Creating false or misleading impressions
- Forgery of official signatures
- Presenting someone else's work as your own including the copying of language, structure, programming, computer code ideas, and/or other thoughts of another without proper citation or acknowledgment
- Taking any part of a test to use or give to others by the use of any methods
- Stealing or receiving stolen material by any methods
- Altering grades on a computer database

**Some violations can be considered theft; therefore, further consequences may include suspension from the class or suspension from the IB Diploma Programme. Students may also be removed from the National Honor Society, Academic Team, Tiger Ambassadors and Student Council. Repeat offenders may be deemed ineligible to represent the school in extracurricular activities.**

**\*Academic dishonesty on State or Federal administered exams will be turned over to District Officials, State Law Enforcement Division (SLED) or the appropriate Federal agency.**

**Note:**

*Parts of this document itself are a modification of policies currently used at Southside High School as well as in IB Schools around the world. Principle outside sources include East Hartford High School, Carson Graham High School, Southlake Carroll High School and Beijing City International School.*

**Examinations**

All students are mandated by the District to take exams during the exam period. Final exams can't be given in advance of the regularly scheduled exam dates. Exams will be limited to two (2) per day and will be two hours in length. It is the student's responsibility to obtain **prior** permission from the principal to take a make-up exam for any absence or to bring a doctor's note for an unplanned illness. Do not schedule a medical appointment during an exam period. Students who miss exams will receive a zero. **Exams may be made up only with a medical note.**

*End of Course Testing*

The S. C. The State Department of Education mandates that an EOC exam counts as 20% of the final yearly grade. All students who are enrolled in English II, Biology, Algebra I, and U. S. History **must take a state exam at the end of the course** in May that determines the students' mastery of state standards in those subject areas. **The EOC requires year -long preparation; therefore, parents must work closely with teachers to help students attend classes regularly.**

*IB and AP Exams*

IB and AP examinations are an integral part of both the IB and AP Programs. Students enrolled in IB and/or AP courses are expected to sit for all respective exams during the year in which the course(s) are taken. IB/AP exams are considered final exams in IB and AP courses. Students who fail to take one or more IB and/or AP exams and do not have a valid excuse as determined by the IB and AP organizations will not be eligible for make-up exams. Students will also be required to reimburse the school district for the cost of each exam not taken. Additionally, students will be required to take the final exam(s) in the IB/AP course(s) in which they were enrolled before credit for the course(s) will be awarded. **All students enrolled in an AP course are required to take the AP exam. NO EARLY DISMISSALS WILL BE GRANTED DURING EXAMS.**

**Grading and Report Cards**

Students will receive four report cards during the year, one for each nine – weeks grading period. The School District of Greenville County has established the following numerical ranges representing each letter grade:

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

**\*Students with a final grade average of 59 or below will receive an “F” and the course must be repeated for credit. Students with excessive absences after the 10th unlawful absence will receive an “FA” (failure due to absences).**

## **Backpack**

Backpack allows our students and parents to access personal information regarding our students online. Parents are able to access grades and discuss student progress with our teachers. Students are able to login on the Backpack home page. Here are the steps for parents to create an account to have access:

1. Go to <http://parents.gcsbackpack.com>, and click on the “I’m a Parent” button.
2. Enter a valid email address and create a 10-character password.
3. Complete your name and click the “**Create My Parent Account**” button.
4. When you receive a confirmation email, click on “Activate Your Parent Backpack Account”.
5. Clicking will take you to the Parent Backpack login screen. Log in using your email and newly created password.
6. Click on “**My Students**” to link your account to your child(ren). Have a copy of your latest grade report handy because you will need your Student’s ID Number. If your child is in his/her first year in GCS and you do not know the ID number, contact the school.
7. Click “**Add a Student**” and complete the requested information. Click “**Request to Add a Student**”. You will receive a message that your request has been successfully submitted to the administrative clerk at your student’s school for review.

## **Graduation**

Participation in the Graduation Exercise is a privilege and certain guidelines must be followed:

- Students must have caps, gowns and diploma cover to participate. Cap and gown must be purchased from the school's vendor during the current school year. No other graduation paraphernalia is acceptable. Honor cords/stoles must be approved by the principal or designee.
- Only those seniors receiving state or district diplomas or certificates are eligible to participate.
- All practices are mandatory. If students do not attend practices, they cannot participate unless approved by the principal. Students must be on time for rehearsals.
- All school rules and district discipline procedures are in effect at all practices and at graduation exercises.
- Graduation is a dignified ceremony and dignified behavior is expected from students and guests. Detailed information will be given to seniors in the spring outlining appropriate dress and behavior.
- Students may not decorate their graduation caps.
- Students qualify as High Honor graduates if they obtain a cumulative 4.00 GPA, and those obtaining a cumulative GPA between 3.75 and 3.99 will qualify as Honor graduates.
- **All debts must be cleared before a student can participate in graduation.**

## **Honor Roll**

**Criteria for the Honor Roll: 3.00 GPA with no D’s or F’s**

**Criteria for the Principal’s Honor Roll: 4.00 GPA with no D’s or F’s**

In an effort to recognize the excellent academic achievements of all Southside High School students, the Guidance Department will list the names of students qualifying for either the Principal’s Honor Roll or the Honor Roll at the end of each grading period. These lists will be posted in designated areas throughout the building.

## **Campus Safety**

Southside High School is a closed campus. Students are not allowed to leave campus during normal school hours. Students are not allowed to have food delivered to the school during school hours. Commercial foods and gifts are not allowed to be delivered to the school. **Balloons, flowers or other celebratory paraphernalia may NOT be delivered to students during school hours.**

All visitors must sign in. Parents are allowed to visit with appointments with administration and guidance. Persons entering campus without legitimate business could be subject to arrest and prosecuted for trespassing. **Students can only go to the parking lot during the school day with administrative approval.** **Students in the parking lot without administrative approval will receive disciplinary actions.**

### ***After School Activities and Athletic Events***

1. All Southside fans are expected to treat visiting teams and officials as guests and to extend to them our every courtesy. Students are expected to behave according to school rules any time they are attending a school-sponsored activity.
2. The Southside staff and administration strive to ensure the safety and security of all students. The school asks therefore that students be picked up promptly after the evening activities. Football games are generally over by 10:00 P.M. All students are expected to be off campus by 10:15 P.M. Basketball games are generally over by 9:45 P.M. **All students are expected off campus by 10:00 P.M.**
3. **Any student that is suspended cannot attend sporting events and or extracurricular activities**

Please speak to sponsors of any after-school or evening activity to get information on beginning and ending times for activities or field trips. **We expect all students to be picked up within 15 minutes of the ending time of any activity or field trip. Students who fail to leave the activity within 15 minutes of the event's closing will be banned from future events.**

### ***Before and After School Policy***

Students will not be allowed to enter the building before **7:45 A.M.** Students are to remain in the Cafeteria until the first tardy bell rings at **8:35 A.M.** Once the school day has ended, students will exit the building by using the **exit to the student parking lot.** Students are to be **out of the building by 4:00 P.M.** The only exceptions are tutoring or after school activities; i.e., sports, clubs, and band. Students must be at their tutoring location or activity sponsor by **4:00 P.M.** If students are found wandering the building or loitering in the cafeteria, they will be asked to leave and if it continues to be a problem, disciplinary action will be taken. **Students are not allowed in the building after school unless supervised by a teacher due to supervision and safety.**

These riders and walkers are expected to leave the building when called for dismissal. Once students are outside, students may not come back into the building. All riders are expected to be outside by **3:45 P.M.** If a rider refuses to exit the building or causes a disturbance either inside or outside, disciplinary action will be taken. **ONLY BUS RIDERS SHOULD COME TO THE BUS LOADING AREA.**

### **Career Centers and Fine Arts Center**

Students may choose to attend the Career Centers or the Fine Arts Center. These students must adhere to school rules and school district policy when en route to and from school or when in attendance at the Centers.

