



TRAVELERS REST HIGH SCHOOL

STUDENT HANDBOOK

Louis E. Lively, Jr.
PRINCIPAL

301 North Main Street
Travelers Rest, SC
29690
864-355-0000

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Principal's Message

The purpose of this Student Handbook is to make students and parents aware of expectations and give students guidance in how to find the proper method to address concerns and needs.

Welcome back to school for a great year at Travelers Rest High School. As we start this school year, each of us should follow three simple rules: 1) Do What Is Right, 2) Do Your Best, and 3) Treat Others As You Would Like To Be Treated. If we will follow these rules, we will have few problems.

I appreciate your efforts and hard work to keep our TRHS spirit and traditions alive and strong. Remember that the opportunities to become involved in our school are numerous - take advantage of them and be an important part of our school. I hope you have an outstanding year!

Sincerely,

Lou Lavelly
Principal

Daily Bell Schedule

**8:45 – 10:19 1st block
w/announcements**

10:24 – 11:56 2nd block

**11:56 – 12:30 1st lunch (100
Classrooms and FA Hall)**

12:35 – 2:08 3rd Block

12:01 – 12:46 3rd Block (A)

**12:46 – 1:16 2nd lunch (200
Classrooms)**

1:21 – 2:08 3rd Block (B)

12:01-1:33 3rd Block

**1:33-2:08 3rd Lunch (000 classrooms,
PE, Ag Hall)**

**2:13 – 3:45 4th block w/
announcements**

Connections Bell Schedule

8:45 – 10:10 1st block

w/announcements

10:15 – 11:40 2nd block

11:45-12:10 Connections

12:10 – 12:45 1st lunch

12:50 – 2:15 3rd block

12:15 – 1:00 3rd block (A)

1:00 – 1:30 2nd lunch

1:35 – 2:15 3rd block (B)

12:15-1:40 3rd Block

1:40-2:15 3rd Lunch

2:20 – 3:45 4th block w/

announcements

Pep Rally Bell Schedule

**8:45 – 10:10 1st block
w/announcements**

10:15 – 11:40 2nd block

**11:40 – 12:15 1st lunch
12:20 – 1:45 3rd block**

**11:45 – 12:30 3rd block (A)
12:30 – 1:00 2nd lunch
1:05 – 1:45 3rd block (B)**

**11:45-1:10 3rd Block
1:10-1:45 3rd Lunch**

**1:50 – 3:15 4th block w/
announcements**

3:15-3:45 Pep Rally

ATTENDANCE REGULATIONS - In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, hours of valuable instruction and opportunities for learning are missed. All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their 17th birthday. If parents choose not to send their children to kindergarten, they must sign a waiver which may be obtained at the local school.

- I. The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course as well as meet all minimum requirements for each course. Accrued student absences may not exceed five (5) days per class per semester. Any absence in excess of five (5) days may cause the student to lose credit for the semester.
- II. Because 170 days are the minimum required by the state, the first ten (10) absences for yearly courses and/or five (5) absences per semester course may be lawful, unlawful, or a combination. All absences beginning with the eleventh (11th) must be lawful and will be excused if they fall within the following guidelines.
 - A. Lawful Absences
 1. Personal illness* of a child verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
 2. Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
 3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
 4. Absences for extreme hardships approved by the principal. Such approval should be prearranged when possible.
*Including doctor's appointments.
 - B. Unlawful Absences – 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 and will not be excused.
 - C. Work may not be made up for any unexcused absence including OSS.

CELL PHONES, PAGING DEVICES, TELECOMMUNICATIONS DEVICES, MP3's, AND IPODS

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

Students who choose to bring cell phones, paging devices, telecommunications devices, MP3's, and/or iPods to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use or have turned on a cell phone, paging device, telecommunications device, MP3, and/or iPod without the prior permission of the principal as set forth below. "Turned on" includes a cell phone or other telecommunications device as listed above that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a cell phone, paging device, and/or telecommunications device, if the student is an active member of an emergency service organization, needs the cell phone, paging device, and/or telecommunications device for a legitimate medical reason or otherwise needs the cell phone, paging device, and/or telecommunications device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee. **Neither the school nor the district will be responsible for any lost, stolen, or damaged cell phone, paging device, telecommunications device, MP3, and/or iPod brought on the school property.**

A person who finds a student in possession or use of a cell phone, paging device, telecommunications device, MP3, and/or iPod in violation of this policy must report the student to the school administration. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of cell phones, paging devices, telecommunications device, MP3's, and/or iPod is subject to discipline as follows.

