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## **Equal Educational Opportunity**

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21. The School District of Greenville County does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

## **WELCOME**

Dear Students,

Welcome to J. Harley Bonds Career Center, a unique school to learn and grow. Bonds exists to offer the best education possible to help students meet educational and career goals. The School District has provided an excellent facility with state-of-the-art equipment and technology to offer world class opportunities for all.

We now live in a worldwide economy where there really is no future for those who do not have an education that includes both academics and technology. Course work at Bonds has been structured to give students a “leg up” to their educational and career goals. Employers from Michelin to GE to BMW to Synnex are looking for people who have a work ethic, sound appropriate academic degrees, technological competence, the ability to communicate, the soft skills to abide by company policies and work independently or in a team. Classes here incorporate all of these so that Bonds graduates have the advantage of colleges and employers knowing that graduates come to them with a strong, diverse background.

All of the classes at Bonds are dual college credit, state licensed, nationally certified or a combination of these. Auto Technology (NATEF), Culinary Arts (ACF), Construction Technology and Welding (NCCER) are nationally certified and dual college credit with Greenville Tech. Cosmetology students are licensed by the SC Regulatory Board. Pre-Engineering, CAD, Machine Tool Technology, Computer Systems Repair (A+), and Web Page Design are also dual credit with Tech.

The staff and teachers are here to assist and guide you. They will offer the opportunity to learn in your chosen field; it is up to you to take advantage of their expertise. Each Bonds student is expected to be mature and serious in the classroom and the lab. Because every student is in contact with tools and machines, observance of safety rules (including the District’s Code of Conduct) is essential.

I hope you have a satisfying and productive year. Remember each of us is here to help you. Do not hesitate to let us know your needs. Work hard, learn much, and prepare for a successful future.

Wayne Rhodes, Director

## **FACULTY AND STAFF**

|                             |                                 |
|-----------------------------|---------------------------------|
| Mr. Wayne Rhodes.....       | Administrator                   |
| Mr. Phil Beckwith.....      | Guidance Counselor              |
| Mrs. Martha Fayssoux.....   | Placement Coordinator           |
| Mrs. Judy Moon.....         | Secretary                       |
| Mrs. Ann Eason .....        | Attendance Clerk                |
| Mr. Melvin Emory.....       | Plant Engineer                  |
| Mr. Richard Baer.....       | Construction Technology         |
| Mr. James Brauch .....      | Custodian                       |
| Mr. Thom Brown.....         | Welding                         |
| Ms. Rhonda Cartee.....      | Occupational Diploma Program    |
| Mr. Michael Cheatuam.....   | Custodian                       |
| Mrs. Nancy Davis.....       | Occupational Diploma Program    |
| Mrs. Patsy Davis .....      | Custodian                       |
| Dr. Jason Dove .....        | Health Science Technology       |
| Mr. James Eaton.....        | Culinary Arts                   |
| Mrs. Connie Fleming.....    | Cosmetology II                  |
| Mrs. Ann Green.....         | Aide, Occupational Diploma      |
| Mrs. De De Heard .....      | Health Science Technology       |
| Ms. Adair Johnson.....      | English                         |
| Mrs. Kimberly Jones.....    | Computer Systems Technology     |
| Mr. Andy Laye.....          | CAD, Pre-Engineering            |
| Mrs. Sharon McCraven.....   | Aide, Occupational Diploma      |
| Mrs. Dashia Meeks.....      | Mathematics                     |
| Mr. Jim Miller.....         | Culinary Arts                   |
| Mr. Perry Moore.....        | Building Construction           |
| Mrs. Brittany Padgett.....  | Landscaping, Small Animal Care. |
| Mr. John Romano.....        | Automotive Technology           |
| Mrs. Annette Sterling ..... | Custodian                       |
| Mr. Travis Tucker.....      | Machine Tool Technology         |
| Mr. Todd Varholy.....       | Welding                         |
| Ms. Lisa Wofford.....       | Health Science Technology       |

## **INTRODUCTION**

Students should be familiar with all policies in this handbook. In case of questions regarding any policy, the student should consult a teacher or an administrator before committing a questionable act.