Transportation is provided based on need and demand. Morning bus riders are to board in the bus parking lot at **8:40 A.M.**, and afternoon bus riders are to board in the bus parking lot at **12:35 P.M.** FAC/DCC/GSCC students who return before class change are to report to the cafeteria until the period ends. Students who return in the afternoon are not to enter the building until after **3:45 P.M.**

Students may apply for permission to drive or ride to the Fine Arts and Career Centers at the respective centers. Drivers may receive permission to report directly to the Career Center or Fine Arts Center. Principals at both schools must grant this permission. Students who drive to a center in the afternoon may leave at **12:05 P.M.** Students who drive are expected to report directly to the center or the school. **Career Center and FAC students will not attend all assemblies and pep rallies. Attendance at assemblies will be left to the discretion of the administration at the Career Center, the Fine Arts Center, and Southside High School.**

## **Class Dues**

Class dues are as follows:

9th Grade-\$20.00	10th Grade-\$20.00
11th Grade-\$25.00	12th Grade-\$45.00

Dues cover postage, class expenses, and commencement costs.

## **Counseling Department**

The School Counseling Department provides every student with the opportunity for individual and group counseling throughout the school year. Students applying to post-high school educational institutions should see their counselor for transcripts. Any transferring student must return all textbooks and Chromebook upon completing the withdrawal form.

Dr. Stephanye Zimmerman.....	Students' Last Name A-B
Mr. Rashid Johnson.....	Students' Last Name C-Gra
Mrs. Hern.....	Students' Last Name Gre-Mar
Mr. Ryan Leger.....	Students' Last Name Mat-Sai
Ms. Lisa Mercurio.....	Students' Last Name Sal-Z
Mrs. Asheley Sullivan.....	Greenville Mental Health Counselor

## **Discipline Policies: Southside High School Rules and Expectations**

An atmosphere of mutual respect between students and teachers is expected. The general responsibility of discipline rests with the faculty. Each teacher has the authority to enforce discipline. Student cooperation and self-discipline are expected. Teachers will discuss with their students the conduct policies as outlined in the Code of Discipline adopted by the School District of Greenville County, a copy of which is included in this handbook and on the District website.

Persistent or uncontrollable misconduct will be referred to an assistant principal for disciplinary action. Strong and consistent measures will be taken to eliminate undesirable conduct. A discipline referral indicates serious misbehavior. **Students being removed from a classroom for major disruptions will face disciplinary action.**

**UPON ENTERING THE BUILDING AT 7:45 A.M. STUDENTS WILL BE EXPECTED TO ADHERE TO ALL RULES AND POLICIES SET FORTH BY GREENVILLE COUNTY SCHOOL DISTRICT AND SOUTHSIDE HIGH SCHOOL ADMINISTRATION.**

1. All students are to remain in their seats unless otherwise instructed by the teacher. The teacher, not the bell, will dismiss class.
2. Students will not deface and/or destroy any property at school and will be held accountable for damage payment.
3. Students will not be allowed to leave class except for the following (with teacher's authorization):
  - a. Health Room Visits
  - a. Restroom
  - b. Called by Guidance or Administration

Students are expected to be quiet during announcements, the moment of silence, and attendance. Refusal to relinquish contraband items will result in an automatic suspension. (i.e. cards, dice, etc.)

**Southside High School Disciplinary Rubric 2022-2024**

<b>Offense</b>	<b>Description</b>	<b>Consequence</b>
<b>Alcohol Consumption, Possession, Under Influence/ Illegal Drugs, Controlled Substances, Distribution, Medications, Intoxicating Inhalants, and Drug Paraphernalia</b>	The following are prohibited: <ul style="list-style-type: none"> <li>• Possession, sale, or distribution of alcoholic beverages, illegal drugs and narcotics, toxic substances, and drug paraphernalia.</li> <li>• Unauthorized possession, use, or distribution of a controlled substance or medication (prescription and over the counter) and intoxicating inhalant.</li> <li>• Coming onto school property at any time after use of any alcoholic beverage, illegal drug, controlled substance, or intoxicating inhalant as evidenced by scent, actions, or admission.</li> </ul>	Students will be recommended for expulsion.
<b>Assault / Fighting or Inciting a Fight</b>	Any hostile verbal or physical conflict between individuals or inciting a fight is forbidden on school property.	<ul style="list-style-type: none"> <li>• 1st offense: Suspension/Involve SRO/Probation/ Possible Recommendation for expulsion</li> <li>• 2nd offense: Recommendation for expulsion</li> </ul>
<b>Cell Phone / Earbuds</b>	Students are not allowed to have their cell phones out during any instructional time without the permission of the teacher.	<ul style="list-style-type: none"> <li>• 1st - Teacher warning / Parent Contact</li> <li>• 2nd - ISS</li> <li>• 3rd - OSS</li> </ul>

	Students are allowed to wear one earbud or any other type of earphone at school, allowing the student to receive announcements or warnings while traveling the hallways.	
<b>Cell Phone / Earbuds - Refusal to Obey</b>	Student does not comply with putting cell phones or earbuds away upon request from any adult in the building.	<ul style="list-style-type: none"> <li>• 1st - ISS</li> <li>• 2nd &amp; subsequent - OSS</li> </ul>
<b>Cheating or Plagiarism</b>	The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their schools. 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.	Zero on the assignment/Parent contact.
<b>Chromebook Damage and Misuse</b>	<b>Read</b> Chromebook Offenses and Consequences- Level 1, Level 2	Disciplinary actions will be administered
<b>Consensual Participation in Sexual Misconduct</b>	Consensual participation in any sex act involving physical contact.	Students will be recommended for expulsion.
<b>Cutting Class or Leaving Class</b>	Students are required to attend all classes.	<ul style="list-style-type: none"> <li>• 1st - ISS - 1 day</li> <li>• 2nd -ISS - 2 days</li> <li>• 3rd- OSS</li> </ul>
<b>Display of Affection</b>	Students will refrain from excessive displays of affection while on school property. Failure to comply will result in disciplinary action and communication with parents.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> - Warning</li> <li>• 2<sup>nd</sup> - ISS (½ day)</li> <li>• 3<sup>rd</sup> - ISS</li> </ul>
<b>Disrespect Disrupting Class</b>	<ul style="list-style-type: none"> <li>• Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense.</li> <li>• Disrupting class could be, but not limited to, excessive talking, horseplay, or making noises.</li> </ul>	<ul style="list-style-type: none"> <li>• 1st - Parent contact</li> <li>• 2nd - ISS</li> <li>• 3rd – OSS</li> </ul>
<b>Distribution of Unauthorized Materials</b>	The distribution of unauthorized material, whether digital or in physical form, is prohibited. Distribution of explicit material will result in an automatic recommendation for expulsion.	<ul style="list-style-type: none"> <li>• 1<sup>st</sup>– OSS</li> <li>• 2<sup>nd</sup>- OSS and potential recommend for expulsion</li> </ul>

