

HILLCREST HIGH SCHOOL
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Simpsonville, South Carolina 29681
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Directory

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Assistant Superintendent – High School Principal	Dr. Ken Peake	355-3801
Assistant Principal	Mr. Stephen Chamness	355-3500
Assistant Principal 9th Grade	Mr. Brad Kluttz	355-3543
Assistant Principal 10 th Grade	Mr. Chuck Winney	355-3532
Assistant Principal 11 th Grade	Ms. Leigh Anne Terry	355-3685
Assistant Principal 12 th Grade	Ms Rhonda Orr	355-3569
Instructional Coach	Ms. Cassina Allen	355-3515
Guidance Department	Ms. Virginia Doolittle	355-3548
Guidance Director	Main Phone Line	355-3519
Counselor 9 th Grade A-L	Ms. Linwood Floyd	355-3572
Counselor 9th Grade M-Z	Ms. Elizabeth Earle	355-3379
Counselor 10 th Grade	Ms. Tammy Rivera	355-3476
Counselor 11th Grade	Ms. Alice Coleman	355-3561
Counselor 12th Grade	Ms. Dalton Kelsey	355-3539
Principal’s Secretary	Ms. Erica Scott	355-3430
Main Office Secretary	Ms. Marla Russ	355-3520
Main Office Secretary	Ms. Cindy Clemmer	355-3516
School Nurse	Ms. Linda Marshall	355-3484
School Bookkeeper	Ms. Janet Carino	355-3551
Athletic Director	Ms. Laura Martin	355-3533
Assistant Athletic Director	Mr. Tommy Bell	355-3539
Attendance Office	Mr. Reginald Choplin	355-3583
Bus Transportation	Ms. Maria Chandler	355-3517
Cafeteria Manager	Ms. June Knight	355-4993
Media Center/Technology Specialist	Ms. Debbie Houchins	355-3508
Media Center/Webmaster	Ms. Joy Danigel	355-3505
Plant Engineer	Ms. Misty Gosnell	355-3590
Yearbook	Mr. Tommy Lattimore	355-3509
	Ms. Erica Bailey	355-3528

DISCLAIMER

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Hillcrest High School. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

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Principal's Message

We, the administration, faculty, and staff of Hillcrest High School, are looking forward to a very productive and exciting school year. As principal, I want to welcome all new and returning students to Hillcrest High School for an academically challenging school year.

I would like to take this opportunity to introduce you to our student/parent handbook. The purpose of the handbook is to make students and parents aware of expectations, define procedures and identify personnel who can address concerns and needs. As we all know, the most successful students are motivated and well-informed. This handbook contains information that will help inform and assist students and parents throughout this school year. I encourage each student and parent to read this handbook and openly discuss its contents.

Because of the helpful information with which our handbook is equipped, it is our belief that students will have a solid foundation for making informed decisions that impact their educational process. On behalf of the entire faculty and staff of Hillcrest High School, I hope this school year is your most successful thus far. We look forward to working with students and parents to meet the academic goals of all students.

—Stephen Chamness

Student Body President's Message

I would like to take this time to formally thank everyone for electing me as your new Student Body President. I am so proud to represent Hillcrest, a school with high expectations for success, truth, honor, and loyalty. Hillcrest is a school with opportunities around every corner. Those who choose to step up and seize those opportunities are the ones who will benefit greatly and learn the most. I encourage each and every one of you to take advantage of every moment and every opportunity that you can, even if it seems difficult and impossible at times. Milton Berle once said, "If opportunity doesn't knock, build a door."

Make this time you spend at Hillcrest High School memorable and something you will look back on without regret. Get involved! High School is a time of fun, new experiences and lasting memories. It is a time when we as young people mold our lives into what we choose to be, when each action we take has positive and negative results. If we make the right choices and want to be successful, I guarantee we will achieve everything we set out to do.

So it starts here. Will you rise to the challenge and become everything you know you can be? Freshman: I know high school can be intimidating, but don't feel overwhelmed! Have confidence in yourself, and make sure to get involved in everything you can. Before you know it, you will fall right into the swing of things. Sophomores: Don't get caught up in the craziness of everything going on, but focus on what you need to accomplish. You get more responsibility and you need to work hard to maintain it all. Juniors: This is the most important year! You are so close to becoming a senior, and you actually are considered upperclassmen so enjoy it! Your turn will come before you know it. To the class of 2011: What an experience this has been! We now are finally Seniors. Represent our school with pride and dignity, and show everyone how great the class of 2011 really. This is our time to represent.

With that, I wish you all good luck. May you achieve whatever you set out to accomplish. As Gail Devers said, "Keep your dreams alive. Understand to achieve anything requires faith and belief in yourself, vision, hard work, determination, and dedication. Remember all things are possible for those who believe." Never settle for less Hillcrest. Let's make this experience one we will never forget.

—Connor Masterson, Student Body President

BELL SCHEDULES

Regular Schedule		
8:35	ALL STUDENTS TO CLASS	
8:45 - 10:20	First Period	
10:20-10:25	Class Change	
10:25 – 12:00	Second Period	
Third Period and Lunch		
A - LUNCH 12:00 - 12:30 A - Lunch 12:30 - 12:35 Class Change 12:35 - 2:10 Third Period	B - LUNCH 12:00 – 12:05 Class Change 12:05 - 12:50 Third Period 12:50 - 1:18 B-Lunch 1:18 - 1:23 Class Change 1:23 – 2:10 Third Period	C- LUNCH 12:00 – 12:05 Class Change 12:05 - 1:40 Third Period 1:40 – 2:10 C-Lunch
2:10 – 2:15	Class Change	
2:15 - 3:45	Fourth Period	
Two Hour Delay Schedule		
10:35	ALL STUDENTS TO CLASS	
10:45- 11:18	First Period	
11:18 - 11:23	Class Change	
11:23 – 12:00	Second Period	
Resume Regular Schedule		
Morning Activity Schedule		
8:35	ALL STUDENTS TO CLASS	
8:45 - 9:45	First Period	
9:45 - 9:50	Class Change	
9:50 - 10:50	Second Period	
10:50 – 12:00	Morning Activity Period	
Resume Regular Schedule		
RAMS Advisory Schedule		
8:35	ALL STUDENTS TO CLASS	
8:45- 9:00	RAMS Advisory Period	
9:00 - 9:05	Class Change	
9:05 – 10:30	First Period	
10:30 – 10:35	Class Change	
10:35 – 12:00	Second Period	
Resume Regular Schedule		



The Parent Portal

Parents are able to see student records and school information any time you wish through the new **Intouch Online** Parent Portal!

Greenville County School District has purchased **Intouch Online** to help remedy the information gap by making these records viewable on the Internet. With an activated user account and password, whether at home, school, work, the library, or around the world, you can access this important information.

To get a Parent Portal account and password...

Parents will need to come into the office to sign a form to pick up the login and password needed to use the Parent Portal. Parents must **COME IN PERSON with valid identification** to receive their password due to security concerns.

Student Information available to parents:

- The **Attendance** page shows the days of activity and a summary of attendance, by period, for each absence type.
- The **Grades** page shows the most recent marks the student achieved, including any corrections that might have been made since report cards were sent.
- The **Graduation Requirements** page shows the student's credits earned and the number currently being attempted.
- The **Classes** page shows the student's current class schedule as well as the classes for the following term.
- The **Test Scores** page shows detailed scores as well as a visual graph that compares the student with school averages.
- The **Immunizations** page keeps health officials and parents up to date on the student's vaccinations and required examinations.
- The **Emergency** page provides contacts and emergency treatment information.
- The **Transcripts** page shows all courses, marks and credits the student has taken in each term. This information, along with the Graduation Requirements data, helps the parent assist in the planning of the student's future needs.
- The **Mail Center** is the place to find all staff e-mail addresses. In addition, you may click on a teacher's name wherever you see it to immediately send a message. Teachers may click on a student's e-mail link to send a message to a parent.
- The **Message Center** is for viewing just about anything – from athletic events, to school plays, to general interest announcements.
- The **Calendar** keeps you abreast of school holidays and the end of terms.
- The **Gradebook** page displays current grade and assignment information.

