



STUDENT HANDBOOK 2009-2010

J. L. MANN HIGH SCHOOL  
ACADEMY OF MATHEMATICS, SCIENCE, AND  
TECHNOLOGY  
160 FAIRFOREST WAY  
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[www.greenville.k12.sc.us/jlmann](http://www.greenville.k12.sc.us/jlmann)

**CHARLES MAYFIELD**  
PRINCIPAL

*Alma Mater*

*For thee, Mann High, we proudly rise  
To sing our zealous praise.  
Our loyalty and love we give  
To thee throughout our days.*

*This noble structure stands  
Beneath the mountain blue  
We hail thee, Alma Mater,  
With a faith, revered and true.*

*Burn on, Oh torch of truth and love  
Your spirit will not fail.  
Your gift of knowledge lights our way,  
We hail thee, Mann High, hail.*

**Dear Students:**

Welcome to the 45<sup>th</sup> year J. L. Mann High School has opened its doors to the students of the city of Greenville. J. L. Mann has a proud and rich tradition of serving our community. But now it is your turn. This year our school will be what you make of it. The opportunities will be there for you to earn the quality of education you deserve. You only have to be willing to put forth the required effort. In today's world, and more importantly tomorrow's world, you will need to demonstrate competency in math, science, and technology to compete for the high paying jobs that require these skills. It is our commitment to you to provide the structure, support and guidance you need to be successful, but it is your responsibility to take advantage of the opportunities that are there for the taking. I encourage you to "seize the day" and make the most of the programs, extra-curricular activities, and opportunities that are available to you at J. L. Mann. By doing so, you are preparing yourself for the future and you are demonstrating to the world the definition of a true "Patriot."

**Charles S. Mayfield**  
Principal  
J. L. Mann High School

#### **MISSION STATEMENT**

The mission of J. L. Mann High School Academy of Mathematics, Science and Technology is to provide each student with the opportunity to become lifelong learners by nurturing students' individuality, guiding students' learning, and challenging students to think critically through the shared involvement of teachers, administrators, parents, students and community members.

## BELL SCHEDULE

		<u>Advisor/Advisee</u>	<u>Delayed Opening</u>
Warning Bells	8:15/8:25	8:15/8:25	10:15/10:25
1 <sup>st</sup> Period	8:30-9:20	8:30-9:15	10:30-11:05
2 <sup>nd</sup> Period	9:25-10:15	9:20-10:05	11:10-11:45
3 <sup>rd</sup> Period	10:20-11:10	10:10-10:55	11:50-12:30
Advisor		11:00-11:30	<i>(Ann. 12:25-12:30)</i>

<b>1<sup>st</sup> Lunch Locations: 700 &amp; 900 Halls</b>			
<u>1<sup>st</sup> Lunch</u>	11:10-11:35	11:30-11:55	12:30-12:50
4 <sup>th</sup> Period	11:40-12:45	12:00-1:00	12:55-1:30
<i>Announce</i>	<i>11:40-11:45</i>	<i>12:00-12:05</i>	
<b>2<sup>nd</sup> Lunch Locations: 500 &amp; 800 Halls</b>			
4 <sup>th</sup> Period	11:15-11:45	11:35-12:05	12:30-12:50
<u>2<sup>nd</sup> Lunch</u>	11:45-12:10	12:05-12:30	12:50-1:10
4 <sup>th</sup> Period	12:15-12:45	12:35-1:00	1:15-1:30
<b>3<sup>rd</sup> Lunch Locations: 300 &amp; 400 Halls</b>			
4 <sup>th</sup> Period	11:15-12:20	11:35-12:35	12:35-1:10
<u>3<sup>rd</sup> Lunch</u>	12:20-12:45	12:35-1:00	1:10-1:30

5 <sup>th</sup> Period	12:50-1:40	1:05-1:50	1:35-2:10
6 <sup>th</sup> Period	1:45-2:35	1:55-2:40	2:15-2:50
7 <sup>th</sup> Period	2:40-3:30	2:45-3:30	2:55-3:30

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

Students are responsible for reading this handbook and knowing its contents. All students are instructed to show this handbook to their parent/guardian. **All students must have a handbook.** If lost, students may purchase another handbook in the main office.