<b>Dress Code</b>	<ul style="list-style-type: none"> <li>Students in violation of the dress code will be sent to ISS and parents may bring a change of clothes. Students will remain in ISS until a parent delivers the clothing and the student will receive a referral.</li> <li><b><u>Dress code rules do apply when a student is assigned ISS. Failure to comply could result in suspension.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>1st - Referral to Administrator, Warning, Parent Contacted for a change of clothes (student waits in ISS for change of clothes)</li> <li>2nd - ½ day ISS / parent contacted for change of clothes</li> <li>3rd - 1 day ISS / parent contacted for change of clothes</li> <li>4th - 1 day OSS</li> </ul>
<b>Explicit Dress Code Violation Inappropriate Clothing</b>	Clothing and/or accessories that advertise gang/neighborhood related groups involving drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and/or illegal -- may not be worn or brought to school. Items that violate the dress code policy may be confiscated	<ul style="list-style-type: none"> <li>1st - ISS, parent contact</li> <li>2nd - Referral / 1 day OSS</li> <li>3rd - Referral / 3 days OSS</li> </ul>
<b>Forgery</b>	Using an individual's name without their consent is not allowed.	<ul style="list-style-type: none"> <li>1st – ISS</li> <li>2nd - OSS</li> </ul>
<b>Gambling</b>	Any participation in games of chance for money or other items of value is forbidden on school property.	<ul style="list-style-type: none"> <li>1<sup>st</sup> – Warning</li> <li>2<sup>nd</sup> - 1 day ISS</li> <li>3<sup>rd</sup> - OSS</li> </ul>
<b>Ganging/Lynching</b>	<p>“Ganging” or participating as a member of a gang to inflict 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.</p> <p>“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.</p>	Students will be suspended and recommended for expulsion.
<b>No ID Displayed</b>	Students must display their current ID badge on a lanyard around their neck at all times during the school day.	<ul style="list-style-type: none"> <li>1st - Warning during 1st period</li> <li>2nd - ISS / Student referral / parent call</li> <li>3rd - Referral / ISS</li> </ul>
<b>No ID in Possession</b>	Students must arrive at school each day with an ID.	<ul style="list-style-type: none"> <li>1st - 4th Offense = Temp ID</li> <li>5th Offense = Temp ID and Parent Phone Call</li> </ul>



	Temporary IDs are available for purchase for \$.50 (limit 5).	<ul style="list-style-type: none"> <li>6th Violation = Purchase new ID, Parent Phone Call, ISS</li> </ul> <p>Once a student has received 5 temporary IDs, they will have to purchase a “real” ID</p>
<b>Lying</b>	Students should be truthful at all times when questioned by adults in the building.	ISS/OSS depending on the level of the offense as deemed by the administrator.
<b>Misuse of District Technology Resources</b>	District Technology Resources in Greenville County schools include equipment, networks, and access to the Internet. Student access to Technology Resources is a privilege and not a right. Students violating the Acceptable Use Policy or other District regulations are subject to disciplinary action.	Restriction or loss of privileges and other disciplinary action which may include parent notification, counseling, suspension, or recommendation for expulsion are possible consequences.
<b>Use or Possession of Unauthorized Materials</b>	Fireworks, smoke bombs, pepper-style sprays and other similar devices or materials are inappropriate for school and can cause severe injury.	Suspension/Recommendation for expulsion are possible consequences.
<b>Off Limits Area</b>	Students are not allowed to be in off limits areas. Failure to follow SmartPass destinations or time limits will result in school consequences.	<ul style="list-style-type: none"> <li>1st - administrator warning</li> <li>2nd - ISS</li> <li>3rd - OSS</li> </ul>
<b>Off Limits Area - Altercation / Confrontation</b>	Students are not allowed to meet in off limits areas for altercation purposes	<ul style="list-style-type: none"> <li>1st offense: Suspension/Involve SRO/Probation/ Possible Recommendation for expulsion</li> <li>2nd offense: Recommendation for expulsion</li> </ul>
<b>Off Limits Area–Two or more students in one stall at the same time</b>	Students are not allowed to be in off limits areas	<ul style="list-style-type: none"> <li>1st Offense: OSS</li> <li>2nd Offense: OSS (3 day)</li> <li>3rd Offense: OSS (5 day)</li> </ul>
<b>Refusal to Obey</b>	Students are required to comply with the directives of teachers and adults in the building. Failure to do so will result in a disciplinary referral. Refusal to report to ISS will result in suspension.  This includes students bringing their Chromebook to school daily.	<ul style="list-style-type: none"> <li>1st - ½ day ISS (2 blocks)</li> <li>2nd - 1 day ISS/ Parent contact</li> <li>3rd - 2 days ISS</li> <li>4th - OSS</li> </ul>
<b>Sexual Harassment/Misconduct of a Sexual Nature</b>	Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature	Student counseling, parent notification, restriction from participation in extracurricular activities, in-school suspension,

	and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior.	suspension, referral to SRO, and recommendation for expulsion are possible consequences.
<b>Smoking, Tobacco Products, Lighters, Vapes</b>	Smoking and possession or use of tobacco products and smoking paraphernalia on school property is prohibited. Students under the age of 18 may be subject to fines as outlined by the Greenville County Sheriff's Department.	<ul style="list-style-type: none"> <li>● 1st Offense: OSS (3 day)</li> <li>● 2nd Offense: OSS (5 day)</li> <li>● 3rd Offense: OSS (8 day)</li> </ul> Each offense is subject to a possible fine by the Greenville County Sheriff's Department
<b>Tardiness</b>	A student who arrives late to school or to class is tardy. Excessive tardiness will result in disciplinary action and loss of driving privileges.. Tardies are recorded by the classroom teacher.	<ul style="list-style-type: none"> <li>● 1st - 3rd Offense - Warning</li> <li>● 4th - 6th Offense Parent Contact, Referral, Lunch Detention</li> <li>● 7th - 9th Offense - ISS &amp; Parent Conference</li> <li>● 10th Offense...OSS</li> </ul>
<b>Theft</b>	Taking the property of another without permission is forbidden. This statement applies whether the property belongs to another student, a staff member or the school district.	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> - OSS – 1 day</li> <li>● 2<sup>nd</sup> - OSS – 3 days</li> <li>● 3<sup>rd</sup> - OSS – 5 days</li> </ul>
<b>Threats, Bullying, Harassment, Hazing, Intimidation or Blackmail</b>	Threats of force, threats of injury, bullying, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – ISS</li> <li>● 2<sup>nd</sup>- OSS/Probation</li> <li>● 3<sup>rd</sup> - Recommendations for expulsion are possible consequences.</li> </ul>
<b>Threats and Assaults Against School Personnel</b>	Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.	Students will be recommended for expulsion.
<b>Truancy, Leaving School, Unauthorized Walk-Out</b>	Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or campus without school permission.	<ul style="list-style-type: none"> <li>● 1st - OSS - 1 day</li> <li>● 2nd -OSS- 2 days</li> <li>● 3rd- OSS - 3 days</li> </ul>

<b>Weapons on School or District Property</b>	Possession of any kind of weapon is not permitted on school or district property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over 2" long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.	Student will be recommended for expulsion
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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. The student may be placed in ISS until a change of clothing is available or for the remainder of the school day. Students will also be informed not to wear the garment to school again. Defiance or refusal to change clothing and repeated offenses may result in out of school suspension.