GENERAL STUDENT INFORMATION

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. The general responsibility of discipline rests with the faculty, and each teacher has the authority to exercise appropriate discipline.

Students of Hillcrest High School are expected to cooperate with and obey all requests of all faculty members and staff. Students are expected to do their homework, to study and to pay attention in class. Moreover, students are expected to behave as good citizens in and outside of school.

School doors will open at 7:45 AM; students should report to designated areas (Cafeteria, Commons Area, Media Center).

OFF-LIMITS-AREAS

1. Faculty lounges, restrooms and workrooms are off-limits.
2. The area behind the counter in the main office and staff offices are off-limits.
3. Buses parked at school.
4. Areas other than the Cafeteria, Picnic, and the Commons Area during lunch.
5. Parking lots during the school day. Permission must be obtained from an administrator to enter a parking area.
6. Freshman Academy Areas including bathrooms. Student must have the designated I.D. badge to be allowed in any of these areas.

After school all students must leave campus **by 3:55 pm** unless they are involved in a supervised activity. Athletes are to report to the designated area in the gymnasium. Other students must report to the supervising teacher of their activity.

At no time should students loiter in the main entrance of the school (front door red mat area).

ACCESSING STUDENT INFORMATION

Parents may access student information concerning grades, attendance, and discipline on the Greenville County Schools Portal system. The address is <http://portal.greenville.k12.sc.us>. Parents may also check their address and telephone numbers. If an error is detected, please contact the school. (See page 5 – Parent Portal).

Address / Phone Number Change

ANY STUDENT WHO HAS AN ADDRESS CHANGE DURING THE SCHOOL YEAR SHOULD REPORT THE NEW ADDRESS AND/OR PHONE NUMBER TO THE GUIDANCE CLERK. **PARENTS/STUDENTS ARE RESPONSIBLE FOR PROVIDING A CURRENT PHONE AND ADDRESS INFORMATION TO THE SCHOOL.**

ATTENDANCE GUIDELINES

Attendance Office will be open each day from 7:45 a.m. until 3:45 p.m. Students are encouraged to take care of attendance issues before the 8:30am tardy bell. This includes changing absence code from previous day(s) absence and dropping off Early Dismissal notes.

In order to be counted as present, a student must be in class for at least 45 minutes.

STATE LAW

In accordance with the South Carolina School Attendance Law, *Greenville County Schools* has adapted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they may not have again. All children are required to attend public or private school or kindergarten beginning at age five and continuing until their seventeenth birthday. Students are counted present *ONLY* when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

Parents have the legal responsibility of sending their children to school.

The school year consists of two 90-day semester schedule. Students must attend at least 85 days of each 90-day semester course as well as meet all of the minimum requirements for each course. **ANY ABSENCE IN EXCESS OF FIVE DAYS MAY CAUSE THE STUDENT TO LOSE CREDIT FOR THE COURSE.**

Lawful absences are defined as:

1. Serious, chronic, or extended illness of the student verified by a doctor's statement **WITHIN THREE** days of the student's return to school. Doctors' statements will be valid only when the **STUDENT** has been examined. **NOTE: Doctors' excuses will not be accepted past the second day of return to school.**

NOTE: Forgery of notes (Doctor/Physician, Parent) and/or signatures of any kind will result in disciplinary action.

2. Absences for religious holidays when approved in advance by written request to the principal.
3. Extreme hardships at the discretion of the principal.
4. Death in the immediate family or death of a classmate.

Unlawful absences are defined as:

Any student absence with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful.

RETURNING FROM ABSENCE

It is the student's responsibility to present a parent or doctor's note explaining the absence to the attendance clerk. This should be handled before the tardy bell.

- Upon returning to school after an absence, student should report to the attendance office with or without medical or parent note to receive an "Admission Code" in the computer.
- **Students cannot makeup seat time for UNVs (unverified absences).**

NOTE: Students who are late to class because they are obtaining "Admission Code" or dropping of Early Dismissals will be charged with an unexcused tardy.

PROCEDURE FOR MAKEUP WORK

Provision for makeup of school work missed shall be worked out with the teacher(s) concerned at the earliest time possible, but the time should not exceed five days after the student returns to school. It is the student's responsibility to approach the teacher involved to arrange a makeup time. Assignments made during the absence must be made up within a time set by the teacher and not to exceed five days unless compelling evidence warrants an extension. **Assignments made prior to the absence are due upon students' return to school.**

TARDY POLICY

There are only two (2) reasons for an excused tardy to 1st period.

1. Late bus – late bus pass will be issued by the bus driver or attendance office.
2. Note from administrator/Attendance.

Getting an ID badge, overslept, had flat tire or other car issues, delay in traffic are **NOT** considered excused tardies. If you are not sure or have a special situation that you feel needs to be addressed, please see your grade level administrator.

Students will be allowed six (6) unexcused tardies to class. If tardy to a class, students should report to the Attendance Office for an admission slip to class. Students with tardies 7/8 will be assigned detention; tardies 9/10/11 in-school suspension (ISS) and 12+ tardies will be assigned out-of-school suspension (OSS)

HOMEBOUND

EXTENDED ILLNESSES – Students and parents should be aware of the opportunity to obtain “Homebound” instruction should he/she have to miss school for extended length of time. Once a parent or student realizes he/she will be out for an extended length of time, he/she can apply for “Homebound” instructor to visit the home 5 hours per week to keep the student abreast of his/her studies. The parent should **contact his/her counselor immediately** for such services. Medical homebound instruction can not be approved until a physician certifies that the student is medically unable to attend school specifying the reason to potentially authorize the service. The superintendent of the school district, or his or her designee, must then approve or deny the medical homebound instruction request. Some students may need intermittent “Homebound” services throughout the year for certain illnesses.

NOTE: Attendance cannot accept medical notes for longer than 10 consecutive days without being “Homebound or Intermittent Homebound”.

EARLY DISMISSALS

Students are to drop off Early Dismissal request **BEFORE** going to 1st period. Early dismissals that are not verified will result in a parent or guardian needing to come into the school to obtain the early dismissals.

For the protection on HHS students, NO telephone, fax or email requests for Early Dismissals can be honored.

Students are to bring Early Dismissal written request from parent to the attendance office by **8:45**. Students are to drop request in basket located in the attendance office. This

request should include the reason, dismissal time, phone number to contact parent or guardian. Waiting in line to turn in Early Dismissal request will not excuse a tardy if the tardy bell rings. It is best to have your Early Dismissal occur during class change. **(REMEMBER:** To be counted present in any class the student must be in the class at least ½ of the class time.)

****** Be sure to pick up the yellow Early Dismissal form from the attendance office during class change BEFORE the time of your dismissal. If an Early Dismissal cannot be verified and the student leave campus your absence will be counted as SKIPPING with disciplinary action. If the student returns to school the same day he/she must check back in with attendance providing attendance with the yellow form. Early dismissals are recorded as unexcused parent notes until medical or court documentation is provided.

Early Dismissal's from the Healthroom are considered parent notes, not doctor's notes, and are counted against the student for the class periods missed.

Parent/guardian may personally obtain an Early Dismissal for their student by going to the attendance office.

PICTURE ID IS REQUIRED AND IT MUST MATCH TO THE PERSON(S) ON FILE WHOM WE CAN RELEASE THE STUDENT.

BE VERY CAREFUL WITH YOUR ABSENCES. REMEMBER, THERE ARE LEGAL REQUIREMENTS FOR ATTENDANCE TO SCHOOL. A parent note for early dismissal or absence is not excused unless it falls under the guidelines for a lawful absence and documentation is provided to the attendance office. Regardless of the reason, parent notes will count against the 5 days (semester) of allowable absences for class credit.

PREARRANGED ABSENCES OF 3 OR MORE DAYS

Many times students have prior knowledge they are going to be out of school for 3 or more consecutive days. We will work with students who plan ahead and wish to get assignments that they will not miss class work. In order to get a Prearranged Absence, follow this procedure: At least **Five days prior to absence have parent/guardian write a note explaining the reason for being out of school, the dates of the absence, parent/guardian telephone numbers to verify the information and parent signature.** Go to the attendance office and pick up a **PREARRANGED ABSENCE form, Take form to the principal for approval, then to all teachers for their signatures. Return completed form to attendance for final approval and verification. IT IS YOUR RESPONSIBILITY TO MAKE ARRANGEMENTS FOR MAKE-UP WORK WITH YOUR TEACHERS.** Teachers may require the work missed to be made up either before or after the absence.