### EXPECTATIONS

It is an expectation that all Mann students exhibit good citizenship at all times. J. L. Mann students have a responsibility to:

- Know and obey all school rules.
- Obey any requests from adult staff.
- Respect the rights of others to learn.
- Respect the property rights of all.
- Assist in keeping the school clean & tidy.
- Be punctual to all classes and activities.
- Arrive in classes on time and prepared.
- Strive for success in each class daily.
- Engage in class activities from bell to bell.
- Make a positive contribution to Mann High.
- Act at all times with honor, dignity, and integrity.

**CAMPUS BOUNDARIES** – All students must enter the school building through the main entrance or the bus entrance **ONLY**. Students are not allowed inside any classrooms or classroom hallways before 8:15 a.m. or during lunch without a pass. Students arriving before 8:15 a.m. must report to and remain in the Commons Area. In addition, students must restrict their activities during lunch to the Commons Area.

**CONFISCATED ITEMS** – The following items should not be brought to school and will be confiscated: hats, sweatbands, bandannas, skullies, do-rags, skateboards, sunglasses, playing cards, and hair curlers. **They will not be returned until the end of the school year.** [See pages 6-7 for information regarding electronic devices and cell phones.]

**ID BADGES** – For safety and identification, students must wear a school-issued ID badge (issued for the current school year) during the school day. The badge must be worn between the shoulders and waist on a break-away lanyard. If an ID is lost, cracked, or defaced, a student must purchase a new ID in the In-School Suspension room between 8:15-8:25 a.m. and must pay \$5.00 at the time of purchase. If a student does not bring the ID badge to school, a temporary ID badge must be obtained. Students may receive these from the ISS teacher and may receive one per semester. Any student who uses someone else's ID or has possession of another student's ID will receive disciplinary action. After the first temporary ID, students who come to school without an ID must report to the In-School Suspension Room for a temporary ID and will be referred to the appropriate administrator for disciplinary action. **It is the student's responsibility to display a school ID at all times while on campus.**

**OBLIGATIONS/FINES** -- Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Any student who fails to clear debts will not be allowed to participate in extra-curricular activities, including the graduation ceremony, until debts are cleared. The last day that checks will be accepted for senior debts is May 15. After May 15, only cash or money orders will be accepted. Hardship considerations may be granted by the administration when good faith efforts to meet obligations are deemed to be valid.

**PAGING DEVICES, TELECOMMUNICATIONS DEVICES, CELL PHONES AND ELECTRONIC DEVICES** – Students who bring cell phones or other electronic devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the principal. **Any paging device that is seen or heard during school hours will be confiscated.**

Any electronic device such as (but not limited to) IPODs, CD player, headphones earbuds or MP3 players must also remain out of sight and turned off during school hours. **Any electronic device that is seen or heard during school hours will be confiscated.**

No student may use, or have turned on, an electronic device during school hours while on school grounds without prior

permission from the principal. "Turned on" includes an electronic device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal. The principal may authorize a student to possess a paging device under certain circumstances such as for a legitimate medical reason. In such cases, the student must have prior written consent from the principal or his/her designee.

First Offense - confiscation of the electronic device and, after a conference with the parent/legal guardian, the electronic device will be returned to the adult.

Second Offense - confiscation of the electronic device and, after a conference with the parent/legal guardian, the electronic device will be returned to the adult 30 days after the confiscation.

Third Offense - confiscation of the electronic device and, after a conference with the parent/legal guardian, the electronic device will be returned to the adult 60 days after the confiscation. The student may be subject to additional disciplinary consequences.

Fourth and Subsequent Offenses - confiscation of the electronic device and, after a conference with the parent/legal guardian, the electronic device will be returned at the end of the school year. The student may be subject to additional disciplinary consequences.

NOTE: Conferences with parents/legal guardians for the return of cell phones may take place by appointment only.

**SEARCH AND SEIZURE** - In order to protect the health and safety of the students, the school administration has the right to search a student's person and property if there is reasonable suspicion to believe that stolen or prohibited material is likely to be found. The administration may use metal detectors to search students as appropriate.

**STUDENT DRESS CODE** - J. L. Mann 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 school to the community. The administration may make additions or changes to these standards.

**Students who do not meet the dress code will not be allowed to go to class. If any apparel is considered indecent or in any way unacceptable by the staff or**

**administration, the student may be required to go home and change or remain in the In-School Suspension Room.**

- Proper shoes must be worn at all times.
- 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.
- 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.

**STUDENT CODE OF CONDUCT**

The 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;
- and at any time or in any place that impacts the school’s ability to maintain order and discipline.