**Due Process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This process includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation. Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to an alternative program.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

**Removal of Students from School**

Disruptive or disorderly student conduct may result in removal from school

**A. Suspension**

**SUSPENSION IS THE TEMPORARY REMOVAL OF A STUDENT FROM SCHOOL OR CLASS** to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended.

In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him and notify him of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, he should make such an investigation. If the administrator determines the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing for the reason of the suspension and its length and of a time and place when the administrator will be available for a conference.

The conference shall be set within two school days of the start of the suspension. Requests for review of suspensions may be made to the principal, then to the superintendent (or designee), and then to the Board.

**\*\*SUSPENSIONS WILL BEGIN AT 3:45 PM ON THE DAY THE ADMINISTRATOR NOTIFIES THE STUDENT.\*\***

**NO STUDENT MAY RETURN TO SCHOOL AFTER A SUSPENSION UNLESS A RE-ENTRANCE CONFERENCE IS HELD. RE-ENTERING SCHOOL WITHOUT A PARENT CONFERENCE WILL RESULT IN THE STUDENT BEING PLACED IN ISS AND SUSPENDED EACH DAY THEREAFTER UNTIL THE PARENT CONFERENCE IS HELD.**

## **B. Expulsion**

In accordance with its discipline code set forth in Policy JD, the Board authorizes the administration to initiate expulsion proceedings against any student. In most cases expulsion means the removal of a student from school. The superintendent shall contract with retired superintendent or school-level administrators who shall rotate in serving as the hearing officer to conduct on behalf of the board any hearing requested on a recommendation for expulsion. Except for the special circumstances set forth in the next paragraph, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year or the remainder of summer school, after which point the student may petition for readmission as provided below. Unless the board or its authorized hearing officer makes a specific exception, expulsion shall also prohibit a student from coming onto school property, entering school buses, or attending any school event except for prearranged conferences with an administrator.

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year, except that for disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis. The board may permanently expel any incorrigible student. The board will only consider the permanent expulsion of those students so recommended by its hearing officer.

## **Criminal Prosecution**

Any student committing a breach of the Disciplinary Code that may also constitute a crime will, in addition to District disciplinary action, also be referred to appropriate law enforcement officials for possible criminal prosecution. No plea bargain or other type of agreement arising from such a referral, regardless of the assent of any District employee, will be binding on the Board.

## **Non-Students on School Grounds**

The building principal is authorized to take appropriate action against unassigned or unauthorized students as well as non-students who come into the buildings or onto the school grounds or other school property without permission. Students who are suspended or expelled shall not be allowed to come onto school grounds or school buses, to interfere with students or district staff, or to disturb school in any way. **ANY PERSON COMING ON SCHOOL GROUNDS IS SUBJECT TO BEING SEARCHED.**

## **Non-aggravated Assault**

**State law requires** that student handbooks contain this notice.

Any student who commits a non-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 \$1000.00, 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 the crime of assault and battery of a high and aggravated nature against a school official, and of other “violent crimes.” Information concerning convictions of these crimes will be included in the student’s permanent record. The student’s teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

## **Early Dismissals**

Early dismissals before the end of the regular school day are discouraged. Whenever possible, a student should try to arrange appointments around school hours. All early dismissals will be classified as excused or unexcused by the Attendance Clerk. Unexcused early dismissals will count against a student’s attendance record.

### **The following will be classified as excused dismissals:**

1. Medical appointments (must bring a doctor's statement).
2. Illness of student or immediate family.
3. Death in the immediate family.
4. Prearranged absence by parent and administrator.

### **Early Dismissal Procedure:**

1. A written request must be provided stating the reason for dismissal, time of dismissal, a telephone number where the parent can be contacted before 10 a.m., and signed by the parent or guardian. ***Forgery of a written request for early dismissal will result in disciplinary action.***
2. **This note must be brought to the front office before 8:45 A.M. on the day of early dismissal.** The office staff will contact the parent to verify the dismissal. **IF NO VERIFICATION CAN BE MADE, THE STUDENT WILL NOT BE RELEASED.**
3. Students must sign out in the front office when leaving or the absence will be classified as a cut.
4. **Parents who do not send a note in advance must come into the school building and sign the student out. No early dismissals will be approved over the phone. Students are not released to anyone whose name is not in POWERSCHOOL and who does not have proper identification.**

### ***Seniors Early Out/Late In***

**Seniors with permanent early dismissals are expected to leave campus within 5 minutes from the ending of their last class. Seniors are expected to exit through the front office doors. Students with late arrivals must stay in the cafeteria until the beginning of their class. Seniors requesting early out or late in scheduling must be College and Career Ready, completing the required completer pathway. Students found loitering in the building will face disciplinary action or enrollment in a class course.**

### **Early Dismissals Due to Illness**

Any student who becomes ill at school must secure a pass from the teacher and report to the Health Room. If a student is too ill to return to class, the nurse will contact the parents and dismiss the student. Students are to come to the Health Room from a class and have a signed and timed pass from the teacher. Students are not to come to the Health Room between classes. **Students who are ill are not to use a school phone or a cell phone to call a parent about dismissal for sickness; the nurse will call the parents.** Dismissals from the Health Room are considered lawful absences.

**No early dismissals granted after 3:00 P.M. or during exams.**

## **Hall Passes**

**Students are not permitted in the halls during class periods unless they have a Smart Pass logged in the system from the teacher.** The student's name, date, time, destination will be electronically accessible by any member of the administrator team. The pass gives the student permission to go straight to the destination without stopping at points along the way. Repeat offenders will be placed on the "no hall pass" list. **Teachers are not allowed to issue hall passes for the first 15 minutes of class or the last 15 minutes of class.**

## **Restricted Areas**

Any student in an off-limits area without written permission will be referred to the administration. Restricted areas include:

1. **All parking lots (students must receive administrative approval prior to visiting the parking lot to retrieve items.)**
2. All classroom wings or athletic areas during any lunch period (Food may be consumed only in the cafeteria.)
3. Unassigned classrooms during instructional time. Students do not have permission to visit their classmates in other classes during instructional time.
4. Any areas behind the counter in the main office, guidance office, as well as all administrative offices and halls.
5. All areas outside of the school during school hours (excluding teacher-supervised excursions)..
6. All stairwell fire exits.
7. Any restrooms prior to **8:30 a.m.** are restricted (except for the Cafeteria).
8. **Any faculty workrooms**

**Note: The bus loading area is limited to bus riders only.**

## **Health Room**

The purpose of the Health Room is to provide short-term care in the event a student becomes ill/injured while at school. It is not intended to replace a physician's office. Every effort is made to keep a student at school if at all possible. If it is determined that a student is too ill to stay in school, arrangements will be made to pick him/her up as soon as possible.