**** NOTE: A PREARRANGED ABSENCE STILL COUNTS AS AN UNEXCUSED PARENT NOTE and still counts in the 5 absences allowed for each semester, but it does allow you to make up work and tests.**

PERFECT ATTENDANCE

Attendance is entered by class periods. Any absences PER CLASS PERIOD, excused or unexcused, will disqualify a student for perfect attendance.

Car pool / Student pickup

Student drop off and after school pick up will be located at the back of the school.

Student pickup in other areas poses a safety issue and will not be permitted. The teacher parking lot is not a pickup or drop-off area. Parents are encouraged to pick up their student by **4:00 p.m.**

Closed campus

Hillcrest High School, as all Greenville County Schools, operates under a closed campus policy. No student may leave campus without written authorization from an administrator or through the early dismissal procedure.

Students may not leave campus for lunch.

DEBT

All debts to the school (missing books, locks, books fines, etc.) should be paid before students are allowed to participate in any school related extracurricular activities.

DELIVERIES AND GIFTS

Hillcrest High cannot accept deliveries for students. Flowers, balloons, stuffed animals and/or special occasion items should not be brought to school.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, literature and/or CDs of any kind may be distributed on school grounds without the written approval of the principal.

DUES

Hillcrest High School will accept personal checks for dues through **April 29, 2011**. After this date only cash and money orders will be accepted for the payment of any dues. Senior dues are \$40.00 through March 24 and \$45.00 beginning January 13, 2011. The Senior class dues are collected to cover the costs of graduation and other senior activities. Dues are collected the third week of every month.

ELECTRONIC DEVICES

CD Players, iPods, M3 Players, Cameras, Handheld Games and other electronic devices brought to school must be turned off and kept out of sight during the school day (8:45 a.m. – 3:45 p.m.). These items will be confiscated and will be returned on the last day of the semester in which they are confiscated. The school assumes no responsibility for items lost or stolen.

Cell Phones and other Electronic Communication Devices – Students are permitted to possess cell phones on school property, school buses, and while attending school-sponsored and school related activities. The school assumes no responsibility for items lost or stolen. The use of cell phones is restricted to before and after school hours. Cell phones brought onto school property must be turned off and kept out of sight during the school day (8:45 a.m. – 3:45 p.m.). If a cell phone is seen and/or used during school

hours, this will be in violation of this policy. The principal or his designee will confiscate the student's cell phone and discipline the student in accordance with the following offenses and consequences:

- First Offense – confiscation of the electronic device or cell phone. The electronic device or cell phone will be returned the next school day after a conference with the parent/legal guardian.
- Second Offense – confiscation of the electronic device or cell phone. The electronic device or cell phone will be returned **30 days** after the confiscation. A conference with the parent/legal guardian is required.
- Third and subsequent offenses – confiscation of the electronic device or cell phone. After a conference with the parent/legal guardian, the electronic device or cell phone will be returned **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.

NOTE: Failure to give phone to a staff member will result in a minimum 1 day suspension. Failure to give the phone to an administrator will result in a minimum 3 day suspension.

EMERGENCY EVACUATION PROCEDURES

An Emergency Evacuation planned program for the evacuation of all personnel and students exists in our Emergency Preparedness Program. A chart showing the evacuation plan will be posted in each area of the school building. In addition, the procedures to be followed are listed in each teacher's handbook and it is the teacher's responsibility to inform each student. Students should be aware of this procedure and know how to evacuate the building in case of an emergency.

EMERGENCY DRILLS

Emergency drills at Hillcrest are a serious matter. Make sure that you are familiar with the fire drill instructions posted near the door in each of your rooms. When the signal for an emergency drill is given, rise quickly and go quietly and orderly in single file to the location for that emergency. Complete silence is necessary in the event vocal instructions are necessary. There will be no early dismissals during drills.

FEES

To help offset the cost of educational materials and supplies, the Greenville County School Board has authorized the collection of fees. Class fees will vary based on need. Personal checks will be accepted through **April 29, 2011**; however, only cash and money orders will be accepted after this date. Please check with the course teacher to determine if a class fee is required.

FIELD TRIPS

Any teacher or administrator may deny a student permission to miss class for a field trip for sound, educational or safety reasons. This would include, but is not limited to, low or failing grades, excessive absences, and other such defensible reasons related to academics or discipline. Refunds will not be given for field trips after a date specified by the teacher. Field trips should not be scheduled during standardized testing.

FOOD AND DRINK

Opened food and drink items should be confined to the cafeteria and picnic areas. Water is the only drink item allowable in the classrooms. Items found outside of cafeteria/picnic areas will be confiscated. Disregard for these rules will be treated as insubordination. **Use of vending machines is prohibited during or between classes.**

INSURANCE

All students are urged to consider the school accident insurance protection plan offered at the first of the school year. A student who suffers ANY accident or injury during the school day or during any school-related event should report the incident as soon as possible.

LOCKERS

(The school district will assume no responsibility for valuables left in lockers).

Lockers will be assigned to students by mentoring or fourth period teachers (see Table of Locker Locations). Students may not trade lockers once lockers are assigned and the combination known by the student. A locker is only as safe as it is kept, so keep combinations should be kept discreet. Lockers should be locked securely at all times. Money or valuables should not be left in lockers. Only school locks may be used on lockers. The administration reserves the right to search a student's locker when they deem it necessary. The cost of a lost lock is \$5.00.

LOCKER LOCATIONS			
Locker Numbers	Floor	Hallway	Classrooms
1-76	1	Front	101-106
77-360	1	End	107-108,112
361-434	1	Back	114-117
435-510	2	Front	206-211
511-834	2	End	212-218
835-908	2	Back	220-224
909-934	2	Front	Stairwell 5
935-958	2	Front	201-204
959-984	2	Back	Stairwell 6
985-1008	2	Back	226-229
1009-1042	3	Front	305-309
1043-1082	3	Front	333-338A
1085-1404	3	End	312-318
1405-1478	3	Back	319-323
1479-1506	3	Front	Stairwell 5
1507-1530	3	Front	301-304
1531-1746	3	Middle	334-335
1747-1770	3	Back	328-332
1771-1798	3	Back	Stairwell 6

LOST AND FOUND

Lost articles should be turned in to the Main Office. Lost items can be reclaimed in the Main Office upon proper identification. Items will be donated to charity after the last day of school.

METAL DETECTORS

Hillcrest High School will follow all district guidelines and regulation with respect to the use of metal detectors. The underlying philosophy is based on the responsibility of the school to provide a safe and secure environment in which learning can take place. Metal detectors will be used in both random searches and if the administration has reason to believe that some dangerous or illegal items are on the campus. The rights of the individual and the need for a safe school will be safeguarded.

PHYSICAL SEARCH

As provided by state law, anyone (student, parent, staff member, or visitor) who comes onto the Hillcrest High campus is deemed to have consented to a search of his/her property. This includes any vehicle brought onto campus. Hillcrest High's property is under the jurisdiction of the Simpsonville Police Department.

Students are responsible for all items found in automobiles that they drive onto school district property. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by school or law enforcement officials, will result in a recommendation for expulsion of the student.

RECORDS CONFIDENTIALITY

In most cases, access to a student's records is restricted to the student's parents or legal guardian (regardless of custodial rights), appropriate school district and educational agency officials, transferee schools, and persons obtaining access by valid subpoena or court order. Most other persons may obtain access to students records only with the written consent of the parent or guardian. Unless parents or guardians direct otherwise, however, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams without prior written consent. Questions about additional confidentiality rights for both handicapped and non-handicapped students may be obtained through the principal's office.

Parents are able to see student records and school information any time you wish through the new **Intouch Online** Parent Portal! (see page 5).

UPDATE STUDENT RECORDS

It is the parent's responsibility to make sure information on their student is accurate. This information is no longer accepted from the student. When visiting the school or during open house please check with attendance or teachers to verify current student information (i.e. phone numbers, address, contact names).