Refusal to relinquish a cell phone, paging device, telecommunications device, MP3, and/or iPod will result in the student being suspended.

Violations involving a "loaned" cell phone, paging device, telecommunications device, MP3, and/or iPod will result in the policy being applied to both students.

First offense – confiscation of the cell phone, paging device, telecommunications device, MP3, and/or iPod and after a conference held the next school day with the parent/legal guardian, the cell phone, paging device, telecommunications device, MP3, and/or iPod will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement

acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

Second offense – confiscation of cell phone, paging device, telecommunications device, MP3, and/or iPod and after a conference with the parent/legal guardian, the cell phone, paging device, telecommunications device, MP3, and/or iPod will be returned to the parent/legal guardian 30 calendar days after the confiscation.

Third offense – confiscation of the cell phone, paging device, telecommunications device, MP3, and/or iPod or other telecommunication device as listed above and after a conference with the parent/legal guardian, the cell phone, paging device, telecommunications device, MP3, and/or iPod will be returned to the parent/legal guardian 60 calendar days after the confiscation.

EARLY DISMISSALS - In order for a student to be dismissed from school early, the student should bring a **written note from the parent to the attendance office prior to 8:45 AM**. Parent notes must contain the reason for dismissal, and the student's last name, time for dismissal, parent signature, and telephone number(s) where a parent can be reached. An early dismissal slip will be written and the student should come by the attendance office during class change to pick up the slip. This slip authorizes the student to leave class at the designated time. The note will be coded by the office according to the guidelines governing absences. Although parent notes will be honored, early dismissals will be classified as excused or unexcused. **Work may not be made up on unexcused dismissals**. Classes missed during early dismissals count against the maximum number of days allowable. **No early dismissals after 3:00 pm**.

EMERGENCY DRILLS - Emergency drills are a serious matter. Make sure that you are familiar with the fire drill instructions posted near the door in each classroom. 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.

EMERGENCY EVACUATION PROCEDURES - A 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 of these procedures. Students should be aware of this procedure and know how to evacuate the building in case of an emergency.

EXAMINATION POLICY - Examinations are considered an important part of the educational program and will be used to provide a valuable learning experience. TRHS follows district policy on final exams. Make-ups will be given for medical or emergency excuses only. Exams are scheduled at the end of courses.

1. Exams will be administered to all students in all subjects once each semester. All teachers will give exams to all students.

2. No exams are to be given early without the principal's approval.
3. Exams will be limited to two (2) per day and will be two (2) hours in length.
4. The exam will count 20% of the semester course grade.

FIELD TRIPS/MAKEUP WORK - A field trip that is approved according to school procedures is counted as an excused absence from class. A student should be passing all subjects in order to miss school for a field trip. The student who misses a class for a field trip must make up all class work missed within two (2) days.

GRADING AND REPORT CARDS - High school students will receive a numeric grade for each course and category of the course will determine the quality points earned for each subject. College Prep and Tech Prep courses earn the base weight. Honors, dual credit, pre-IB, advanced placement, and IB courses have higher values. A grade of 61 or below for any high school course will result in earning zero quality points. A grade of 69 or below will result in earning zero units of credit.

Students and parents need to choose courses carefully. Students who withdraw from a course after five days will receive a grade of 61 and zero quality points. The F with its accompanying zero quality points will be included in the students' grade point ratio (GPR).

If a student earns a D or F in a course, the course may be retaken no later than the next academic year. Both grades will be calculated into the student's GPR.

Grading Schedule

State 2000

A	93-100
B	85-92
C	77-84
D	70-76
F	62-69
F	61 or below

(No GPR point credit)

GUIDANCE DEPARTMENT - Guidance counselors are professionals trained to assist parents and students in scheduling and career choices. Counselors do personal, academic, and career counseling in a variety of ways – individually, in small groups, and in whole classrooms when possible.

Counselors are responsible for the following:

1. Referral to and coordination with community service organizations.
2. Helping determine types of diplomas
3. Information distribution on courses, testing, registration, colleges, financial aid, etc.