### **Health Room Guidelines**

If a student needs to visit the health room, please review the following procedure:

1. If a student needs to visit the health room, the student's teacher must contact the Health Room **first** to see if the school nurse is available.
2. Send the student to the Health Room with a pass and all of their belongings in case they are unable to return.

### **Student Emergency Forms**

Student emergency forms can help the school nurse to expedite the process of parent contacts and providing medical assistance. At the beginning of the school year, we will need students to perform the following tasks:

1. Complete form, date, sign, and return the student health form immediately. These forms are available for downloading/printing on the school website.
2. Update (by sending a note or calling the school office) when changes occur.
3. Indicate who your emergency people listed are (friend, grandparent, etc.).

4. It is important to tell your child who has been listed on the emergency form to pick him/her up in your absence.

## Medications

1. All prescription drugs must be given to the school nurse or office staff to be administered to the student. **Permission forms will need to be signed.**
  2. If your child must take medication at school, please obtain a Parent or Physician's Authorization Form. These forms must be submitted prior to cataloging the drugs. **In order to catalog all prescription drugs, a doctor's note must accompany the request and the drugs when submitted to the nurse. Forms are available** in the Health Room and on the school website.
- \* **Long-Term Medicines** (to be given at school for 2 weeks or longer) must have a Parent's Authorization Form completed and signed by the parent or legal guardian. A Physician's Authorization Form must be completed and signed by the doctor who has prescribed this medicine for your child.
- \* **Short-Term Medicines** (to be given at school with less than a two-week duration) must have a Parent's Authorization Form completely filled out and signed by the parent/guardian or a written note provided with the medicine stating: the name of the medicine, the amount to be taken, and the time to be given. Also include the student's name. **NO MEDICATION WILL BE GIVEN WITHOUT THIS WRITTEN PERMISSION!**
3. **STUDENTS ARE NOT TO GIVE THEMSELVES ANY MEDICINE AT SCHOOL. ALL medicines must be given through the Health Room.** This policy is for the safety of the students.
    - Inhalers or epi-pens may be kept by students if written permission has been provided by a parent and the physician indicating that it is necessary for the students to have the medication with them at all times.
    - An additional inhaler/epi-pen should be kept in the Health Room.
    - **Due to School District policy, medications containing aspirin (Pepto-Bismol, many menstrual cramp medications) and medications containing PPA (Dimetapp, Contac, Triaminic, etc.) will not be given.**
  4. All medications must be in the original container with a label. This includes prescription and over-the-counter drugs as well. **Medications that cannot be identified by the container will not be given and will be discarded immediately.**
  5. The school will not administer medication that is reportedly missed at home. We will only administer those doses that are scheduled during school hours. A parent may bring a missed dose of medication to school and may administer it to the student.
  6. If your child experiences frequent headaches, upset stomach, or menstrual pain, you may provide the Health Room with the appropriate over-the-counter medications so that your child can remain in class.
  7. Medications that are past their expiration date will not be given.

## Guidelines for School Medication Administration

When a student is required to take medication during the school day, the following guidelines will be followed:

1. Written permission from the parent/legal guardian for each medication in addition to doctor's verification will be required and maintained in the Health Room.
2. The medication will be stored in a locked container and administered by the school nurse or staff designated by the principal who will record this information on the student's medication record. A list of staff designated by the principal to assist with medications in the absence of the nurse will be posted in the health room. Schedules should be arranged so that the school nurse administers all medications if possible. The nurse will verify medication and signature of the parent if the parent does not come in.
3. Any errors or incidents involving medication will be reported on form Med-4 with copies provided to the principal and nurse supervisor.

When a student leaves the school for a field trip, his/her medication will be secured in a container labeled with the student's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying students on the trips with the information needed regarding the medication, its purpose, and side effects that may occur. **It is the parent's responsibility to notify the school nurse when a field trip occurs.**

### **Emergency Medication**

Students who are known reactors and require emergency treatment for an allergic response should have medication, written parental permission and physician's instructions for administering the medication. If the student has emergency medication in the Health Room, **this medication does not follow him/her to the career centers. When this occurs, the student will need permission to carry the medication with him/her. It is required that an Emergency Health Care Plan be completed on these students. These forms can be obtained from the Health Room or from the SHS website.**

Note: Injured students requiring use of the elevator must bring medical documentation to their administrator.

### **ID Badge Policy**

**If a student does not have a regular ID, you will not be allowed to attend extracurricular activities such as pep rallies, buy-outs, etc. For safety and identification, all faculty, staff and students must wear school-issued picture ID badges and school issued lanyards around the neck.**

- A. Each student will be issued an ID badge and a lanyard at the beginning of the **2023-2024** school year. These badges are loaned to the students. **Students must display their Southside ID badge around the neck at all times and be visible while on campus** (unless involved in an extracurricular activity that requires a particular dress). **Old ID badges from previous years will not be acceptable.**
- B. In order to attend class, students must wear an ID badge. Those students who arrive at school without an ID badge will report to ISS.
- C. **Students are not to cover their ID with stickers of any kind.**
- D. **Any student who uses another student's ID will be sent to ISS.**
- E. Students can purchase a temporary ID for .50 up to 3 times. Students must purchase an ID after this time.



- F. Students must pay \$5.00 to replace lost or defaced/damaged ID badges. An additional ID may be purchased to serve as a “back-up” in case the student forgets/misplaces his/her ID.
- G. A student must surrender their ID badge if a faculty or staff member makes a request for the ID.
- H. **Students who have an ID, but are not wearing it around the neck, will be provided consequences as determined by the administrative team.**

## Late Work Policy

To better serve our students’ educational needs and provide consistency across the school, Southside High School will adhere to the following late work policy. Late work is defined as:

- Student attended class and failed to submit a required assignment
- Student has an unexcused absence as coded in PowerSchool

Additionally,

- Teachers define/classify assignments as “Major” & “Minor”
- Per teacher’s discretion, and due to the nature of some assignments, the assignment may not be eligible for make-up (i.e. discussions, labs, etc.) these assignments may be exempted OR replaced with an alternative assignment.
- Special consideration will be given for quarter/9 week classes (Gov’t/Econ, LawEd, History of Minorities, Psychology, and Sociology).
- Assignments will be counted as **late** if they are submitted after 12:00 a.m. (midnight) on the due date.

	Majors - Assignments in this category as defined by teacher (does not include tests)	Minors - Assignments in this category as defined by teacher (does not include tests)	Tests- Missed through excused OR unexcused absences
Honors/CP Courses (Courses do not earn college credit)	Late work in the major category will be accepted within 5 school days of the due date, and the grade will be deducted by 10 points per day. After the 5 school days have passed, the grade becomes a zero.	Late work in the minor category will be accepted until the major/summative assessment at the end of the unit, and are subject to a penalty of <b>10%</b> (flat percentage TBD)	Tests can be made up for full credit if made up within five days of return to school. Students must arrange a make-up test with the teacher. After the 5 school days have passed, make up tests should still be available within the quarter, but are subject to a penalty of <b>10%</b> (flat percentage TBD)
IB / AP Courses (Courses	Late work in the major category will be accepted within 3 school days of	Late work in the minor category will be accepted	

eligible for college credit)	the due date, and the grade will be deducted by 15 points per day. After the 3 school days have passed, the grade becomes a zero.	until the major/summative assessment at the end of the unit, and are subject to a penalty of 15% (flat percentage TBD- greater deduction than CP/Honors)	
Dual Credit Courses (Courses eligible for college credit)	Follows the late work policy from Greenville Technical College.		