LEGAL NOTICE:

Greenville County School District policy is in compliance with State and Federal Law concerning Discrimination and Student Records.

SEX AND HANDICAP DISCRIMINATION

Title IX of the Education Amendments of 1972 prohibits discrimination against any student or employee on the basis of sex. Section 504 of the Rehabilitation Act of 1973 forbids discrimination 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 should be used. Student grievance procedures are set forth in District Rule JCE, and employee grievance procedures are contained in District Rule GAE. 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 our District Office by calling 355-3100.

TELEPHONES

THE TELEPHONES IN THE MAIN OFFICE ARE FOR SCHOOL PERSONNEL AND SCHOOL RELATED BUSINESS ONLY. STUDENTS WHO NEED TO USE THE PHONE IN EMERGENCY SITUATIONS MUST DO SO THROUGH AN ADMINISTRATOR AND/OR OFFICE STAFF.

TEXTBOOKS

Students will be issued a textbook(s) for each class. All textbooks are bar-coded. Barcodes should not be removed. It is the student's responsibility to keep and maintain their books. Students will be charged for the cost of the book if the book is lost or damaged. Textbooks must be returned at the end of the quarter for quarter classes, the end of the semester for semester classes and all textbooks must be returned at the end of each school year. Textbooks without barcodes will not be credited to the student's account & the student will owe the price of the book.

VISITORS

Parents are always welcome to visit HHS. In order to ensure student safety, all visitors must report to the Main Office for approval to visit the campus and to wear a visitor's pass. Students are not allowed to invite or bring guests to visit classes or eat lunch and/or bring in lunch. In order to visit a teacher, appointments must be made and the teacher will meet the visitor in the office.

WEBSITE ADDRESS

The Hillcrest High School Website Address is www.greenville.k12.sc.us/hillcrh. Please visit the website for current school information. Teachers have web pages located on the website with pertinent course information.

YEARBOOK SALES

YEARBOOK SALES WILL BE HANDLED BY MAIL THROUGH THE JOSTENS COMPLETE COMPANY AGAIN THIS YEAR. PARENTS MAY RETURN THE BILL TO JOSTENS COMPLETE WITH A PAYMENT OF \$62.00 PLUS TAX OR WITH AN INDICATION THAT NO BOOK WILL BE PURCHASED THIS YEAR. WHEN THE BILL IS RECEIVED AT HOME, PARENTS ARE UNDER NO OBLIGATION TO PURCHASE THE YEARBOOK IF THEY DO NOT WISH TO DO SO. THIS IS THE STUDENTS' ONE-TIME OPPORTUNITY TO INDICATE THE DESIRE TO PURCHASE A YEARBOOK. STUDENTS SHOULD NOT COUNT ON PURCHASING A YEARBOOK IN THE SPRING. BOOKS WILL BE SOLD FOR ONE WEEK DURING SECOND SEMESTER FOR \$62.00. AFTER YEARBOOKS ARE DELIVERED, ANY EXTRA BOOKS WILL BE SOLD FOR \$70.00.

STUDENT SERVICES

CAFETERIA

Please be reminded that student ID badges will also serve as lunch tickets. Therefore, it is very important that students have their ID badges at all times.

Breakfast- Breakfast will be served from 7:45 a.m. to 8:45 a.m. The cost is \$.80 (eighty cents). Reduced is \$.30 (thirty cents). Extra milk is \$.40 (forty cents).

Lunch- The cost of lunch is \$1.55, reduced lunch is \$.40 (forty cents). Extra milk is \$.40 (forty cents). Our cafeteria program has three lunch shifts. A regular menu, a salad bar, and various a la carte selections are available. Prices for a la carte items will be posted.

Food and Nutrition Services expects payment either in advance or at the point of service. Students and adults are not allowed to charge meals. If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from the Cafeteria Manager.

Students are expected to keep the cafeteria area and picnic areas clean by disposing of their trash appropriately; otherwise, measures will be taken to address this issue. The use of good table and eating manners is expected. Breaking in line is discourteous and will be handled with appropriate disciplinary action. Students are not to have book bags in the cafeteria serving lines. **Students are not allowed to leave campus for lunch nor have food delivered to campus.**

HEALTH ROOM

HILLCREST PROVIDES A HEALTH ROOM FOR STUDENTS WHO ARE INJURED OR WHO BECOME ILL DURING THE SCHOOL DAY. STUDENTS MAY GO TO THE HEALTH ROOM ONLY WITH AN ADMISSION SLIP FROM A TEACHER OR ADMINISTRATOR. HEALTH ROOM HOURS ARE 8:30 A.M. – 2:00 P.M. THE NURSE WILL ADMINISTER WHATEVER CARE IS NECESSARY AND SEND THE STUDENT BACK TO CLASS OR HOME. ALL ABSENCES FROM CLASS BECAUSE OF HEALTH ROOM VISITS ARE CODED AS LP. STUDENTS WHO TAKE MEDICATION DURING THE DAY MUST CHECK THE MEDICINE INTO THE HEALTH ROOM. STUDENTS SHOULD BRING NOTES FROM PARENTS IF THEY HAVE CHRONIC OR PECULIAR PHYSICAL PROBLEMS. THE NOTE WILL BE ON FILE IN THE HEALTH ROOM.

NOTE: Students may not possess any medication, prescription or non-prescription, at any time on school grounds. Students found in possession of any medication on school grounds will be in violation of the School District's drug policy and will be recommended for expulsion.

MEDIA CENTER

The purpose of the Hillcrest High School Media Center is to support all students in completing curriculum-based assignments, and to support teachers with additional materials that enrich their classroom instruction. The media center is open from **7:30 a.m. - 4:00 p.m.** Passes are required **between 8:45 a.m. and 3:45 p.m.** Circulation is automated and students will use their ID badges each time they check materials from the media center.

Internet is available to all students who have a signed permission form on file. Internet usage is confined to assignment-based queries. Those students violating this policy will be denied use of the Internet. Personal e-mail and chat rooms are not for students. Students are encouraged to follow these guidelines. Every effort is made to maintain a quiet, studious environment in the media center.

STUDENT COMPUTER USE IN LABS, CLASSROOMS, AND MEDIA CENTER

The School District of Greenville County Student Acceptable Use Policy Agreement

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. , Any violation to these "acceptable use" rules will be reported to the appropriate administrator for disciplinary action as set forth in Greenville County School's and Hillcrest High School's acceptable use policies. You may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action. Please contact your school if you do not want your child to have access to the Internet and email.**

- **Treat computer equipment with care and respect** – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**

- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times** – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret** – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way** – The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- **Home directories are provided to students for educational related work.** Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student’s home directories.

STUDENT EXPECTATIONS

ID BADGES

For safety and identification, all faculty, staff and students must wear picture ID badges when on school grounds.

- A. Each student will be issued an ID badge and a breakaway lanyard at the beginning of the 2009-10 school year. These badges are loaned to the students.
- B. Students must display his/her Hillcrest High ID badges at all times while on campus (unless involved in an extracurricular activity that requires particular dress). **ID badges must be clearly visible and worn on an lanyard.**
- C. In order to attend class, students must wear an ID badge. Those students who arrive at school without an ID badge should report to the ID Station near guidance where they can purchase a new ID for \$5.00 **until 9:00 a.m.**
 - 1st and 2nd offense with no ID - Det.
 - 3rd and 4th offense with no ID - ISS
 - 5th and all others – OSS
- D. Any student who defaces or alters the ID badge will face disciplinary action and be required to purchase another badge at his/her own expense.
- E. Any student who uses another student's ID will be suspended.
- F. Students must pay \$5.00 to replace lost or defaced/damaged ID badges. Replacement ID badges, can be purchased before **9:00 am** each morning at the ID station. An additional ID may be purchased to serve as a “back-up” in case the student forgets or misplaces his/her ID.
- G. All ID badges and lanyards must be returned to Hillcrest High School upon a student’s withdrawal from school or at the end of the school year. If the ID badge is not returned, the student will be indebted to Hillcrest High School for \$5.00.