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 ONE

*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. This may include, but is not limited to, the following:*

- classroom and/or school tardiness;
- truancy;
- 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;
- use of obscene or profane language or gestures; abusive language between or among students;
- 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 an electronic device in violation of electronic device policy;
- other disorderly acts as determined by administration.

#### DISRUPTIVE CONDUCT – LEVEL TWO

*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. Administration may reclassify disorderly conduct (Level One) as disruptive conduct (Level Two) if the student engages in the activity three or more times. This may include, but is not limited to, the following:*

- fighting;
- vandalism (minor);
- stealing;
- threats against others;
- trespassing;
- abusive language to staff, including profane language;
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials;

- other disruptive acts which interfere with the educational process;
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students;
- possession or use of unauthorized substances, including tobacco and tobacco products, 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;
- other disruptive acts as determined by the administration.

#### CRIMINAL CONDUCT - LEVEL THREE

*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. 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.** Criminal conduct may include, but is not limited to, the following:*

- bomb threat;
- possession, use or transfer of weapons **or anything that closely resembles a weapon** – 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 controlled substance;
- 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” 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. “Participation” also includes any act that interferes with or hinders a safe and non-disruptive educational environment and includes, but is not limited to, the use of hand signals, gestures or handshakes, graffiti or the presence of any apparel, jewelry, accessory or manner of dress which indicates or implies membership or affiliation with a gang. The school reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the school has determined to be a gang indicator.);
- vandalism (major);
- theft, possession or sale of stolen property;
- disturbing the school;
- possession, use, or transfer of “look-a-like” weapons;
- assault and battery;
- extortion;
- any other acts as determined by the Board.

#### **DISCIPLINARY ACTIONS**

*Violating the Code of Conduct will result in administration applying one or more of the following sanctions:*

LEVEL ONE: verbal reprimand; withdrawal of privileges; detention; in-school suspension; out of school suspension; other sanctions approved by the administration.

LEVELS TWO AND THREE: any of the Level One sanctions; temporary removal from class; referral to outside agency;

assignment to alternative school; expulsion; restitution of property and damages; other sanctions approved by the administration.

### **STUDENT ATTENDANCE**

A compulsory school attendance law is in effect in South Carolina, which requires all students to remain in school until seventeen years of age. Also, **the State Department of Education has ruled that any student may be denied credit for any subjects they have missed for more than 10 days.** To receive credit for a semester course, a student must not be absent in excess of **5 days.**

The first 10 absences (5 for semester class) can be lawful or unlawful. The 11<sup>th</sup> (6<sup>th</sup> for semester class) and all other absences past the 10<sup>th</sup> absence require a doctor's excuse.

**EXCUSED ABSENCES** -- The following are absences which may be excused:

1. Serious, chronic, or extended illness of the student certified by a physician.
2. Serious illness or death in the immediate family requiring the presence of the student.
3. Recognized religious holidays for students of the particular religion faith when pre-arranged.
4. Pre-arranged absence for other reasons and/or extreme hardships at the discretion of the principal.

When absent, a student must bring a written excuse for the absence from the parent/guardian or physician. The excuse must state the date(s) and the reason for the absence. All excuses must be turned in to the Attendance Office.

All missed work must be made up within five school days of the student's return from that particular excused absence, at the teacher's discretion. Students who are on field trips are considered present for that school day and are responsible for the missed work on the next school day, at the teacher's discretion. Arrangements should be made between the student and the teacher prior to the field trip.

**UNEXCUSED ABSENCES** -- An absence by a student with or without the knowledge of the parent not meeting one of the conditions for an excused absence above will count as unexcused and will apply toward the cumulative limit of absences. School work may not be made up for an unexcused absence; the student will be assigned a zero grade for all classwork on that day. Out of school

suspensions are considered unexcused and count towards the 10 day limit; however, OSS cannot be the sole reason for loss of credit due to excessive absences. **School work may be made up for OSS days.**

**PRE-ARRANGED ABSENCES** – A student requesting a pre-arranged absence must complete a Prearranged Absence Form, available in the attendance office, including the reason for absence, signatures of all teachers whose class they will miss, and the principal’s signature. **This form must be submitted to the principal for approval one week prior to the absence.** A pre-arranged absence is not automatically an excused absence. Under certain circumstances a student can be allowed to make-up work missed when a pre-arranged absence is unexcused. Work for any pre-arranged absence can be given ahead of time. **College visits must be pre-arranged.**

**TARDY REGULATIONS** -- Being late is not acceptable at J.L. Mann High School. If a student comes into the classroom and leaves for any reason prior to the bell, including going to the bathroom or to obtain class materials, he/she will be considered tardy. Students who are late to class with a pass from another teacher, the attendance office, counselor, or an administrator will be considered an excused tardy.