## **MISSION**

**Our mission is to educate all students for lifelong participation in a diverse society.**

## **PHILOSOPHY**

At Bonds Career Center we value our students as vital, contributing members of society. We believe that students should have the educational environment that allows them to acquire career skills needed in a global economy. It is toward this end that we publish this student handbook. Students should make themselves very familiar with its contents to fully participate in our educational community.

## **BELIEFS**

We believe:

- All students can learn and no student will be left behind
- Students learn best when they are actively engaged in a high-tech, hands-on environment
- Students must have success-oriented opportunities
- A student's self-esteem is enhanced by positive reinforcement and respect from the staff and their peers.
- High expectations increase student performance and motivation.
- Assessments of the learning process will provide a variety of opportunities for students to evaluate their success
- Joint commitment from students, teachers, parents, and the community will effectively educate a student
- A diverse curriculum with unique instructional techniques will meet the educational needs of all students and prepare them for the future
- Interpersonal and leadership skills that enhance lifelong learnings are gained through active participation in club

activities and community service.

## **PERSONAL PATHWAYS TO SUCCESS**

### **Guidance Services**

The faculty and staff provide information to students to assist them in making career-related decisions and appropriate educational plans. Toward these ends, the guidance counselor and placement coordinator work with high school, college, and technical school personnel and maintain a variety of career resources available to students, parents, and teachers. Personal counseling services are available to all students.

### **Student Incentive Program**

Our School Improvement Council voted to allocate Palmetto Gold funds to reward students with exemplary performance. Qualifying students will receive rewards and other incentives during student assemblies held throughout the year.

### **Student Professional Development Program**

All students participate in a professional development program. This program is designed to develop the “soft skills” identified by the S C Chamber of Commerce as necessary for successful employment and career advancement. It is modeled on the Skills USA professional development program. Students develop a career portfolio that they take with them when completing a Bonds program.

### **Student of the Month**

Every month, each teacher selects one student from each class as the class student of the month. Students are selected based on overall or improved performance. These students pictures are displayed in the entrance hallway and students receive incentive rewards.

## **SCHOOL TO CAREER PROGRAMS**

### **Cooperative Education**

Cooperative Education (Co-op) is a program provided for above average students with good attendance. Selected students work for cooperating employers to build on skills learned at Bonds. Using the latest technology, students gain a real world understanding of the demands of their chosen career. The employer and teacher cooperate in planning competencies for the cooperative learning experience. Typically, students go to a work site four days a week instead of coming to Bonds for their classes. Students are paid for their work and are evaluated by their employers; the employer's evaluation becomes part of the student's grade. Students in two-year courses are eligible for Co-op placement selection after five quarters; those in one-year classes are eligible mid way through the third quarter.

### **Internship**

Internship is a summer program for students who have completed one year at Bonds. Instructors work with students and industry to place students in their chosen field of study. Employers and teachers plan the internship experience. Students earn one unit of credit when they successfully complete 120 hours of the internship.

### **Apprenticeship**

Apprenticeships are reserved for the best students who want to start earning trade or professional certification while in high school. Businesses work with district personnel to set up an apprenticeship training agreement so students can advance professionally while in high school and be paid at the same time.

### **National and State Certifications**

Students in the following courses can earn national certification or state licensing in the following courses:

- Automotive Technology: NATEF ASE certification in four areas of specialization and AYES dealership internships
- A+ Personal Computer Repair: national license
- Building Construction: national NCCER certification
- Cosmetology: state cosmetology license
- Culinary Arts: national American Culinary Federation certification, ServSafe, and national Restaurant Association Pro-Start certification
- Welding: national NCCER certification

### **Student Placement**

Bonds personnel assist students in finding personally interesting employment in their field of training and in continuing related education after high school graduation. Students also learn job seeking and job keeping skills, effective job search and interviewing techniques.

### **COORDINATION WITH GREENVILLE TECHNICAL COLLEGE**

Bonds Career Center and Greenville Technical College work together in a variety of ways to benefit students. "Jump Start" programs that provide dual credit, tuition scholarships, and on-campus Tech admissions testing are three such programs.

### **Dual Credit**

A+ Personal Computer Repair, Building Construction, Computer Aided Drafting, Culinary Arts, Machine Tool Technology, Pre-Engineering, and Welding classes award dual high school and local technical college credit. Students earn both AP/IB level elective credits that apply to high school graduation requirements and college semester hour's credits with no tuition costs to students.