4. Helping with SAT, ACT, and PSAT registration
5. College scholarship and financial aid counseling
6. Record services for graduates and seniors applying for college as well as permanent record keeping for all students.
7. Determine eligibility for graduation
8. Coordinating teacher and parent conferences
9. Student orientation and registration
10. Career testing and advisement
11. Assisting with student scheduling and course registration
12. Counseling with teachers concerning students who need assistance
13. **Handling schedule changes – no changes may be made after the fifth day of class. See guidance counselors for exact procedure.**

Counselors encourage students and parents to take advantage of the services the guidance department offers. Parents may contact counselors by calling the school and setting up an appointment. Students can go by the guidance office and request to see a counselor or ask one of their teachers to help coordinate a visit to a counselor. Students who report to the Guidance Office must sign in. If a counselor is not available, the student will be sent for at a convenient time. Correctly signed passes are required. Any student who has a change of address during the school year should report the new address to the guidance office immediately. A senior may miss two (2) school days to visit a college or university; however, the visit should be prearranged with the principal. If you need guidance to send a copy of your transcript to any school or college, a request must be made in guidance. You are entitled to have one final transcript sent at no cost. All other final transcripts will be \$3.00 each, payable to guidance at the time of the request. The student and his/her parents have a federal statutory right to review and inspect all official records, files, and data directly related to the student. If a student and parent desire to inspect or review the student's record, then the records should be made available to them within a reasonable period of time. Upon inspection and review, should a parent believe that the information contained in the cumulative folder is inaccurate, misleading, or otherwise in violation of the privacy or other right of his/her child, the parent is to be provided a hearing to challenge such information if he/she so desires.

GRADUATION REQUIREMENTS

ENGLISH.....	4 UNITS
MATH.....	4 UNITS
SOCIAL STUDIES	
U.S. History.....	1 UNIT
American Government.....	1/2 UNIT
Economics.....	1/2 UNIT
Other Social Studies.....	1 UNIT
SCIENCE.....	3 UNITS

PHYSICAL EDUCATION.....	1 UNIT
COMPUTER SCIENCE.....	1 UNIT
ELECTIVES.....	7 UNITS
OCCUPATIONAL SPECIALTY OR FOREIGN LANGUAGE.....	1 UNIT
TOTAL	24 UNITS

EXIT EXAM

All students who are in a tenth grade homeroom are required to take the South Carolina high school exit examination. Students who fail any subtest must retake the test in the eleventh grade, and if they continue to fail again, be enrolled in a remedial program and retake the test in the twelfth grade. Students must pass the exit examination in order to receive a South Carolina high school diploma.

PROMOTION REQUIREMENTS

To be promoted to the 10th grade – English I, Math, and 3 other units = 5 units

To be promoted to the 11th grade – English I and II, 2 Math , 1 Science, 6 other units = 11 units

To be promoted to the 12th grade – English I, II, & III, 3 Math, 2 Sciences, 9 other units = 17 units

HEALTH ROOM - Any student who becomes ill at school should report to the health room with a pass from a teacher. If it becomes necessary to leave school, the nurse will contact parents to coordinate arrangements for dismissal.

Medication – The health room does not give out medication at school. If there is a need for a student to take medication at school he/she may do so if the medication is brought to the health room with a signed permission form from a parent as well as a physician’s authorization. These forms may be obtained in the health room. Parents must bring prescription medicine to the health room. The school nurse coordinates health services. The nurse is available on a daily basis to see students about health related problems, first aid, or health emergencies. The nurse also checks health records, classifies and assigns students who need special consideration, and supervises health tests. The nurse’s services are not to take the place of a family doctor, and under no circumstances will medication be dispensed without parental permission. It is the student’s responsibility to contact the school nurse to update the student’s records when there is a change.

HONOR GRADUATES - Honor graduates will be named at the end of the seventh semester. Any student who has an overall 4.2 or higher will be designated as an honor graduate.

IDENTIFICATION CARDS - All students will be required to have a Travelers Rest High School Identification Card on their person at all times when on campus. **Students are required to present their ID card to any faculty or staff member upon request without comment or argument.** Students who

fail to carry their ID card or refuse to present it to any faculty or staff member will be subject to disciplinary action as prescribed in the discipline plan. The initial card will be provided to the student at no cost. Replacement cards will be \$5.00.

INSURANCE - Any 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 to the nurse. A student accident report will be completed. All students are urged to take the school accident insurance protection plan offered at the beginning of the year. All participants of high school athletic programs are required to purchase athlete insurance through the school. Students will not be able to participate or become a member of any team without this coverage. Because this policy is mandatory, it covers only injuries received during practice for or participation in a high school sport. The school time policy or the 24-hour plan is available. Both are optional. Be aware that most field trips require that you have insurance and in some instances it is required that school insurance has been acquired.