### **Makeup Work (per GCSD Board Policy)**

- Students have an **excused** absence as coded in PowerSchool (i.e. medically documented illness or appointment, bereavement, or court date).
- Students have five (5) school days from the date of their return to complete assignments for full credit.

### **Meal Program**

Breakfast: No Charge for Students  
 Lunch: No charge for Students  
 Extra snacks, milk, drink are not free

### **Breakfast/Lunch Procedures**

Students are reminded that we have a closed-campus policy and students are not allowed to leave campus for lunch. Any outside lunch items delivered by the parents will be consumed in the school office area. **Any items ordered by mobile food courier will be confiscated.** During breakfast and lunch, students are expected to remain in the lunchroom area. Students may eat only in the lunchroom. **NO FOOD, DRINKS, OR ICE CUPS MAY BE TAKEN INTO THE HALLWAY OR INTO CLASSROOMS.** Students are expected to be considerate of fellow students waiting in line for their lunches. Line breaking or saving places in line is not allowed. Always be courteous and place your trash in the proper place.

### **Media Center**

The Media Center provides a large collection of print and non-print materials for use in doing research for your classes as well as for your enjoyment. Passes are required at all times. For students' convenience there is a photocopier in the Media Center. Students may make Black and White copies for 15 cents each. A Color printer is available with copies costing 50 cents a page.

Upon arrival in the Media Center, file the pass and sign the attendance register. Students may not leave the Media Center without permission after having signed in. Students will not be allowed to go to the bathroom, water fountain, telephone, or to the nurse except in an emergency. Bring all necessary materials and be prepared to work.

Food and drinks are not allowed in the Media Center. Students who talk excessively or disturb others will be sent back to class. Usage privileges may be suspended or other disciplinary actions may be taken for misbehavior or failure to follow Media Center rules.

## **Chromebooks**

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook and charger that is checked out to individual students in the media center. (Bar codes are scanned into their account similar to a textbook.) We encourage students to charge their Chromebooks at home to prevent the theft of their charger. The replacement cost of a Chromebook charger is \$30.

Chromebooks that are broken or fail to work properly must be turned into the library to the library clerk. If it is during class time, students must have a pass from the teacher. Failure to report damages or lost Chromebooks by the next school day could result in owing the total cost of the Chromebook.

### **Procedure for Accidental Damage:**

- 1st Offense of Accidental Damage: Parent Contact, Warning, Repair at no cost.
- 2nd Offense of Accidental Damage: Parent Conference, Warning, Repair for damages.

Note: SHS reserves the right to revoke use of Chromebook for students at any time. Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) will not fall under the accidental damage procedure listed above.

### **Procedure for Deliberate Damage:**

- 1st Offense of Deliberate Damage: **Disciplinary Referral, Parent Conference, Pay Additional Technology Fee to repair or replace**
- 2nd Offense of Deliberate Damage: **Disciplinary Referral, Parent Conference, Repair/Replace Device, Revoke Student Chromebook Rights.**

### **Lost/Stolen Chromebooks**

- Please note that students who leave Chromebooks unattended are being negligent. It is the student's responsibility to ensure the safety of the device at all times, much as they would with their wallet/purse or other valuable items.

Students who are unable to locate their missing Chromebooks are required to complete a [missing Chromebook form](#) which includes checking with each of the student's teachers, obtaining teachers' signatures, and a parent or guardian signature verifying steps have been taken to locate or retrieve the device.

Once the missing Chromebook form is completed and submitted, students will need to have a parent conference with an Administrator. Students are encouraged to file a police report with the Southside High School SRO in an attempt to recover the Chromebook. Students whose

Chromebook is not recovered will need to pay a replacement fee before a new chromebook is issued.

Students will not be provided with a replacement until the conference is completed and fees are paid.

Chromebook Offenses and Consequences

<p><b>Examples of Level I Offenses</b></p> <ul style="list-style-type: none"> <li>· Sharing passwords</li> <li>· Plagiarism</li> <li>· Defacing computers (e.g., stickers, markers, destruction of serial number) · Removing district labels or tags</li> <li>· Failure to charge battery daily</li> <li>· Clearing web browser history</li> <li>· Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time · Accessing chat rooms, bulletin boards, or non-educational blogs without teacher/administration permission</li> <li>· Failure to follow teacher directives</li> <li>· Failure to be polite and courteous digital citizens</li> <li>· Repeated failure to bring device to class</li> <li>· Horseplay with the device (e.g., running, throwing, mishandling, etc.)</li> </ul>	<p><b>Examples of Level II Offenses</b></p> <ul style="list-style-type: none"> <li>· Accessing, downloading, posting, or distributing materials that: Are harmful or prejudicial to others (e.g., defamatory, libelous)             <ul style="list-style-type: none"> <li>o Are pornographic, obscene, sexually explicit, or profane (including photos and music)</li> <li>o Are illegal (e.g., copyrighted materials)</li> <li>o Refer to weapons, alcohol, drugs, guns, or gangs</li> <li>o Constitute gambling</li> <li>o Are restricted</li> </ul> </li> <li>· Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li> <li>· Intentionally destroying hardware or software (including attempting to disassemble any part of the device)</li> <li>· Engaging in theft</li> <li>· Engaging in any illegal activity</li> <li>· Harming or destroying another user's data</li> <li>· Creating or sharing a computer virus</li> <li>· Disrupting the network or the educational process</li> <li>· Hacking of any kind</li> </ul>
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**Consequences**

**Violations of these policies may result in one of the following, but are not limited to, these disciplinary actions:**

<ul style="list-style-type: none"> <li>· Student/parent conference or call (1st)</li> <li>· Restitution</li> <li>· Removal of unauthorized files and folders</li> <li>· Restriction of Internet privileges*</li> <li>· Restriction of district-issued Chromebook use privileges**</li> <li>· Suspension</li> <li>· ISS/OSS</li> <li>· Persistent violations will result in the loss of the Chromebook for the school year</li> </ul>	<ul style="list-style-type: none"> <li>· Student/parent conference/call (1st)</li> <li>· Restitution</li> <li>· Removal of unauthorized files and folders</li> <li>· Restriction of Internet privileges*</li> <li>· Restriction of district-issued Chromebook use privileges**</li> <li>· Suspension</li> <li>· Court referral/criminal charges</li> <li>· Alternative school placement/ISS</li> <li>· Expulsion</li> </ul>
<p><b>Three Level I offenses may result in restriction of Internet privileges and/or restriction of device privileges or loss of the Chromebook.</b></p>	

**Personal Electronic Devices**

A PED is any personal electronic device. This can include, but is not limited to laptops, tablets, and smartphones.