Students with unexcused tardies will be marked by the classroom teacher as being an unexcused tardy. **For the fourth unexcused tardy, the student will receive a referral and ISS. Further tardies may result in OSS.**

**EARLY DISMISSALS** – Students who plan to leave school during school hours should bring a note from the parent/guardian to the Attendance Office before 8:30 a.m. Please provide a local phone number where you can be reached because the parent/guardian will be contacted to verify the early dismissal. Students should return to the Attendance Office between classes to pick up their early dismissal pass, which excuses them from class at the documented time. It is not necessary for the parent to come inside for the student once the early dismissal has been verified. If the student returns to school on the same day, the student must report to the Attendance Office with the early dismissal pass before returning to class. **Classes missed due to an early dismissal count toward the student’s cumulative absences.**

Walk-in early dismissals will not be allowed after 3:00 p.m. Students may leave between 3:00-3:30 p.m., but a note must be submitted in the morning before school.

In the event of an emergency when a note has not been sent in by the parent/guardian for an early dismissal, the following steps should be followed:

1. Arrive before 3:00 p.m. (Walk-in early dismissals are not permitted after 3:00 p.m.)
2. The parent/guardian must come into the main office. Please be prepared to show a picture ID.
3. If the parent/guardian is unable to personally pick up a student, the person picking up the student must have a note from the parent/guardian giving permission for that person to pick up the student. The parent/guardian will be contacted to verify the early dismissal and to verify permission for the student to be released to the individual with the parent/guardian note. **Please note that an emergency contact person is not permitted to sign out a student for early dismissal without a note from the parent/guardian.**

Absences and grades, along with other information, may be accessed by parents through the school district's parent portal. The portal is listed on J. L. Mann's web page at <http://www.greenville.k12.sc.us/jlmann/index.asp>. The following codes are used to identify absences:

ABP	Principal Approved	OSS	Out of School Sus.
BER	Bereavement	OTH	No School
EXC	Excused	REL	Religious
FIL	Illness in Family	TDY	Excused Tardy
FLD	Field Trip	UAB	Unexcused
ISS	In School Suspension	UNV	Unverified
MED	Medical	UTD	Unexcused Tardy
NOT	Parent Note	WEA	Weather

### STUDENT SERVICES

**ACCEPTABLE USE POLICY** – Greenville County Schools 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 education. Breaking "acceptable use" rules will cause the student to 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 parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access email or web-based programs that teachers may be using in class. **Students and their families agree to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action.***

- 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.
- Keep student passwords secret – Students will be held responsible for all computer activities associated with their password. For example, if a student shares his/her password with a 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 – All students in grades 3-12 are issued filtered email accounts. 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 education-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.

*Please contact the J. L. Mann front office if you do not want your child to have access to the internet and email.*

**ACCIDENT INSURANCE** -- All participants of high school athletic programs are required to purchase athletic insurance through the school. 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.

**HEALTH SERVICES GUIDELINES** - The purpose of the Health Services Office is to provide short-term care in the event a student becomes ill or injured while at school. It is not intended to take the place of a physician's office. Every effort is made to keep your student in school if at all possible. If it is determined that your student is too ill to stay in school, please make arrangements to pick him/her up as soon as possible. Students will be dismissed under the following circumstances:

1. Active vomiting and/or diarrhea.
2. A fever of 101 degrees or above.
3. Any condition that may be contagious and/or hazardous to the student, the student body, and the school staff.
4. Any condition listed in the DHEC official list of conditions requiring exclusion from school.
5. An injury or condition that needs further evaluation by a physician.
6. Students who call home ill without being dismissed via the Health Services Office will be unexcused.

**PRESCRIPTION MEDICATION** - The parent/guardian must provide all medication in the original container with a label and deliver it to the school nurse; also, the parent/guardian must sign an Authorization Form. Written permission must be submitted by the parent for medication administration that includes the name of the student, the name of the medicine, the amount to be taken, and the time to be given. The Authorization Form is available in the Health Services Office or can be downloaded from the school website.