H. A student must comply and surrender their ID badge, whenever a faculty member makes a request for the ID.

DRESS AND GROOMING

Student dress and appearance must be appropriate for all instructional situations, must not present a health or safety hazard, and must not be a disturbing influence to students and teachers. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. The following minimum standards apply throughout GCS and will be vigorously enforced. Principals may make additions to these standards.

- 1) Student dress and grooming will 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, i.e., 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 have to be a minimum of **3 inches wide**. Pants with holes above the knees are not allowed.
- 4) Pajama bottoms are not allowed.
- 5) No bare midriff shirt or blouses will be permitted.
- 6) Skirts should not be shorter than knee length. Garments with slits (skirts, dresses) must be appropriate length.
- 7) Shorts may be worn; however, they must be may not be shorter than knee length. Biker shorts or athletic shorts of any kind are not permitted.
- 8) Leggings must be worn with an appropriately length skirt and/or shirt (all must be knee length)
- 9) Hats (baseball, tams, etc), sunglasses, hair curlers, skullies, bandanas or do-rags may not be worn in the building.
- 10) Shoes or sandals will be worn. Bedroom/soft-bottom shoes are not permitted.
- 11) Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols.
- 12) Extraneous articles hanging from clothing, such as chains, will not be permitted. Studded bracelets, belts, handcuffs, knuckle rings, chains, chokers or any such items which can we considered weapons are not allowed.

The overall appearance of all students at Hillcrest should create a favorable impression of our school community. Each student is expected to exercise wise judgment and forethought concerning dress. **The administration reserves the right to appropriately address students' appearance, jewelry and/or clothing which by design, color, or nature causes an disruption among Hillcrest High's students, staff or the community.**

****** Students who are not in compliance with the dress code will not be permitted to the classroom until corrections are made. Inappropriate items may be confiscated. Students who continually violate the dress code will be suspended.***

CONFISCATED ITEMS

If the following items are confiscated (they will not be returned until the end of the semester in which it is taken): hats, sweatbands, bandannas, skullies, do-rags, CD players, inappropriate jewelry, grills and skateboards, etc.)

NOTE: These items will be disposed of at the end of the year if they are not claimed before the June 11, 2011.

DRIVING AND PARKING POLICY

DRIVING AND PARKING A VEHICLE ON THE HILLCREST HIGH SCHOOL CAMPUS IS A PRIVILEGE AND NOT A RIGHT. The administration reserves the right to exclude persons who do not follow the rules or who endanger the safety and property of others. The driving rules are designed to protect everyone who drives or rides in a car on campus. The student disciplinary regulations apply to persons in the parking lot as they would anywhere else on campus. The driving and parking rules apply anytime that a student is operating a vehicle on campus before, during, and after school hours.

PARKING AREAS AND PERMITS

There is limited student parking at Hillcrest High School. The fee for a parking permit is \$35.00. Any car parked on campus must have proper authorization and a “**clearly displayed**” valid parking permit. Students who do not obtain a parking permit during the initial sale can have their names placed on a waiting list. The waiting list will be a first come first serve operation. A student must submit a letter to the administrator in charge stating their name and reason for parking at school. Once the letter is received by the administrator the student’s name will be placed at the bottom of the list. As permits become available throughout the year, names will be called in order from the waiting list to purchase a permit. The parking permit fees do not decrease as the year goes on.

If a permit is **lost or stolen**, the student must **purchase** another permit at full price before being allowed to drive on campus again. The only exception for this is if a police report can be produced showing evidence that the pass was stolen.

Students may only park in the student parking lot on the side of the school. The area in front of the school will be reserved for the **TOP 40** seniors. A special permit will be given to these students. Loss of permit may be the result of parking in the TOP 40 section at any point of the day. The faculty lot is off limits to all students at any point of the day. **Any student found parking in the faculty lot will lose their permit.**

- A. Any student driving a car on Hillcrest High School campus must purchase an official parking permit from the administrator in charge of parking. The permit must be visible at all times while on campus.
- B. All cars should be parked in valid parking spaces in designated parking areas. Only the student who purchased the permit is allowed to drive the vehicle. Allowing another student to drive your car, use your permit in another car, or driving a non-registered car to campus can result in loss of permit. If a student obtains a different car

throughout the course of the school year, a new application needs to be completed and turned in to the administrator to record current information.

- C. Students are not allowed to sit in their vehicles upon arrival, but must go immediately into a supervised area within the school building. Furthermore, in no case should a student be in the parking lot during the school day without written permission from an administrator. Students are encouraged to lock their vehicles. The school is not responsible for any theft or vandalism to student cars and property.
- D. To obtain a parking permit, a student must have a valid driver's license, an insured vehicle, a valid registration, and a completed and signed parking application. Proof of insurance and registration will be shown at purchase or permit and will be returned immediately.
- E. Students may not loan or transfer parking permits to other students. Doing so will result in disciplinary actions. (See list of violations below)
- F. Students must have a HHS parking pass to be allowed to park at any career center

DRIVING RULES ON CAMPUS

Below is a listing of offenses and the consequences for driving violations on the campus of Hillcrest High School.

Offense	Consequence
Not parking in a parking space	1 st offense – warning 2 nd offense – 1 week suspension of permit 3 rd offense – 2 week suspension of permit 4 th offense – pass revoked
No permit hanging or visible	1 st offense – warning 2 nd offense – warning 3 rd offense – 1 week suspension of permit 4 th offense – 2 week suspension of permit 5 th offense – pass revoked
Parking without a permit	1 st offense – 1 day OSS & name taken off the waiting list 2 nd offense – 3 days OSS & car towed at owners' expense
Parking in a visitor or Top 40 space	1 st offense – 1 week suspension 2 nd offense – 2 week suspension of permit 3 rd offense – pass revoked
Parking in Faculty Lot	Pass revoked on first offense
Tardy to First Period	At 9 th tardy parking pass is revoked
*Wreckless Driving Includes: Squealing tires, Speeding, Pulling into traffic illegally, Riding in grass, any other actions that endangers self, others, or school property	1 st offense – 1 to 2 weeks suspension of permit 2 nd offense – pass revoked
Driving a non-registered car/permit does not match the proper car	1 st offense – 1 week suspension of permit 2 nd offense – 2 week suspension of permit 3 rd offense – pass revoked

*Leaving campus illegally	1 st offense – 2 week suspension of permit 2 nd offense – pass revoked
Illegal Pass In possession of another student's pass, a pass reported lost or stolen, or a pass belonging to a student that no longer attend school	1 st offense – 1 day OSS & charged with stolen property & pass confiscated 2 nd offense – 3 days OSS & charged with stolen property & pass confiscated
Offensive pictures, writings, symbols, etc. displayed on vehicle	1 st offense – warning to 2 week suspension of permit 2 nd offense – pass revoked
Driving over speed limit (10 mph)	1 st offense – 1 to 2 weeks suspension of permit 2 nd offense – pass revoked
**Tobacco Products in vehicle (tobacco on campus is an offense)	1 st offense – 1 day OSS & 1 week suspension of permit 2 nd offense – 2 days OSS & 2 week suspension of permit 3 rd offense – 3 days OSS & permit revoked
***Other	Judgment determined by administration

* other school discipline may follow aside from the parking discipline

** more days OSS may result due to prior offense of the same nature

*** other offenses that are not listed may result in disciplinary actions

Any permit that is revoked is a permanent process. The decision will be made at the discretion of the administrator. Early dismissals, attending school with special permission, and other factors rely on having a permit. If a permit is revoked, it the responsibility of the student to make the appropriate **adjustment**

Any student that is on the waiting list to receive a driving permit will be taken off of the list if they are found to be driving on campus without proper permission. Also they may be removed from the list if they are documented as having excessive tardies to first period, cutting class, in off limits area, or with someone who is violating parking rules.

DRIVING TO VOCATIONAL CENTERS

The Greenville County Schools provide bus transportation between the regular high school campus and the area career center campus. Students are allowed to drive themselves to the career centers but must follow the guidelines listed below.