**Southside High School’s Personal Electronic Device Policy**

To use your personal electronic device (PED\*) during the school day, you agree to abide by the following requirements. A violation of this agreement may result in suspension of this privilege and/or disciplinary action. **The school day begins when you enter the building and ends when you leave the building.**

1. During Instructional Time: You may use your PED for educational purposes during class time with the express permission of the classroom teacher. You understand that the teacher may ask to inspect your work on the device at any time.
2. You may not use the camera feature of your PED to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission given by the teacher and subject of the photo or video.
3. You will be given access to the School District’s online resources via the school’s wireless network. The PED will not be connected to any printer, directly or indirectly.
4. The Greenville County School District will NOT service, repair or maintain PEDs at any time.
5. You acknowledge that you know, understand, and agree to abide by GCSD Acceptable Use Policy while connected to the school’s network.
6. All PED’s are brought to school at the owner’s risk. The GCSD or Southside High School is not responsible for theft or damage to the PED. All thefts should be reported to law enforcement.
7. Students are allowed to charge their devices at designated charging stations **either before school or during lunch.**
8. **Air pods, earbuds and headphones can only be worn in one ear while traveling in the hallway. This allows the student to hear announcements, warnings, and other messages adults must share with them.**

**Personal Electronic Device Consequences**

Offense	Teacher Procedure	Consequence
1st offense	Teacher warning with parent contact	Not applicable

2nd offense	Discipline referral with parent contact	ISS/ 2 blocks
3rd and subsequent offenses	Discipline referral with parent contact	1 day OSS

**For every offense, the student will be expected to put their Personal Electronic Device away.**

**Note #1:** If a student is caught using a device at an inappropriate time and the teacher gives a consequence based on the above matrix, and the students put the phone away as directed, but then gets the phone out later in the class and is caught using it again:

**The teacher will treat the infraction as a 2nd offense and write a discipline referral to their administrator.**

**Note #2:** If a student is caught using a device at an inappropriate time and the teacher gives a consequence based on the above matrix and the student refuses to put the phone away and continues to use it directly in front of the teacher: Student will be removed from the class, a referral for refusal to obey will be written with the consequences up to suspension from school.

## **School Closing**

In the case of inclement weather or other emergencies, students/parents are asked not to call the school but to tune in to local radio or television stations for an official announcement from the District Office.

## **Student Activities**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Southside High School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, student council, and attendance at any school function outside of the normal school day. **Students are not eligible to participate in any extracurricular events unless they are present for at least 2 periods (1/2 of the school day) on that day. Suspended students are ineligible for participation in or attendance at any school activity during their suspension.**

### ***Athletics***

The athletic program is a vital part of our school. It provides physical and mental training for participants, and recreational and social outlets for students, parents, and visitors. The program is supported entirely by gate receipts, making it important for everyone to assist in making our athletic contests desirable events to attend for both students and visitors.

Students interested in going out for athletic teams should check with coaches about six weeks before a particular sports season in order to begin practice on time and to establish eligibility. In general, a student must have a physical, a birth certificate, meet eligibility requirements, have insurance, and must not play on any team except the school team during the season of the sport for which he/she has been certified. **Auditing a class does not establish eligibility.** Students cannot quit one sport to join another sport before the season ends for the first sport. Also, if students are dismissed from one sport for disciplinary reasons, they may not join another sport before the season ends for the first sport. A complete list of requirements for eligibility is available from the Athletic Director.

The following sports may be provided (if funded):

- Cross Country (Boys & Girls) ..... middle & high school
- Golf (Boys & Girls) .....9, 10, 11, 12
- Soccer (Boys & Girls) .....middle & high school
- Swimming.....9,10,11,12
- JV Cheerleading.....9,10,11,12
- Varsity Cheerleading.....middle & high school
- JV Football..... 9, 10, 11, 12
- Varsity Football.....8, 9, 10,11,12
- JV Basketball (Boys & Girls) .....middle & high school
- Varsity Basketball (Boys & Girls) .....8, 9, 10, 11, 12
- Varsity Baseball.....9, 10, 11, 12
- Varsity Tennis (Boys & Girls) .....middle & high school
- Varsity Track (Boys & Girls) .....middle & high school
- Volleyball (Girls).....middle & high school
- Varsity Softball (Girls).....middle & high school

### ***Band***

The Southside High School band program consists of the marching band, concert band, and color guard. All students are required to audition for placement in each ensemble. In addition, each student is expected to provide his or her own instrument. All band members are required to be enrolled in a band class that meets during the school day in addition to attending required after-school rehearsals. Band is a co-curricular activity which means after school rehearsals and performances, which meet outside of the normal school day, are an extension of the classroom. Membership in the band program is comprehensive. Students are required to participate in both marching and concert band. All questions should be directed to Mr. Bruce (864) 355-8780.

### ***Chorus***

Southside High School Choral students are required to purchase a chorus uniform. Please see Chorus instructor.

Girls: White blouse, black skirt or pants, black hose and shoes.

Guys: White collared shirt, black pants, black shoes and socks.

All choral members are required to be enrolled in a choral class that meets during the school day in addition to attending required after-school rehearsals and performances. These rehearsals and performances are an extension of the classroom.

### ***Clubs and Organizations***

The following clubs and organizations may be available for students who wish to become involved and who meet the non-athletic eligibility requirements when necessary:

Academic Team, Band, Bowling Club, Drama Club, Foreign Language Honor Societies, Gardening Club, IB Mentoring Club, Interact, Kitty Hawk Honor Society, JROTC Explorers, Model Rocketry/Airplane Club, Mu Alpha Theta (Math), National Art Honor Society, BETA Club, National Forensics League (NFL), National Honor Society (NHS), Poetry Club, STEAM TEAM, Spirit Club, STEP Team, Youth in Government, and Tiger Ambassadors. Others may be offered with teacher sponsorship. Please check the SHS website for more information.

## ***Field Trips***

**Student Access to Field Trips: Students will be denied participation in field trips for the following reasons:**

1. **Academics:** If a student is failing a class, he/she is not eligible to attend the field trip.
2. **Behavior:** (a) If assigned OSS on the date of the field trip, (b) if the person heading the field trip, with approval of the principal, determines eligibility should be denied based on a pattern of misconduct, and (c) if the student fails to turn in all required documentation by the deadlines.
3. **Attendance: Students who have more than five (5) unverified absences in a semester class are not eligible to participate in a field trip. Students who have more than ten (10) unverified absences in a yearlong class are not eligible to participate in a field trip.**
4. Students unable to attend a field trip will be given an alternative assignment to replace the field trip grade.
5. Students who are driving to an off-campus school sponsored event must have a parent permission form on file prior to the event.

Competitions are considered field trips so only students competing should attend. Students are encouraged to maintain their academic performance in classes. A limited number of courses have district and state mandated field trips as part of the defined curriculum. These must be submitted to the appropriate administrator in writing at the beginning of the school year for verification. If approved, they will not be included in the semester class absences count. This also applies to programs such as college fairs, the sophomore trip to Donaldson, etc.

## ***Fraternities, Sororities and Secret Organizations***

Fraternities, sororities and secret organizations and their activities are strictly forbidden in high school. Any attire associated with such groups is forbidden when it causes a disruption to the school.