**Possession, use, or distribution by students of any medications, prescription or over-the-counter, is prohibited; any student in violation of this school rule will be referred to an administrator who may consider suspension or expulsion.**

LONG-TERM MEDICATION -- Written authorization by the attending physician is required for long term use (to be given at school for two weeks or more) in addition to the Authorization Form signed by the parent/guardian.

NON-PRESCRIPTION MEDICATION - A parent/guardian may authorize the use of over-the-counter medication by a written note accompanying the medication's original container with a label. The student's name, the name of the medication, dosage, time to be given and reason for the medication must be indicated. NOTE: If your child experiences frequent headaches or uncomfortable menstrual cramps, please provide the school with medication so your child can remain in school. The student may not necessarily be dismissed through the Health Services Office for headaches or menstrual cramps.

EMERGENCY MEDICATION—Students who are known reactors and require emergency treatment for an allergic response should have medication in the Health Services Office with written parental permission and written instructions from the physician for administering the medication. If the student has emergency medication in the Health Services Office, this **medication does not follow him/her to the Career Centers**. When students go to the Career Centers, they will need written permission to carry the medication with them. It is required that an Emergency Health Care Plan be completed on the student who has severe allergies or asthma. All students who use an inhaler due to asthma must have Health Services forms signed by the parent/guardian and the physician.

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

1. Written permission from the parent/guardian for each medication must be on file in the Health Services Office.
2. The medication will be stored in a locked container.
3. The medication will be administered by the school nurse or staff designated by the principal. A list of staff designated by the principal to assist with medications in the absence of the nurse will be posted in Health Services.
4. Each administration of medicine will be recorded on the student's medication record.
5. When a student leaves the school for a field trip, the medication will be secured in a container labeled with the student name, date, medication, dosage, strength and time for administration. The school nurse will provide the staff

accompanying students on the trips with the information needed regarding the medication, its purpose, and side effects that may occur. **It is the parent's responsibility to notify the school nurse in writing when a field trip will occur, including the date and time.**

6. Students may self-administer medication at school ONLY when the following forms are on file in the Health Services Office: Parental Permission, Physician's Authorization, Individual Health Care Plan, and the Self-Administration Checklist.

7. Cough drops and/or throat lozenges may be carried with a student if a note has been written to the nurse and signed by a parent/guardian.

8. Inhalers or epi-pens may be kept by the student if written permission has been provided by the parent/guardian, and the physician has indicated in writing that it is necessary for the student to have the medication with them at all times. An additional inhaler/epi-pen should be kept in the Health Services Office.

9. Medications that cannot be identified by the container will not be given and will be discarded immediately. Expired medications will not be given.

10. The school will not administer medication that is reportedly missed at home. We will only administer those doses that are scheduled during school hours. A parent may bring a missed dose of medication to school and give it to the students themselves.

11. Rule of thumb: if the medication can be given at home instead of school, then give the medication at home. **The first dose of any medication must be given at home.** Do not bring in Lortab (hydrocodone) for your student; if your child requires this strong medication for pain control, then the student should remain at home. Herbal medications are legally defined as food and nutritional substances and will not be administered at school as they are not FDA approved. EMERGENCY FORMS - All families must complete a Student Emergency Form to be kept on file in the Health Services Office. The Emergency Form makes it possible for the school to contact the parent/guardian in the event of an emergency; without this form on file, the Health Services Office cannot release any student except to the parent/guardian. The forms are available in the Health Services Office or can be downloaded off the school website. Be sure to update these forms as changes occur by sending a signed note with the new information to the Health

Services Office. On the form, indicate who your emergency contacts are. Students will only be released to those who are listed with parent/guardian permission. Tell your child who has been listed on the Emergency Form for having permission to pick up the student.

**MESSAGES** – The office staff will relay only emergency messages from a parent or guardian. Delivery of flowers, balloons, and fast food is not allowed. Students who need to use the phone during the day must receive teacher or administrator permission.