- A. An application must be filled out and given to the appropriate administrator for approval. No student will authorized to drive to a career center unless he/she has written permission from their parent/guardian, the high school principal (or assistant principal), and the career director.
- B. Students will be allowed to ride with other students only after completing the proper paperwork and getting approval.
- C. Stops are not allowed while traveling between the locations. Students must report directly to the career center or school.
- D. Students that arrive to school before 1st period begins must report to the cafeteria.

- E. Students who attend the career center in the mornings are not allowed in the student parking lot before school. If a student brings another student to school in the mornings, that student must use the regular parent drop-off area designated by the school. Students are not to report to school in the afternoons if they attend career centers after lunch.
- F. Students and parents/guardians understand that the school is not responsible for any accident, vandalism, or stolen property that may occur while a student is driving or at the career centers.
- G. Violations of the above rules may result in loss of permit and suspensions of students.

REGULATIONS FOR SCHOOL BUS RIDERS

Please refer to Greenville County School's Code of Conduct for district-wide regulations.

- Buses unload at the front of the school in the morning and afternoon. Bus holding is held in the auditorium.
- Students who arrive on late buses should report to the attendance office for a late bus pass immediately upon arrival to school. Students should then report directly to class.
- Students attending Career Centers whose buses arrive early must report to the cafeteria/commons area. Students who miss the bus going to the Career Center must report to an administrator.

DISCIPLINE CODE

Detention

Administrative Detentions are assigned by an administrator. This After School Detention will be held each week on Tuesdays and Thursdays from 3:55p.m. – 4:25 p.m. Students who arrive late will not be admitted. Students who leave before being dismissed will not get credit for serving the detention. Students who are sent out of detention for disciplinary reasons will be assigned in-school suspension. Students should bring work with them to detention to make their time productive. Students who fail to report to detention will receive 1-day in -school suspension.

Teacher Assigned detentions are assigned at the discretion of the teacher.

Teachers and administrators should give students a 24-hour-notice before requiring them to report to detention. Failure to report to a teacher assigned detention will result in a 1-day in-school suspension.

IN-SCHOOL SUSPENSION

Students will be assigned ISS by administrators. See the Disciplinary Table for infractions leading to ISS.

LOSS OF DRIVING PRIVILEGES

Students who violate the Student Discipline Code of Hillcrest High School may have their driving privileges suspended or lose these privileges permanently.

Out of School Suspension (OSS)

When an administrator assigns a student to OSS, the student will be denied the privilege of attending school for the number of days of her/his punishment. This will apply to any students attending any school sponsored activities whether during school or after hours.

RECOMMENDATION FOR EXPULSION

Recommendation for Expulsion is the most serious level and is for extreme violations of the Student Code of Conduct. Students will be recommended for expulsion means full removal of the student from school.

Notice: A student who receives an order from any member of the school staff including SROs must comply with the order immediately. A student who feels the issuant of the order was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time. Failure to immediately comply with an order is insubordination and subject to appropriate punishment.

BEHAVIOR	DEFINITION	RANGE	CONSEQUENCE
ABUSE OF STAFF	Verbal or physical disrespect or injury to staff members acting in their capacity as district employees.	Min. Max.	Suspension Notification of Law Enforcement Expulsion
ALCOHOL, DRUGS	Use, possession, or being under the influence of alcohol or non-prescribed drugs on school property or at school events. Sales or distribution of alcohol or non-prescribed drugs on school property or at school events.	Min. Max	Notification of Law Enforcement Expulsion
ASSAULT	Physical attack upon another person who does not indicate willingness to participate. Sexual contact with any non-consenting person.	Min. Max.	Suspension Notification of Law Enforcement / Expulsion
BUS VIOLATIONS	Failure to comply with rules established for the use of school transportation.	Min. Max.	Warning Loss of Bus Privileges
CARD PLAYING	In possession of or using playing cards	Min. Max.	Confiscation / Detention Suspension
CHEATING \ PLAGARISM \ TESTING RULE VIOLATION	Acting dishonestly in performing academic tasks. Being deceitful or using trickery.	Min. Max.	Zero on assignment / phone conference OSS. Refer to comprehensive School Honor Code
CLASS CUTTING	Being present in school but not reporting to class. Being absent from class without having written permission and following attendance guidelines.	Min. Max.	Suspension Loss of credit

DEFACING ID BADGE	Altering or damaging the ID badge. This includes placing stickers on the ID Badge.	Min. Max.	Pay for replacement OSS
DESTRUCTION OF PROPERTY	Defacing or damaging school property or the property of others.	Min. Max.	Pay for damages Notification of Law Enforcement Expulsion
DISRUPTIVE CONDUCT	Behavior disruptive to school climate or the educational process.	Min. Max.	Detention/OSS Notification of Law Enforcement Expulsion
DISTRIBUTION OF MEDIA (Literature, CDs...)	Possession of or distribution of or posting of media (i.e. literature, CDs.) without the approval of the administration.	Min. Max.	Warning OSS
DRESS CODE VIOLATION	Noncompliance with the school dress code.	Min. Max.	Warning with compliance OSS
ELECTRONIC DEVICES	Possession of or use of electronic devices likely to disrupt the school environment or educational process. This includes but is not limited to all radios, tape players, CD players, pagers, and cellular phones, iPods, MP3 Players, etc.	Min. Max.	Confiscation Suspension
FAILURE TO DISPLAY ID BADGE	Not wearing badge in a clearly visible manner or on a Hillcrest issued lanyard.	Min. Max.	Warning OSS
FALSE ALARM	Setting off the alarm system	Min. Max.	Suspension Notification of Law Enforcement / Expulsion
FIGHTING	Hitting, punching, striking, and kicking another with the intent to cause harm.	Min. Max.	Suspension Notification of law enforcement. Expulsion
FOOD IN OFF-LIMIT AREAS	Opened food items or drinks outside of the cafeteria or picnic area	Min. Max.	Confiscate item(s) Suspension
FORGERY	The act or legal offense of imitating or counterfeiting documents or signatures.	Min. Max.	Detention/Phone conference Suspension

GAMBLING	The possession of materials or equipment associated with gambling. Participating in games of chance for the purpose of gain.	Min. Max.	Suspension Notification of Law Enforcement
GANG ASSOCIATION, SYMBOLS, ACTIVITY	Gang-related behavior, association, apparel, symbols, paraphernalia, and or activities.	Min. Max.	Parent Conference Confiscation Banned from attending extracurricular events Notification of Law Enforcement. Expulsion
HARASSMENT, VERBAL	Statements or actions which intimidate or demean others. This especially includes any form of sexual harassment.	Min. Max.	Warning Notification of Law Enforcement Alternative assignment or expulsion.
(INAPPROPRIATE) DISPLAY OF AFFECTION	Public display of affection that exceeds hand holding	Min. Max.	Warning OSS
INCITING A FIGHT	Participating in the agitation of a disagreement.	Min. Max.	Suspension Notification of Law Enforcement Suspension
INSUBORDINATION REFUSING TO OBEY	Failure/refusal to comply with the reasonable rules or requests of school personnel.	Min. Max.	ISS Expulsion
LITTERING	To improperly dispose of trash. To make school untidy by scattering trash.	Min. Max.	Detention Work detail Expulsion
INTIMIDATION, THREAT (includes using technology to communicate the threat)	To subdue or influence by frightening with threats of force.	Min. Max.	Detention Notification of Law Enforcement Expulsion
LYING	Being untruthful or deceitful with administration, faculty or staff personnel.	Min. Max.	Detention OSS
OFF LIMITS AREA	Presence in an area that is off limits or being in an area at a time when it is not permissible.	Min. Max.	Detention OSS