## ***National Honor Society***

1. National Honor Society (NHS) is an honorary organization dedicated to the achievement of the highest levels of scholarship, service, character, and leadership.
2. Members are chosen on the basis of scholarship, service, character, and leadership. Procedures for choosing NHS member:
  - a. During the summer of each year, the advisor will examine the permanent record cards of all juniors to determine eligibility. Those juniors with a 3.5 GPA or better (not rounded off) in academic subjects only will be considered. (Academic subjects include English, math, science, social studies, and foreign language. No electives such as journalism, art, music, business, or home economics will be counted.) Students must be enrolled in regular, advanced, or honors level classes.
  - a. The student's disciplinary record will be reviewed for approval. A student must have had no suspensions (in or out of school) or documented disciplinary problems that would reflect on his/her character (e.g. cheating or theft).
  - b. Those eligible students will then be invited to fill out an application giving their leadership and service background, which will be evaluated by the advisor according to a point system.
  - c. The list of eligible students will be submitted to a faculty council for approval. The five-member faculty council is appointed by the principal and may not include an administrator or advisor. (The advisor is a nonvoting member.) A student who receives four votes will be invited to join. See the webpage and/or sponsor for details.

## ***Prom***

**The date and time of the Southside High School Prom for 2023 is TBA.** Formal or semi-formal attire is required. Juniors and seniors may purchase a ticket for themselves and a ticket for **one** guest. Any person who



attends the prom must have a ticket. **There will be no refunds if a person later decides not to attend.** The tickets to the prom will be distributed upon purchase. Announcements will be made about the deadline for purchasing tickets. After the deadline passes, no ticket will be sold. Tickets must be presented at the door in order to enter the prom. The ticket is valid for the prom only. Junior class officers will assist the sponsor(s) in making decisions about the prom. Junior and Senior students will vote on the theme and the colors for prom. **No student with outstanding debt will be allowed to purchase tickets or attend the prom. No Bar access is allowed.**

## **Student Parking**

Any student driving to Southside High School (SHS) must have a current SHS parking decal. Parking decals cost \$20 and will be sold during early registration/orientation and throughout the school year. In order to purchase a parking decal, the student must present his/her driver's license and proof of insurance for the vehicle that will be driven to SHS.

Parking decals are to be placed on the inside of the windshield in the left corner near the driver's side windshield wiper. After the parking decal has been issued, the student has permission to park in the area lot designated for students. Any deviation from this assigned area will result in disciplinary action, and/or a fine, and/or the possibility of the vehicle being towed. In addition, the student may lose driving privileges. Also, any student driving to school without a valid parking decal will be subject to disciplinary action, the possibility of the vehicle being towed, a fine, and/or the loss of driving privileges altogether.

### **Special Considerations:**

1. If a student has a SHS parking decal on a vehicle and that vehicle goes out of service (sold, traded, wrecked, etc.), then the student can purchase a replacement decal for another vehicle for **\$5.00**. The student must show proof of insurance for the second vehicle.
2. If a vehicle with a decal is out of service temporarily (repairs, being used by another family member, etc.), then a temporary parking pass will be issued at no charge until the vehicle with the decal comes back into service. However, if the situation extends past one week, the student must purchase a new parking decal for the other vehicle for \$5.00.
3. If early dismissal students aid other students to skip school for any reason, the student will jeopardize their parking privileges.
4. On the sixth (6th) tardy to class, students will lose their parking privilege for the remainder of the semester.

Additionally, no one is permitted to drive into the student parking lot to pick up or let out a student. Students are not to park in designated faculty/staff parking or behind the school. No vehicles are to enter the bus driveway from Jacobs Road. Athletes may not park in the bus loading area until after 5:00 pm.

Consequences for parking and driving violations are as follows.

- Level 1 - Warning sticker/disciplinary consequence if warranted
- Level 2 - Fine (\$10.00)/disciplinary consequence if warranted
- Level 3 - Parking privileges revoked for remainder of semester
- Level 4 - Parking privileges revoked for remainder of year

**NOTE:** The administration reserves the right to remain at a given level for more than one offense if extenuating circumstances exist. The administration also reserves the right to progress to a level higher than Level 1 for the first situation if that situation is severe.

It is the student's responsibility to arrive at school on time. Students are expected to leave their cars as soon as they arrive on campus. No student is to remain in his/her vehicle or to stand around vehicles after arriving at school. Students are not to loiter in the parking lot after dismissal as well. **STUDENTS ARE NOT TO RETURN**

TO THEIR VEHICLES DURING THE SCHOOL DAY. Going into the student parking lot during the school day without administrative approval will result in a disciplinary consequence. SHS is not responsible for theft or vandalism. No money, valuables, etc., should be left visible.

## **Tardiness**

### ***Tardiness to school:***

Students are expected to report to their first period class by **8:45 A.M.** **Students must be in their classrooms when the tardy bell rings. Any student reporting after 8:45 A.M. must report to the attendance office.** All tardiness will be classified as unexcused except for:

1. Doctor or dentist appointment (Parent notes will not be accepted, only medical notes.)
2. Administrative approval
3. Arriving on a late school bus (Those arriving late will receive a color-coded bus pass.)
4. Any student arriving at school after 9:10 a.m. will be considered absent from their first period.

**All others will receive an unexcused tardy slip. Tardiness to school infractions will be recorded, and repeat offenders will be subject to the school's disciplinary guidelines.**

### ***Tardiness to class:***

**Students are expected to be in the classroom before the tardy bell rings for class. Repeat offenders will be subject to the school's disciplinary guidelines.**

## **Consequences per Semester**

1 <sup>st</sup> – 2 <sup>nd</sup> Offense.....	Parent Contact
3 <sup>rd</sup> Offense.....	Referral to Administrator, Warning, Parent Contact
4 <sup>th</sup> Offense.....	½ day ISS (2 blocks)
5 <sup>th</sup> Offense.....	1 day ISS
6 <sup>th</sup> Offense.....	OSS

## **Textbooks**

Each student is charged with the responsibility for their books. If a book is lost, stolen, or damaged, the student is held responsible and must pay for the book before another one can be issued. Payment for the lost books should be made to the AP in charge of textbooks.

## **Alma Mater:**

**Hail, Alma Mater,  
Southside High School, Hail!  
Long may you reign victorious,  
Long your Honor shine.**

***Refrain*  
Hail, Alma Mater,  
Laurels carried high;  
Southside High School we praise thee**

**With heart and hand and voice!**

**As we tread our pathway  
Striving for our goal,  
Let God's guiding hand be  
Ever ours to hold.  
Loyal to our colors,  
Loyal to our creed,  
Loyal to our dear Southside,  
Ever will we be.**

**Responsibility and Disclaimer**

**Student Responsibility for Handbook**

Students are responsible for reading this handbook and knowing its contents. All students at Southside High School are instructed to share this handbook with their parents/guardians. Any parent wishing to obtain a copy of the handbook can access it on the school's website. All students will have access to the handbook.

**Disclaimer**

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Southside High School. The school reserves the right to make changes or exceptions to the statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school. Discipline policies included in this publication are based on information at the time of printing.