**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 J. L. Mann High School; and/or the conduct expectations and/or academic standards of the particular activity. **Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.**

**TRANSPORTATION: BUSES --** Bus loading and unloading is conducted at the bus entrance of the school. Students waiting on a late bus will wait outside the building in this area. **Any student arriving at school on a late bus must report directly to the Attendance Office.** In the interest of safety for all school bus riders the following district-wide regulations must be observed:

1. Be on time at the bus stop. After a few days of operation, bus drivers will establish a schedule that will be followed thereafter.
2. Riders must stay off the road while waiting for the bus.
3. Riders must show respect for private property. Property owners are extending to students the use of their corner, driveway, etc. Abuse to the private property will necessitate moving the stop and perhaps cause the distance to the bus stop to be greater.
4. If riders must walk along the road to reach the bus stop, they should always walk on the left shoulder, facing traffic.

5. Riders must walk, not run, when crossing the road.  
Riders must stand on their side of the roadway and wait for a signal from the bus driver before crossing in front of the bus.
6. Riders must not run alongside the bus when the bus is moving.
7. School bus riders will be seated at the discretion of the bus supervisor working with the individual bus driver.
8. Riders must maintain classroom conduct while riding the bus. They should assist in keeping the bus clean. They must not throw papers on the bus.
9. Riders must never tamper with any bus equipment. The offender must pay for willful damage to windows, fire extinguishers, etc. Failure to pay for damages will result in suspension from riding the bus until such amount is collected to cover the replacement cost.

**TRANSPORTATION: CARS** -- Parking a vehicle on school property is a privilege, not a right. This privilege may be taken away any time parking rules are violated. There will only be a limited number of parking permits issued. If you do not get one, you will not be allowed to park your vehicle on school property. Vehicles parking without a permit will be towed at owner's expense. Registration for parking will be held on the same day you pay fees and pick up schedules. The cost of the permit is \$30.00 for the year. Any additional permits will cost \$2.00. Parking spaces will be allocated in the following manner: senior academic and then on a first come, first space available basis. Any display of recklessness, irresponsibility, disregard for safety or parking in off-limits areas may result in the revocation of a student's parking privilege.

**The school district does not assume responsibility for damage to cars, for the theft of cars or for articles taken from cars.** 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 a result of a search by school or law enforcement officials, will result in a recommendation for expulsion of the student.

Students must enter the school building upon arriving on campus. **Loitering in the parking lot, either in the cars or out, is not permitted.**

**TRANSPORTATION: CAREER CENTER** – Greenville County Schools provides bus transportation between the regular high school campus and the area career center campus. A student and the parent/guardian must agree to the following regulations before permission can be given to drive to the career center:

1. No student will be permitted to drive an automobile until he has permission from their parent/guardian, his high school principal, and career director. He must have a valid driver's license before application is made.
2. No passengers will be permitted to ride with another driver unless prior permission has been received and by following the same procedures as the driver. The passenger will not be permitted to drive.
3. Reckless driving en route and on school grounds will not be permitted and will result in cancellation of permit.
4. Students will park in designated parking places at the career center.
5. The student will report directly to class and will not return to their cars until dismissed.
6. No stops will be made while traveling between the two locations.
7. Students must show evidence of liability insurance before a permit is issued.
8. The student and their parent/guardian understand that the School District of Greenville County will not be responsible for any accident, vandalism, or stolen property that may occur in the operation of an automobile by a student.
9. The student must carry the driving permit at all times so that it may be shown to any administrator upon request.
10. Students who drive to the career center in the afternoon should not return to their home high school at the end of the day without prior permission. Anyone who has to return to pick up other students should remain in their cars.
11. If these regulations are violated, a written notice to the student and parent may revoke the approval permit. The revocation may be made by either the high school principal or the career center director. Violation of a revoked permit may result in suspension.

### **J. L. MANN HIGH SCHOOL ACADEMICS**

The curriculum philosophy of J. L. Mann High School is based on the idea that all students have access to a wide range of courses in all departments. In the freshman and sophomore years, students are encouraged to take many of the state-required courses. During the junior and senior years, students are generally able to take courses that meet many of their own individual interests. Students, along with their parents, are encouraged to become familiar with the entire curriculum. It is important that students fulfill state requirements but also take courses of individual interest.

Students receive units based on successful completion of courses. These units determine eligibility for a high school diploma. Students are classified by grade level according to the number of units earned after being in high school a year:

9<sup>th</sup> grade – successful completion of the 8<sup>th</sup> grade.

10<sup>th</sup> grade – 5 credits, including English I and one math.

11<sup>th</sup> grade – 11 credits, including English I, II, two math credits and one science credit.

12<sup>th</sup> grade – 17 credits, including English I, II, III, three math credits and two science credits.