### **Greenville Technical College Career Center Scholarships**

Each year Greenville Technical College offers a scholarship to a

graduate of each class at Bonds. These one-year, \$1,500 scholarships are awarded based on grades, attendance, and Tech admission status.

## **STUDENT ORGANIZATIONS AND HONORS**

### **Student Organizations**

All students are expected to join and participate in student organizations. These clubs are an integral part of the Bonds experience and provide students with a chance to learn and practice leadership skills outside the classroom. The clubs available are: Future Farmers of America (FFA), Health Occupations Students of America (HOSA), Skills USA, and National Technical Honor Society (NTHS).

### **Outstanding Student Award**

Teachers select the most outstanding student from the morning and afternoon classes based on grades, attendance, work habits, and lab performance.

### **Technical Competitions**

Each year FFA, HOSA and Skills USA members compete against students from other chapters in district, state, and industry sponsored contests. Competitors are chosen by their teachers based on class performance. Bonds students have been competitively successful at the local, state, and national levels.

### **National Technical Honor Society**

Students who have an A average at Bonds, an overall B high school grade point average, and exemplary character are nominated by their teachers for NTHS membership at the end of the first semester. The NTHS faculty committee then selects members for the Society.

## **RULES OF CONDUCT**

### **Philosophy**

Students in Greenville County Schools, like members of any community, have both rights and responsibilities. Greenville County Schools protect those rights and insist upon those responsibilities. The purpose of this behavior code is to ensure that all students understand their rights and responsibilities, as well as the procedures for dealing with any violations. In addition, this code identifies types of violations and standard disciplinary actions and procedures.

It is expected that all teachers and administrators will faithfully enforce the code of conduct and abide by its intent and spirit and that parents will support the efforts of the school to provide a safe learning environment. Greenville County Schools will make every reasonable effort to keep students within the school's sphere of influence; suspension or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for intervention, suspension, or expulsion of students.

### **Bonds Career Center Keys for Conduct:**

- ❖ **Respect yourself.**
- ❖ **Respect others.**
- ❖ **Respect the facility.**
- ❖ **Respect all instructional technology, equipment, and tools.**

**GREENVILLE COUNTY SCHOOLS**  
**STUDENT BEHAVIOR CODE**  
**(Revised July 21, 2008)**

**Policy JCDA**

The Board 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. The Board believes self-discipline is an interpersonal goal of public education.

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 Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities 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.

**Application of this Policy**

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours

- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

### **Student Conduct Away from School Grounds or School Activities**

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions. Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

### **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
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- demerits
- detention

- in-school/out of school suspension
- other sanctions approved by the Board or administration

### **Disruptive Conduct - Level II**

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

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

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

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

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

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

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

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

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. 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.)

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 Regarding Students Under the Influence:** 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.

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**Note Regarding Recommendations for Expulsion**

Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstances, and totality of the incident.

.....

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

**Extenuating, Mitigating or Aggravating Circumstances**

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

**Discipline of Disabled Students**

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

**Paging Devices, Telecommunications Devices, and Cell Phones**

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy, must report the student to the school principal. The principal or his/her designee must confiscate the

device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows:

**First offense** – confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 30 days after the confiscation.

**Third offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the adult 60 days after the confiscation and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

**Fourth and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned at the end of the school year and the student may be subject to additional disciplinary consequences including: detention (during or after school), in-school suspension, out of school suspension, and work detail assignment.

- At Bonds any student who has a cell phone out during a test will receive a zero on that test.

### **Suspension** **Summary of Policy JDD**

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension

of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators.

Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

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**Missed Work**

Students who are suspended must make up missed work.

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## **Expulsion**

### **(Summary of Policy JDE)**

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion.

A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

## **Harassment, Intimidation, and Bullying**

### **(Summary of Policy JCDAJ)**

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

## **Definitions**

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

## **Reporting**

Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

## **Consequences for Engaging in Harassment, Intimidation, or Bullying**

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

## **Gang Activity or Association (Summary of Policy JCDAE)**

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang related, school officials should consult with local law enforcement.

If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student

from wearing or displaying any article of clothing or accessory which the District has determined to be a gang indicator.