SEXUAL HARASSMENT	Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden..	Min. Max.	Warning Notification of Law Enforcement OSS Alternative assignment or expulsion.
SKATEBOARDS			*Skateboards are not allowed on campus and will be confiscated.
THEFT	Stealing or concealing school property or the property of others or participating as an accomplice.	Min. Max.	Suspension Notification of Law Enforcement / Expulsion
TOBACCO & TOBACCO PARAPHERNALIA	Use, possession, or distribution of tobacco products or paraphernalia.	Min.	Suspension, Confiscation and Notification of Law Enforcement
TRESPASSING	Unauthorized presence on district\school property and/or refusal to leave district\school property upon request of school authorities. Includes having early dismissal but failure to leave school in a timely manner.	Min. Max.	Suspension Notification of Law Enforcement Expulsion
TRUANCY FROM SCHOOL	Absence from one or more classes which has not been approved by parent\guardian and confirmed by school personnel in accordance with guidelines. All students under the age of 17 must abide by district truancy ordinances.	Min. Max.	Intervention Conference Notification of District Attendance Supervisor and Loss of Academic Credit
VEHICULAR VIOLATION	Unsafe/inappropriate operation or use of vehicle; transfer of vehicle to unauthorized persons; parking violation. This includes failure to properly display authorized parking sticker.	Min. Max.	Warning Permanent loss of driving privileges. Notification of Law Enforcement
UNAUTHORIZED CLASS EXIT	Leaving a classroom without written permission from the teacher.	Min. Max.	ISS OSS

UNAUTHORIZED CAMPUS EXIT	Leaving campus without following the early dismissal protocol. (Including not reporting directly to HHS from a career center.	Min. Max.	ISS OSS
VULGARITY, PROFANITY, OBSCENITY	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane or obscene material.	Min. Max.	Detention Suspension Notification of Law Enforcement
WEAPONS, EXPLOSIVE DEVICES, DANGEROUS INSTRUMENTS	Possession or use of any instruments of offensive or defensive combat, or any instrument used or construed as a weapon; possession or use of fireworks, combustible substances, or explosives.	Min. Max.	Expulsion Notification of Law Enforcement

ACADEMIC INFORMATION

Hillcrest High School Honor Code

Hillcrest High School expects all students to be honest in academic matters. The faculty and administration are dedicated to maintaining an academic environment that is impartial, awarding genuine achievement and true scholastic advancement. We believe that academic dishonesty compromises this environment. We also believe that cheating is an individual choice and that students who cheat are responsible for their actions and the consequences.

Hillcrest High School students are required to refrain from all forms of academic dishonesty: cheating, plagiarizing, lying, and other forms of trickery.

Cheating includes but is not limited to:

- Copying someone else’s class work, homework, quizzes, other graded work or tests.
- Giving one’s own work to someone else.
- Looking on someone else’s paper or test and/or allowing them to look on your paper or test.
- Asking, receiving, or telling information about all or part of a quiz or test.
- Using unauthorized test aids such as cheat sheets and calculators.
- Using electronic devices such as pagers, cell phones, laptops, and MP3 players for the purpose of cheating.
- Working together on a take-home assignment unless the teacher specifically gives permission to do so.
- Attempted cheating of any kind.

Plagiarism includes but is not limited to:

- Presenting as one's own the works or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement.
- Using material on the internet and passing it as one's own work.
- Having a parent or another person write an essay or do a project which is then submitted as one's own work.
- Failing to use proper documentation in a bibliography.
- Making up data or citing nonexistent sources.

Lying includes but is not limited to:

- Making any statement one knows is untrue or false.
- Signing an Honor Pledge when one knows he should not.
- Forging a signature.
- Feigning illness to gain extra preparation time for tests, quizzes, or assignments due.
- Changing one's grade, such as by tampering with computer records including report cards and progress reports.
- Knowingly helping a student violate any part of this code.

Consequences for the First/Second Offense

- Score of zero on the test, paper, or assignment.
- Notification of parent by the teacher.
- Office referral.
- Notification of the appropriate coach, National Honor Society sponsor, Beta Club sponsor, Renaissance sponsor, and/or other extracurricular activity sponsor with a recommendation that the student be sanctioned.

Consequences for Three or More Subsequent Offenses

- Score of zero on the test, paper, or assignment.
- Notification of parent by the teacher.
- Office referral.
- Removal from any organization, team, or group that represents Hillcrest High School for the remainder of the school year, including athletic teams, academic teams, band competitions, and pageants.
- Notation on the student's permanent record and official transcript.
- Loss of positive recommendation from counselor and teachers.

Statement of Understanding

At the beginning of the school year, students will sign a statement verifying that they understand the honor code, they will share the honor code with their parents, and they will sign the following honor pledge for each major assignment.

"I pledge that the work I am submitting is 100% my own."

GRADE CLASSIFICATION

10 TH Grade	5 total units required (1 English, 1 math, and 3 other units)
11 TH Grade	11 total units required (2 English, 2 math, 1 science, and 6 other units)
12 th Grade	17 total units required (3 English, 3 math, 2 science, and 9 other units)

GRADUATION REQUIREMENTS FOR ALL STUDENT

The following represents definitive information from the State Department of Education regarding diploma requirements.

9 th - 12 th Grade	Required Units
English/Language Arts	4.0
Math	4.0
Science	3.0
Social Studies	
US History and Constitution	1.0
US Government	0.5
Economics	0.5
Other Social Studies	1.0
Physical Education or JROTC	1.0
Career and Technology Education or Foreign Language	1.0
Computer Science	
Electives	7.0
Total Units Required	24
Additionally:	
The student must demonstrate computer literacy before graduation.	
The student must pass the Exit Examination (HSAP)	
According to the State Department of Education approved amendments to Regulation 43-234, Defined Program, Grades 9-12, "Beginning with the 2005-06 school year, every student must take one unit of Physical Science by the end of the tenth grade prior to taking the exit examination."	

GRADUATION CERTIFICATES

Students who are unable to pass the HSAP will be awarded a state certificate. The certificate indicates the student has earned the prescribed 24 units listed above but has failed one or both parts of the HSAP (exit exam).

Greenville County Special Education Certificate

Students identified as handicapped and enrolled in a functional special education program in accordance with state and federal guidelines is eligible for a state occupational diploma or occupational certificate

CURRENT REQUIREMENTS FOR SOUTH CAROLINA PUBLIC COLLEGES AND UNIVERSITIES IN 2010-2011

ENGLISH: Four units with at least two having strong grammar and composition components, at least one in English Literature, and at least one in American Literature (completion of college preparatory English I, II, III and IV will meet these requirements).

MATH: Three units that include algebra I, algebra II, and geometry. A fourth higher-level mathematics course is strongly recommended. The fourth course should be selected from among pre-calculus, calculus, statistics, or discrete mathematics.	
LABORATORY SCIENCE: Two units must be taken in two different fields and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the two units (biology, chemistry, or physics) or from advanced environmental science with laboratory or marine biology with laboratory for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement.	
FOREIGN LANGUAGE: Two units of the same foreign language. Several colleges require three.	
UNITED STATES HISTORY	1 UNIT
ECONOMICS	½ UNIT
AMERICAN GOVERNMENT	½ UNIT
SOCIAL STUDIES	1 UNIT
PHYSICAL EDUCATION	1 UNIT
COMPUTER SCIENCE	1 UNIT
ACADEMIC ELECTIVES	4 UNITS from three different areas including, but not limited to English, Math, Science, Social Studies, Foreign Language and Computer Science
NOTE: Members of the Class of 2011 are required to earn only one academic unit from the above suggestions and one other, a fine arts unit.	

HOMEWORK

Hillcrest High School considers homework as an integral part of the curriculum and instructional program. Teachers assign homework according to the objectives of the course, and they expect students to do homework in order to keep abreast of the subject. Homework counts toward the grade, so the importance cannot be minimized. Teachers will inform students at the very beginning of the year concerning their individual policies on homework. If you have a question about homework, do not hesitate to ask your teacher.

SEX EDUCATION

Beginning with the graduating class of 1991, all students must take a state authorized course in health education, which includes a sex education component.

GRADING SCALE

The grading scale provides consistency across the District and entire state of South Carolina. This is especially important for determining high school students' eligibility (based on grade point ratio) for college and for scholarships, including the state's LIFE scholarship (worth \$5,000 per year for four years). High school students receive a numeric grade for each course. The numeric grade and category of the course will determine the quality points earned for each subject. (NOTE: The total number of quality points divided by the number of courses taken gives the student his/her "Grade Point Ration"). College Prep courses and Tech Prep courses earn the base weight of quality

points. Honors and Advanced Placement/IB/Dual Credit courses will have higher values. A grade of 61 or below for any high school course will result in earning zero quality points.