**Failure to successfully complete Math and/or English will result in the student being classified at the current grade level.**

**REGISTRATION** – Students and parents are encouraged to make a careful study of the entire curriculum of studies offered in grades 9-12 prior to the selection of courses for respective grades. It is advisable to decide on a program of study at the beginning of ninth grade and to continue that course work through high school. Students should try to find a program of study which will not only be interesting, but also will prepare them for a field which they desire to pursue in later years.

**SCHEDULE CHANGES** - Guidance is unable to grant requests for course changes in the fall because classes are created and teachers allocated based on student requests from spring registration. We ask that requests for changes be submitted in early spring. Once class sections are set and teachers assigned in the master schedule, change requests are denied. Never should a student's schedule be changed by a student and/or teacher except by working through the counselors or principal.

**WITHDRAWAL FROM COURSES** - The State requires a set number of instructional hours per class. Drops/adds after the school year has begun makes it impossible to get the required hours for credit. Courses dropped after the attendance days listed below will be recorded as W/F (withdrawn failing) and will count in computing the grade point ratio as a course attempted with quality points earned.

**Penalty dates for withdrawals are as follows:**

**Year course - 10 days after course begins**

**Semester - 5 days after course begins**

**PROGRESS REPORTS** - Midterm progress reports are notification of satisfactory and unsatisfactory progress at the middle of the nine weeks. All students will receive progress reports each quarter. Dates Progress Reports will be issued in 2009-2010:

1<sup>st</sup> quarter - September 21

2<sup>nd</sup> quarter - November 24

3<sup>rd</sup> quarter - February 19

4<sup>th</sup> quarter - April 30

**REPORT CARDS** - Report cards are distributed to students at the end of each nine-week grading period. Final report cards are mailed to parents unless the student has an obligation. Dates Report Cards will be issued in 2009-2010:

1<sup>st</sup> quarter - October 29

2<sup>nd</sup> quarter - January 21

3<sup>rd</sup> quarter - April 7

4<sup>th</sup> quarter - June 7

**EXAMS** - All students will take 1<sup>st</sup> and 2<sup>nd</sup> semester exams in all courses where there is no state end-of-course test (EOC) requirement. Exams in these classes will count as 20% of the semester grade. All students will take 1<sup>st</sup> semester exams, including those classes where there is a state EOC test requirement, and the exams will count as 20% of the 1<sup>st</sup> semester grade. The state EOC test for these classes will count as 20% of the final grade. A teacher may elect to base the student's exam grade on a written exam, exhibition, or portfolio. These types of exams must be cumulative and cover at least a semester's work.

**GRADING SYSTEM** - The grading system, as well as the method for computing semester and final grades, will be the same throughout the district and is as follows:

A - 93-100

D - 70-76

B - 85-92

F - 63-69 Partial GPR point credit

C - 77-84

F - below 62 No GPR point credit

Grade point ratio and rank in class shall be determined at the end of the student's sixth and seventh semester. Total quality points will be calculated using the S.C. uniform grading scale. Grade point ratio shall be calculated by the following formula:

$$\text{Grade point ratio} = \frac{\text{Total Quality Points}}{\text{Total Units Attempted}}$$

Final grades are determined as shown below:

No End-of-Course Exam

1 <sup>st</sup> Quarter	40%		
2 <sup>nd</sup> Quarter	40%	1 <sup>st</sup> Semester	50%
1 <sup>st</sup> Semester Exam	20%		
3 <sup>rd</sup> Quarter	40%		
4 <sup>th</sup> Quarter	40%	2 <sup>nd</sup> Semester	50%
2 <sup>nd</sup> Semester Exam	20%		
		Final Grade	100%

With End-of-Course and 1<sup>st</sup> Semester Exam:

1 <sup>st</sup> quarter	40%		
2 <sup>nd</sup> quarter	40%	1 <sup>st</sup> Semester	40%
First Semester Exam	20%		
3 <sup>rd</sup> quarter	50%		
4 <sup>th</sup> quarter	50%	2 <sup>nd</sup> Semester	40%
End-of-Course Exam	20%		
		Final Grade	100%

**REQUIREMENTS FOR A GRADUATION** -- It is the responsibility of each student to see that all requirements for graduation are met. A student has not officially graduated until a diploma is awarded. Students are required to earn 24 prescribed units in order to graduate. In addition to the unit requirements, students must pass the South Carolina Exit Exam and must be declared keyboarding proficient. Guidance counselors are available to answer questions and provide information. Please notice the specific requirements on the diploma chart below.