## **Searches, Student Interrogations, and Arrests (Summary of Policy JCAB)**

The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and state law.

### **Searches**

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

### **Contacting Law Enforcement**

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code).

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. §59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

### **Interrogations by School Personnel and School Resource Officers**

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

### **Interrogations by Law Enforcement**

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

## **Weapons in School (Summary of Policy JCDA)**

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

### **Weapons (firearms)**

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of the Greenville County Schools. For purposes

of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

### **Alcohol Use/Drug Use (Summary of Policy JCDAC)**

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

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

The administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

### **Tobacco Use (Policy JCDAB)**

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at

any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

### **Computer Acceptable Use Rule**

Each school year every person who uses a Greenville County School District computer must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at [www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp](http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp).

### **Participation in Extracurricular Activities**

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of the student's 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, and attendance at any school function outside of the normal school day.

### **Dress Code (Policy JCDAF)**

Greenville County School District 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 this policy (see below).

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.

No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

### **J Harley Bonds Career Center Dress Code**

At Bonds Career Center each class has established a standard of professional attire that students must conform to or face disciplinary action and possible removal from their class. Students and parents are notified of the class's professional attire requirements upon acceptance into the class.

1. Student dress and grooming must be neat and clean.
2. Middle and High Schools-Shirts/Blouses should be tucked in unless designed to be worn outside the pants/skirt. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
3. Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh

- garments worn without shirts. Shoulder straps must be at least three inches wide. Bra straps and bra sides must not be visible.
4. Students shall not dress in such a way that partially or totally exposes underclothing.
  5. Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor. Bonds Career Center does not permit pajamas nor any frayed clothing or clothing with tears or holes in it.
  6. Skirts should fit and be in good taste and not be shorter than mid-thigh.
  7. Shorts may be worn. However, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts or athletic shorts of any kind are not permitted.
  8. Hats, sunglasses, hair curlers, skullies, or do-rags may not be worn.
  9. Shoes or sandals must be worn. Flip-flops (shower-type shoes) and thong-type shoes are not permitted nor are bedroom type shoes or slippers. In some classes, footwear appropriate for the student's lab activities will be required.
  10. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, gang affiliation, or other inappropriate phrases or symbols.
  11. Hair of a non-human color is not permitted.
  12. Extraneous articles hanging from clothing such as chains are not permitted.
  13. Facial jewelry is permitted to be worn only on the ears.

At the Bonds Certificate Ceremony held each May, students must dress according to the following code in order to participate:

Women: A modest dress, suit, or conservative skirt and blouse, and suitable footwear.

Men: Slacks, not blue jeans, with belt, leather shoes, socks, dress shirt with collar, and tie. Dress coat or suit is optional.

## **STUDENT RIGHTS**

### **Student Rights**

A right is a privilege to which one is justly entitled.

### **Equal Educational Opportunity**

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21. The School District of Greenville County does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

### **Policy Information Rights**

A student has the right to be informed of school board policies, district regulations, and the rules promulgated for the student's school, classrooms, and school buses.

### **Academic information**

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

### **Privacy and property rights**

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or School Board policy. A student's right to privacy does not, however, extend to items stored openly in school property such as desks and lockers. School officials may inspect such

items of school district property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as book bags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student.

The use of such means as trained dogs and metal detectors in an effort to locate prohibited or illegal items does not constitute a search. District officials may use such means at any time in their discretion.

### **Freedom of assembly**

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy, or school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act and the Board policy implementing that Act.

### **Freedom of speech**

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

### **Written expression and circulation of petitions**

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such

personal expression. Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only.

School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

### **Due process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This 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. The procedures and methods of appeal are explained in this publication.

## **STUDENT RESPONSIBILITIES**

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

### **All students have the responsibility to:**

- Attend school to receive an education
  - Schools cannot educate students who do not attend school.
- Attend school daily unless ill or legally excused
  - South Carolina law requires a student to attend school until his 17th birthday.
- Be on time for all classes
  - Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that

students must develop if they are to succeed in the world of work.

- Come to class with necessary materials
  - A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet deadlines
  - The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- Obey school rules and school personnel
  - No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students.- Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff
- Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others
- Treat people and their property with respect.
- Respect public property
- Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.

Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

**Refrain from distribution of unauthorized materials**

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited. Consequences: Counseling, referral to school resources, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources and recommendation for expulsion.

**Refrain from cheating or plagiarism**

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. Consequences: Parent notification is required. No credit will be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.

**Refrain from misuse of district technology resources**

Students are encouraged to use telecommunications to explore educational topics, conduct research, and communicate with others. Access to computers, however, also makes available material that may not be appropriate for a student's age or course of study. The District will take reasonable steps to restrict access to inappropriate materials, but because it cannot guarantee such restrictions, students using telecommunications must also bear responsibility for not accessing inappropriate materials. Students agree to the terms and conditions contained in the Acceptable Use Policy upon acceptance of the school handbook. All school handbooks will contain the districts Acceptable Use Policy.

No student will engage in the following activities while using

the Internet:

- Sending, displaying, or requesting offensive messages or pictures
- Using obscene language
- Harassing, insulting, threatening, or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Consequences: Restriction or loss of access to computer and other disciplinary action which may include parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion.

**Refrain from truancy, cutting class, or leaving school without authorization from the administration**

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. Consequences: Parent notification and/or parent conference, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources or community agencies.

**Avoid tardiness**

A student who arrives late to school or to class is tardy. Students will follow policy as outlined in each school's handbook. Consequences: Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail

assignment, suspension, referral to school resources or community agencies. Students who drive may lose their driving privileges.

**Do not fail to pay school fines**

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in disciplinary action. Consequences: Loss of privileges, restriction from activities or other penalties as the school administration deems appropriate.

**STUDENT PRIVILEGES**

**Telephones**

A telephone is available in the office for student emergency use. **Students may not use telephones in teacher's offices.** Incoming calls to students cannot be accepted.

**Locks and lockers**

Your teacher may issue a lock and a locker. No deposit is required for the lock; however, students will be charged \$4.50 to replace lost locks.

**Break time**

Teachers may allow students a break of no more than 15 minutes midway through their class period. Students will be accompanied to the break area by their teacher and supervised by their teacher during that time. Students may purchase snacks and beverages at that time, but these must be consumed in the break area. Any food or drink taken out of the break room will be confiscated. Students are expected to take care of all bathroom needs during this time.

**Rest rooms**

Instructors will inform students where the class's assigned rest rooms are. You should use only these rest rooms; faculty rest

rooms are off limits to all students.

### **Competency certificates**

Technical competency certificates are awarded to students who successfully complete their Bonds class. Certificates are presented at a ceremony at Bonds during May. Parents and other guests are welcome. Only the student may be in the procession and receive the certificate during the ceremony. Dress requirements for the ceremony are listed in the dress code section of this student handbook. All students are expected to participate in the certification ceremony; non-participants receive a zero daily grade.

## **TRANSPORTATION RULES**

### **Bus Riders**

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

Each bus rider is expected to:

- • follow the driver's directions;
- • sit in the assigned seat;
- • keep hands, arms, legs, and objects to himself and inside the bus;
- • refrain from cursing, name calling, gestures, or loud talking;
- • refrain from pushing, shoving, or annoying other students;
- • refrain from eating, drinking, chewing gum, or littering;
- • obey all points of the Code of Conduct.

**What is expected of students who ride the bus?**

To ensure the safety of students who ride school buses, The School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. The principal may set up a payment plan for students who are not able to pay the entire amount at one time. Total restitution must be made or the bus privilege will be lost. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus may be prosecuted under applicable South Carolina law.

The Greenville County School District must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

The following behaviors are not permitted:

- • Riding the bus when the student has been suspended
- • Riding a bus other than that assigned
- • Disobeying the instructions of the driver
- • Physical or verbal abuse of the driver or displays of disrespect
- • Physical or verbal abuse of another student
- • Possession of weapons or other dangerous objects
- • Possession of drugs, alcohol, lighters, or other ignitables
- • Possession of pagers, telephones or other telecommunications devices
- • Leaving a seat while the bus is in motion
- • Failure to sit properly in seat
- • Failure to sit in assigned seat
- • Throwing objects on the bus or out of the windows
- • Placing any item or any part of body outside bus windows
- • Yelling out of the windows
- • Fighting
- • Eating or drinking
- • Selling items
- • Horseplay
- • Spitting
- • Using profanity
- • Making obscene gestures
- • Making excessive noise or engaging in disruptive behavior

