

REGULATIONS AND RULES TOOL BOX

For

SCHOOL COUNSELORS

- 1. A student can legally not attend school at the age of 17**
- 2. A person is an adult at the age of 18**
 - All rights and privileges regarding educational placement, educational documents (permanent record, test scores, etc.) and residence are afforded to this person.**
- 3. The Family Rights and Privacy Act (FERPA) provides privacy rights with respect to disclosure of educational records to parents of children who attend or have attended a school or facility that receives federal funding. These same rights are also afforded to the student when he or she has attained eighteen years of age or is attending an institution of postsecondary education. FERPA provides three basic rights:**
 - The right to inspect and review the education records relating to the student maintained by the school the child attends or has attended.**
 - The right to challenge and require the school to amend any portion of the education records concerning the student that are inaccurate, misleading or otherwise in violation of the student's privacy rights.**
 - The right to require the school to obtain written consent prior to the disclosure of personally identifiable information, except in those instances specifically noted in the statute.**

School officials have access to educational records, without parent consent, only through an exception in FERPA allowing school officials, with legitimate educational interests, such access. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The disclosure of education records to school officials who do not have a legitimate educational interest in having access is a violation of FERPA. Keeping this in mind, the disclosure of student names, pictures, disability classifications, accommodations in general education classes, etc, to all personnel would not be allowable since the disclosure exceeds what is necessary in order for faculty and staff to fulfill their professional responsibilities. A “need to know” must exist. Consequently, persons charged with the responsibility of implementing IEPs possess the need to know in the execution of their job responsibilities.

- *A school official is a person employed by the School 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 access to permits disclosures without consent.*

4. Only one unit of Bible can be counted towards the 24 Carnegie Units as needed for the South Carolina High School Diploma even if the student has taken several Bible courses at his/her previous school.

5. Provisions for Granting High School Credit

- **Accredited secondary schools may award and accept credit in terms of one-fourth, one-half, or one unit.**
- **One unit of credit is granted for the satisfactory completion of an approved course in which a student attends at least 120 hours of instruction, one-half unit is granted for 60 hours, and one-fourth unit is granted for 30 hours.**
- **Credit for distance learning courses may be allowed when approved specifically by the local superintendent or his or her designee**
- **High school credit earned in an approved adult education program may be used to meet regular high school graduation requirements if (a) a minimum of 120 hours of attendance has been completed for each unit being transferred and (b) the teacher providing the instruction is properly certified and highly qualified to teach the course. After June 30, 2006, out-of-field permits may no longer be issued to teachers who teach core academic subjects as specified by the No Child Left Behind Act of 2001, 20 U.S.C. Section 6301 et seq. (2001). The core academic subjects are English, reading or language arts, mathematics, science, foreign languages, civics, government, economics, history, geography, and the arts. Approval for exceptions to this standard must be requested in writing by the high school principal and must be granted by the director of the Office of School Quality.**

- **Credit will be accepted when official transcripts are received from schools that are accredited by a state or by the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and Schools. If a student transfers from a school that is not accredited, he or she shall be given tests to evaluate prior academic work and/or be given a tentative assignment in classes for a probationary period.**
- *The Greenville County private, church, or independent k-12 schools accredited by SACS are:*
 1. *Christ Church Episcopal School*
 2. *Mitchell Road Christian School*
 3. *Shannon Forest Christian School*
 4. *Southside Christian School*
 5. *South Carolina Governor's School for the Arts and Humanities*

6. Students who withdraw from a course after the specified Time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned a WF and the F will be calculated in the student's overall grade point average/ratio. * *These limitations for withdrawing from a course without penalty, do not apply to a course or course level changes initiated by the administration of the school.*