PLEASE NOTE: On the Grading Scale partial quality points are given for grades below 70 and down to 62. STUDENTS AND PARENTS MUST UNDERSTAND THAT GRADES BELOW 70 ARE STILL CONSIDERED FAILING FOR ANY COURSE. Credit for passing the course will NOT be given for grades below 70.

GRADE POINT CONVERSION TABLE

Numeric Course Grade	Letter Grade	QUALITY POINTS		
		College Prep Tech Prep	Honors	Advanced Placement/IB Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.865	2.365	2.865
75	D	1.720	2.220	2.720
74	D	1.575	2.075	2.575
73	D	1.430	1.930	2.430
72	D	1.295	1.795	2.295
71	D	1.140	1.640	2.140
70	D	1.005	1.505	2.005

69	F	0.875	1.375	1.875
68	F	0.750	1.250	1.750
67	F	0.625	1.125	1.625
66	F	0.500	1.000	1.500
65	F	0.375	0.875	1.375
64	F	0.250	0.750	1.250
63	F	0.125	0.625	1.125
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
	WP	0.000	0.000	0.000

The formula for figuring Grade Point Ratios (GPR) is:

$$\text{GPA} = \frac{\text{Sum of quality points x units}}{\text{sum of units attempted}} = \frac{16.47}{7} = 2.352 \text{ GPA}$$

(A Carnegie unit is a course that counts toward high school graduation requirements.)

CLASS RANK

Computations of senior students' grades to determine class rank will be done at the end of first semester. All final grades of all completed courses for seven semesters of work will be used in the computation.

HONOR GRADUATES RECOGNITIONS

EXEMPLARY HONOR: GPA 4.0 OR HIGHER

HONOR ROLL: GPA 3.5 – 3.9

DISTINGUISHED HONOR: GPA 3.75 – 3.99

PRINCIPAL'S LIST: GPA 4.0 +

HONOR: GPA 3.5 - 3.74

GRADING AND REPORT CARDS

Students will receive four report cards during the year, one for each nine-week grading period. All parents will receive progress reports on their child's grades at the middle of each quarter.

Progress Reports

SEPTEMBER 16, 2010

NOVEMBER 22, 2010

FEBRUARY 15, 2011

APRIL 29, 2011

Report Cards

OCTOBER 27, 2010

JANUARY 20, 2011

MARCH 24, 2010

JUNE 3, 2011

GRADING SYSTEM

Computation for a unit course on a 4x4 schedule

First quarter	40%
Second quarter	40%
Final Exam or EOC	20%

EXAM POLICY

Examinations are considered an important part of the instructional program and if used and approached properly, can provide a valuable learning process. Exams will be controlled by a formal exam schedule. All teachers will give final exams. No exams will be given early without the principal's approval. It is not the policy of the school to excuse students for any reasons other than medical emergencies.

TEST INFORMATION

Preliminary Scholastic Aptitude Test (PSAT) National Qualifying Test will be administered during the month of October. This test is designed for juniors who plan to continue their education beyond high school and to serve those students who wish to be considered for scholarships administered by the National Merit Scholarship Program and the National Achievement Program for Outstanding Black Students.

College Entrance Examinations (SAT and ACT) will be administered several times during the year in some high school in Greenville County on each certified testing date. Students interested in taking either test should contact their counselors early in the school year. Students who plan to continue their education after high school should take either test in the spring of their junior year and again in the fall of their senior year if necessary.

End of Course Examination Program – The Education Accountability Act of 1998 requires the development of end-of-course examinations in gateway or benchmark courses for grades nine through twelve. The examinations, which will count 20% of the students' final grades in the gateway or benchmark course, will include Algebra I, Biology, English I, Physical Science, and United States History and Constitution.

The Armed Service Vocational Aptitude Battery (ASVAB) is available for interested students. The purpose of this test is to help students make career choices in military life or in civilian life.

HSAP – High School Assessment Program - All students in South Carolina must pass a minimum competency test in order to receive a state high school diploma. This test meets the requirement of the South Carolina Education Accountability Act (EAA of 1998). Students take this test in the spring semester of their tenth grade year. Students who do not meet the standard on this test will have other opportunities to pass it in the eleventh and twelfth grades.

GUIDANCE

Five guidance counselors will be directly responsible to students and teachers according to a grade level division. This division does not preclude a student seeing any counselor he/she wishes for a personal conference, but the assigned counselor will be responsible for his/her schedule and records.

***** All students and visitors must sign in and sign out when entering and leaving the guidance area. This requirement is deemed necessary to insure school safety.**

WITHDRAWALS / TRANSFERS

Any student who is transferring to another school must have a parent/guardian notify a guidance counselor in person. Students will be required to complete a withdrawal form

that must be completed in its entirety. Students also must turn in all books and materials and pay all school obligations. Permanent record information will not be sent to any school or agency until all matters are cleared.

DROPPING OR CHANGING COURSES

The selection of courses is an important matter. Much thought and consideration must precede any selection of courses. Students should plan well in advance as they work with parents, teachers and guidance personnel. If careful consideration is given to course selection, requests for changes will be necessary only in extreme situations.

The assignment of teachers as well as the placement of students is based on a careful analysis of students' needs. Because of the complications involved, students and parents are asked not to request specific teachers. If a student drops a course after the daily penalty, **after the 5th day of instruction for semester courses**, a W/F (withdraw failing) or a W/P (withdraw passing) will be recorded on his permanent record (both W/F and W/P are counted as courses attempted with zero (0) quality points earned for determining GPA).

SENIOR PRIVILEGES

Students must be classified as seniors to receive senior privileges.

1. Seniors are given priority in all scheduling.
2. Seniors are given first opportunity to buy parking permits.
3. Seniors are given their yearbooks before underclassmen.
4. Seniors are allowed to leave three minutes early for school dismissal (**4th period @ 3:42 pm and lunch only**).

NOTE: All privileges are subject to be revoked.

EXTRACURRICULAR

PARTICIPATION

Students are not eligible to participate in any extracurricular events unless they are present at least ½ of the school day. This includes athletic events, band performances, choral performances, and any type of club activity. Suspended students are ineligible for participation completely.

Eligibility Requirements

According to the regulations of the Education Improvement Act, a student must meet certain standards in order to participate in any competition outside the school as an individual or a member of a team. This includes such extracurricular events as sports, debate teams, cheerleading, art and or poster contests, band, choral or music competition, science fairs, club activities and any other activity which involves competition, in any way, with any other school.

High School Athletic Insurance

All participants of high school athletic programs are required to purchase athletic insurance through the school. Students will not be allowed to either practice or become a member of the team without this coverage. Because this policy is mandatory it covers only injuries received during practice for participating in a high school sport.

This required policy should not be confused with the school time/24 hour plan, which is optional and covers all school time injuries including all athletic injuries except football. Again, the athletic insurance is mandatory while the school time/ 24 hour plan is optional.

Fundraising Activities for Clubs and Programs

Any fundraising by a school organization must have the written approval of the principal and the club sponsor. There is to be no fundraising during or between classes.

ATHLETICS, CLUBS AND ORGANIZATIONS

Athletics	Academic Honor	Governance	Clubs
Baseball	Beta Club	Youth Court	FCA
Basketball	National Honor	Youth in Gov't	FFA
Cheerleading	Society	Student Council	FHA
Cross Country			Interact
Dance	Scholastic	Music Related	SADD
Football	Contest	Chorus	Solid Rock
Golf	Academic Team	Concert Band	Common Ground
Lacrosse		Jazz Band	Juniorettes
Soccer	Speech and	Marching Band	
Softball	Debate	Strings	
Tennis	Forensics	Symphonic Band	
Track and Field			
Volleyball			
Wrestling			

Alma Mater

**There's a spot in Carolina
Where the foothills lie ...**

**There our noble Alma Mater
Stands against the sky**

**Alma Mater, thou will ever
Live in memory.**

**Here's to thee! O halls of Hillcrest
Hail, O hail to thee.**

**Through the years we'll always try to
Hold thy laurels high ...**

**Thoughts of thee will grow more tender
As time passes by.**

**Dear old Hillcrest, may our hearts be
Filled with loyalty,**

**Here's to thee, O Hillcrest High School
We'll be true to thee.**