### **Bonds Career Center Automobile Driver/passenger Regulations**

The Greenville County School District realizes that in some cases bus schedules, travel times, and other considerations may keep students from attending centers unless they drive. Students who need to drive to Bonds in their own vehicles or ride with another student must first properly submit a "Request to Drive" form from Bonds' office. A parent and the principal

of the parent high school must sign all forms before being approved at Bonds. There is a \$10.00 driving permit fee for students driving to and from homes or high schools to Bonds. There is also a \$10.00 riding permit fee for students riding with other students.

The School District permits students to drive only as long as students and parents agree to and obey the following regulations:

1. Show proof of valid driver's license and liability insurance.
2. Allow no passengers to ride in the car except those who have a permit to ride specifically with the driver.
3. Follow traffic laws and drive carefully--- reckless driving will result in loss of the privilege to drive.
4. Park in the assigned parking area.
5. Exit the car immediately upon arrival and report directly to class.
6. Return to the parking lot **only** after the dismissal bell. Students may not return to their car during the school day for any reason.
7. Make no stops between the parent school and Bonds.
8. Display driving permit in car at all times while on campus.
9. Do not return to the home high school at the end of the school day without obtaining prior permission from the high school principal.

The student's parent high school may have additional requirements to secure and maintain driving and riding permits. Violation of any of these regulations will result in revocation of the permit by the career center administrator or the high school principal. **Being tardy more than twice during the semester for any reason other than a doctor's or principal's appointment will result in suspension of the driving privilege.** Driving with a revoked permit or driving without obtaining a permit will result in suspension from school.

Students and parents should understand that the School District cannot be held responsible for any accident, vandalism, or theft arising from a student operating a vehicle.

### **GRADING PROCEDURES**

Bonds classes are all one semester long and count as two unit's elective credit that apply toward the 24-unit requirement for a high school diploma. Students in dual credit classes also receive college credit at Greenville Technical College and other post secondary institutions. Bonds' dual credit classes are: Automotive Technology, A+ Personal Computer Repair, Building Construction, Computer Drafting, Culinary Arts, Machine Tool Technology, Pre-Engineering Technology, and Welding.

The School District of Greenville County issues academic report cards four times a year. Each report covers a nine-week period; ten percent of this grade is based on an employability rating scale and ten percent on journal completion. Grades issued by Bonds teachers are sent to the parent high school and become part of the high school report card issued to students. In addition to report cards, four interim progress reports issued by the high school also advise parents about the quality of a student's Bonds work.

Semester grades are averaged as follows:

- 2/5 from the grade from one quarter
- 2/5 from the grade of the other quarter
- 1/5 from the grade on the semester exam

### **ATTENDANCE POLICIES**

The District's Code of Conduct states, "All students have the responsibility to attend school to receive an education – schools

cannot educate students who do not attend.”

Dependability is a personal quality highly prized by employers. Excessive absenteeism is simply not tolerated in the business world. Attendance policies at Bonds Career Center are the same as the high schools. Students with more than five unlawful absences in a semester will not receive any credit for the grade they earn in class. Parents will be notified daily by telephone of each absence, and mandatory conferences will be held for students with excessive absenteeism.

### **Arrival at Bonds Career Center**

***Students must go directly to class by the shortest possible route when they arrive at Bonds.*** Students are not to enter the main building unless their class is located there or unless they need to report to the office.

Students may not use vending machines on their way to class; foodstuffs purchased will be confiscated. Students should first report to class and get a pass from the teacher to use a rest room.

### **Admission slips**

All students returning from an absence must report to Bonds office before going to class. **Students must bring admission slips from their parent high school;** this insures that Bonds attendance records are identical to the parent high school records. Bonds office personnel will co-sign and photocopy the high school admission slip and file the photocopy in student folders; the original must be shown to the teacher. If a student does not bring an admission slip from the parent high school, the Bonds office will write an unexcused admission slip that remains in effect until the student brings an admission slip from the high school.

Admission slips must be received within two days of the last day of absence. Make up work must be done within five days as arranged with the teacher.