SUBJECT	UNITS REQUIRED FOR GRADUATION
English/Language Arts	4
Mathematics	4
Science	3
U.S. History	1
U.S. Government	.5
Economics	.5
Other Social Studies	1

Physical Education or JROTC	1
Computer Science	1
Foreign Language or Occupational Education	0*
Electives	8
TOTAL	24 and Exit Exam

1. \*Students in a college preparatory program must earn two units in foreign language. Four-year colleges/universities require at least two, and sometimes more, units of the same foreign language.
2. Students wishing to graduate with an academic honors diploma must complete a college preparatory program of study with a B or better in all courses taken including honors and AP levels (a C in an honors course will not be considered a B). In addition, students must achieve either a score of 650 on the SAT verbal or a score of 700 on the SAT math, or an ACT score of 30 on English or 33 on math.

**Magnet Distinction Requirements:**

English	4 units
Mathematics	5 units
Science and Technology*+	7 units
U. S. History	1 unit
U. S. Government and Economics	1 unit
World History (or other Social Studies)	1 unit
Physical Education	1 unit
Foreign Language	3 units
Creative Arts	1 unit
Total	24 units

Students must also complete a Senior Project in mathematics, science or technology.

\*The science and technology units must include a unit in Biology, Chemistry and Physics, as well as a minimum of half a unit in computer programming. Programming classes include HTML/Internet Research, Visual Basic, Computer Science Using C++, AP Computer Science A and AP Computer Science AB.

+Mathematics units and Science and Technology units must both include at least one course on the AP level. AP Computer Science A or AP Computer Science AB may count in either Mathematics or Science and Technology area.

**Additional Notes:**

- Math for the Technology I-IV will not count as units in the Mathematics category.

- Likewise, Physics for the Technologies, Chemistry for the Technologies and Applied Biology I will not count in the Science and Technology categories.
- All Business classes above the Keyboarding/Word Processing level will count in the Science and Technology category.
- If the Senior Project class is eliminated in any academic year, then the Senior Project requirement for magnet distinction will be waived for that year only.
- Creative Arts will include classes in the following areas: Band, Strings, Art, Drama, Chorus, Speech and Debate, Newspaper, Yearbook, and Broadcast Journalism.
- Students may meet the Creative Arts requirement outside of school by submitting a request detailing the creative endeavor to the Magnet Steering Committee for approval. Although students will not receive a unit for the creative arts requirement met outside of school, 24 units are still required for graduation.

## STUDENT CALENDAR 2009-2010

First Day	August 19
Labor Day (Holiday)	September 7
MAP Testing	September 1-29
1 <sup>st</sup> Quarter Progress Report	September 21
End 1 <sup>st</sup> Quarter	October 23
Teacher Workday (No students)	October 15-16
HSAP Testing	October 20-22
1 <sup>st</sup> Quarter Report Card	October 29
Thanksgiving Break (Holiday)	November 25-27
2 <sup>nd</sup> Quarter Progress Report	November 24
Winter Break (Holiday)	December 21-January 1
Semester Exams	January 12-15
End 2 <sup>nd</sup> Quarter	January 15
Martin Luther King Day (Holiday)	January 18
Teacher Workday (No students)	January 19
2 <sup>nd</sup> Quarter Report Card	January 21
Presidents' Day (Holiday)	February 15
3 <sup>rd</sup> Quarter Progress Report	February 19
MAP Testing	March 15-April 16
End 3 <sup>rd</sup> Quarter	March 22
Spring Break (Holiday)	March 29-April 2
Snow Makeup Day #2	April 5
3 <sup>rd</sup> Quarter Report Card	April 7
HSAP Testing	April 20-22
4 <sup>th</sup> Quarter Progress Report	April 30
AP Testing	May 3-7 & 10-14
EOC Testing	May 17-21 & 24-27
Teacher Workday (No students)	May 31
Snow Makeup Day #1	May 28
Semester Exams (Full Day)	May 27
Semester Exams (Half Day)	June 1-3
Graduation Ceremonies	June 2-3
End 4 <sup>th</sup> Quarter	June 3
Last Day for Students	June 3
Snow Makeup Day #3	June 4
4 <sup>th</sup> Quarter Report Card	June 7