### **Tardiness**

The Greenville County School's Code of Conduct states, "Be on time for all classes – Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work."

Tardiness is completely unacceptable in the workplace. It will not be tolerated at Bonds. All tardy students must report to the office before reporting to class.

### **Early dismissals**

All requests for early dismissals must be **in writing** and submitted to the office as soon as the student arrives on campus. The request should contain a parent phone number so the request can be verified and an approval form filled out.

*For the safety of students, no early dismissals will be granted by incoming phone calls from any source.* Approval forms are issued by the office at break. The form must be shown to the teacher before a student leaves campus. No permanent early dismissals will be granted except for school-to-career programs.

### **Homebound instruction**

Bonds Career Center complies with the District policy regarding homebound instruction. A doctor's statement is required. The parent school handles all forms and the transfer of instructional material from Bonds to the student and its return.

### **Transfers**

Students transferring to Bonds from other career centers are placed in the course most closely matching their previous assignment. All grades previously earned will be transferred. Any students voluntarily transferring from a high school to an alternative program may continue in their course at Bonds provided they can provide transportation and have approval from the district.

**Sickness while on campus**

Students who become sick should notify their teacher, receive a hall pass, and report to the office. Students who are sick may not leave campus until the office receives parental permission.

**Withdrawal**

Students withdrawing from Bonds must notify the counselor. All textbooks and materials must be returned prior to withdrawal.

**SAFETY**

Safety is of the greatest importance at Bonds just as it is in the workplace. There are well established, general, safety procedures that all students are expected to obey, but some procedures apply only to a particular class. Students should put safety first and use common sense in all activities. Remember, ***SAFETY FIRST!***

**Student insurance**

Every student must be insured against accidental injury.

Possession of school insurance must be proven by either a receipt or note from the high school. Health or accident insurance through a family or personal policy must be verified by completion of a form available from the instructor or the guidance office and signed by the parent.

**Accident reporting**

All accidents, no matter how small, must be reported to the teacher. Reporting accidents allows instructors to render first aid and to teach other students on how to avoid similar accidents.

**Emergency procedures**

Fire drills, tornado drills, and other emergency procedures will be practiced on a regular basis. All students are expected to follow the teacher's directions during these drills.

### **Shop safety checklist**

In order to prevent accidents and to make it safer while working with machinery and equipment, everyone must observe the following rules:

- Remove jewelry from fingers, hands, arms, and neck and store items in a secure place
- Wear safe clothing or required lab uniform. Neckties, scarves, etc. must be removed and no loose baggy uniforms, coveralls, or long sleeves should be worn.
- Long hair must be secured with clips or bands.
- Wear the protective equipment required for the class and activity
- Report all safety violations to the teacher immediately
- Act professionally! No rough-housing, throwing of objects, or similar unsafe acts can be permitted
- Do not overload or misuse equipment or tools
- Inspect tools daily for possible hazards, and see that all safety guards are in place. Double check your set-up
- Report all accidents/injuries to the teacher immediately
- Only use machines after receiving teacher approval
- Turn off and unplug machines before making adjustments or cleaning them
- Keep the work area safe; keep tools in a safe place; "flag" all long stock
- Do not sit on work tables, equipment surfaces, or desk tops
- Enter the lab only when the instructor is present

Repeated or deliberate violations of safety rules will result in disciplinary action and, ultimately, removal from the class.

### **Care of equipment**

When tools or equipment are issued to students, it becomes their responsibility to use them wisely, care for them, and to return them in good working order. There will be a charge for malicious damage or loss but not for normal wear and tear. Follow the safety instructions provided by the teacher for each tool in use.

## **LEGAL NOTICES**

### **Greenville County School District Policy on Compliance with State and Federal Law Concerning Discrimination and Student Records**

#### **Sex and Handicap Discriminations:**

Title IX of the Education Amendment of 1972 prohibits discrimination against any student or employee on the basis of sex. Section 504 of the Rehabilitation Act of 1973 forbids discriminations against any student or employee on the basis of handicap. The School District of Greenville County does not discriminate in admission or access to, or treatment and employment in, any of its programs or activities on the basis of sex, handicap, or any other unlawful criteria such as age race, religion, or national origin.

Complaints about discrimination on the basis of sex, handicap, or other unlawful criteria should be taken to the local building principal or immediate supervisor with the objective of resolving the matter informally. If a complaint cannot be resolved in this manner, established grievance procedures are set forth in District Rule JCE(R), and employee grievance procedures are contained in District Rule GAE(R). Both of these procedures are available in any principal's office.

Further information about laws and regulations concerning sex, handicap, and other discrimination or about District grievance procedures may be obtained from Mr. Wade Cleveland who has been designated to coordinate the District Title IX and Section 504 compliance efforts. Mr. Cleveland may be contacted at the District Office at 241-3100.

#### **IN COMPLIANCE WITH THE SCHOOL SAFETY ACT OF 1996**

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 any official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, or 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 liability arising from the report.

#### **DISTURBING SCHOOL STATE STATUTE 16-17-420**

It is unlawful:

- 1) For any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about in such school or college premises or (c) act in an obnoxious manner therein; or
- 2) For any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without permission of the principal or president in charge

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than one hundred dollars nor more than one thousand dollars or be imprisoned in the county jail for not less than thirty days nor more than ninety days.

## **Religious Expression in Public School**

Greenville County Schools support the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of the school. For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines concerning religious expression in public schools at <http://www.ed.gov/Speeches/08-1995/religion.html>.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **Notification of Rights under FERPA**

##### **For Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**ACTA DE DERECHOS DE EDUCACION DE Y PRIVACID DE LA FAMILIA**  
**Notification of Rights under FERPA for Elementary and Secondary Schools**  
**Notificación de los Derechos Bajo FERPA Para Las Escuelas Primarias y Secundarias**

El Acta de Derechos de Educación y Privacidad de la Familia (FERPA) otorga los padres y estudiantes mayores de 18 años de edad ciertos derechos relacionados con los archivos educativos del estudiante. Estos derechos son:

1. El derecho a inspeccionar y revisar los archivos educativos dentro de un plazo de 45 días de la fecha que la escuela reciba solicitud escrita. Los padres o el alumno mayor de edad debe presentar la solicitud escrita al director de la escuela, indicando los archivos educativos que desea inspeccionar. El director hará arreglos para facilitarlos y notificar a los padres del estudiante de la hora y el lugar donde los archivos pueden ser inspeccionados.
2. El derecho a solicitar enmienda de los archivos educativos si el representante o estudiante mayor de edad cree que son erróneos o distorsionados. Debe presentar una solicitud escrita al director de la escuela, indicando cual parte de los archivos educativos se debe corregir y explicar por qué es errónea o distorsionada. Si la escuela decide no enmendar los archivos educativos solicitados por los padres o estudiante mayor de edad, la escuela notificará a los padres o estudiante mayor de edad y avisarles de su derecho a una audiencia en relación a la solicitud de enmienda. Mayor información en relación al procedimiento de audiencia se proveerá a los padres o estudiante mayor de edad al notificarle a su derecho a una audiencia.
3. El derecho a aceptar la diseminación de información personal identificable contenido en los archivos educativos del estudiante, excepto en los puntos ya autorizados por la ley FERPA para la diseminación sin autorización previa. Una excepción que permite la diseminación de información sin autorización previa es la diseminación de información a los oficiales de la escuela quienes tienen intereses educativos legítimos. Un oficial de la escuela es una persona empleada por la escuela o el distrito escolar como administrador, supervisor, profesor, o asistente (incluyendo personal médico o policía); una persona de la Junta Directiva del distrito escolar; una persona o compañía que la escuela ha contratado para un servicio específico ( como abogado, auditor, consulta médica o psiquiatra); o un representante o estudiante quien tiene puesto en un comité oficial, como un comité de casos disciplinarios o quejas o quien ayuda a un oficial de la escuela con sus responsabilidades. Un oficial de la escuela tiene interés educativo legítimo si el oficial necesita revisar un archivo educativo para cumplir con su responsabilidad profesional. La escuela disemina los archivos educativos sin autorización previa si otro distrito escolar al cual el alumno quiere matricularse hace solicitud.
4. El derecho a presentar queja ante el Departamento de Educación de los Estados Unidos en relación a faltas aparentes de parte de la escuela de cumplir con los requisitos de FERPA. En nombre

y dirección de la oficina que administra FERPA es:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605