LOCKERS - Lockers will be assigned to students, and students may not trade lockers once lockers are assigned and the combination is known by the student. The locker is only as safe as you keep it, so keep the combination to yourself. Keep the locker locked at all times. The administration reserves the right to search a student's locker when a search is deemed necessary.

LOITERING - The school will not permit any loitering on campus. The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call in the police and swear out warrants. The authority for such is Article 5, 16-551 of the South Carolina Code of Laws "Disturbing School". It shall be unlawful:

1. For any person willfully or unnecessarily:
 - a. To interfere with or disturb in any way or in any place the students or teachers of any school or college in this state
 - b. To loiter about school or college premises, or
 - c. To act in an obnoxious manner thereon: or
2. For any person to:
 - a. Enter upon any such school or college premises or
 - b. Loiter around the premises, except on business, without permission of the principal or person in charge.

Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than ten dollars or more than one hundred dollars or be imprisoned in the county jail for not less than ten days or more than thirty days.

LOST BOOKS - Once books have been issued, they become the responsibility of each student to protect and maintain them. If damage or loss occurs, the student is expected to pay for the damage or loss and for replacement. Any

student that finds an item which he/she feels may be lost, should take it to the Assistant Principal's office. The items may be reclaimed upon proper identification before or after school.

LUNCHROOM PROGRAM AND PROCEDURES - Students are reminded that we have a closed campus policy and that students are not allowed to leave campus for lunch.

1. All students who purchase a tray lunch must eat in the cafeteria, throw the appropriate items in the trash, and clear their places of all paper and drink cans. Any students caught in violation of this policy should expect to be assigned work detail in the lunchroom.
2. Any student who breaks in line will be moved to the back of the line. Students are not to "hold" spaces for other students in line. Repeated offenses will result in a referral to the office.
3. Students are not to be visited by friends or relatives during the lunch shift.
4. Students are not to have food delivered to the school by anyone.
5. No student shall be dismissed during lunch. Only in emergency situations shall students be allowed to leave and return during lunch.
6. During lunch students are restricted to the following areas: the cafeteria and the courtyard area.
7. Meal Prices – Breakfast \$1.00, Lunch \$2.00.

The following statement is required by district policy: "Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations 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 from your local school Cafeteria Manager."

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 Travelers Rest 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.

PROFANITY FREE ZONE - Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property,

attending a school-sponsored or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

SCHOOL BUS REGULATIONS - To ensure the safety of students who ride school buses, The School District of Greenville County has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences which will ensue if these rules are not followed. Principals, bus supervisors, and drivers have formulated these rules and consequences and will communicate them to students. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, smoking, any action which endangers the safety of the driver and other students, or damaging the bus. The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal. If a student damages a school bus, he/she will be charged the assessed rate as set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution has been made. The principal may set up a payment plan for students who do not have the entire amount. Total restitution must be made or the bus privilege will be lost.

SEX AND HANDICAP DISCRIMINATION - 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 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 should be used. Student grievance procedures are set forth in District Rule JCE, and Employee grievance procedures are available in any principal's office.

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. If you break "acceptable use" rules, 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.

- **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 DRESS AND APPEARANCE – Greenville County School District/Travelers Rest High School students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the district and school to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.

Greenville County School district/Travelers Rest High School establishes the following requirements for school dress code policies for students:

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

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student’s dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District’s Behavior Code.

STUDENT MESSAGES AND TELEPHONE - Only messages of an emergency nature will be given to students’ and those only from a parent or guardian. Please make arrangements as often as possible before school. State law limits classroom interruptions. We can only call students to the office at the end of the day. The phones in the office are not for student use.

STUDENT PARKING AND DRIVING – All debts to the school must be cleared before parking permits will be sold to any student. All vehicles must be registered in the office and a sticker will be used to designate official registration. Unregistered vehicles are subject to be towed away. The cost of registration is \$10.00. Students must register each car that may be used on campus. **TEMPORARY PERMITS** are available to cover emergency

situations. Students should park their cars in the student parking area immediately upon arriving at school, taking all needed materials for the school day with them. **Students must leave the parking area immediately!** In no case should a student be in the parking lot during the school day without permission from the office. (Students are reminded to roll up the windows and lock the doors of their cars.) The school makes every effort to protect the cars and other property of students; however, **the school is NOT responsible for thefts and other vandalism to student cars and property.** In no case should a vehicle be driven in a reckless manner while on the school grounds. In no case should a vehicle be driven faster than five miles per hour in the student parking lot: in many cases this is too fast. Violations can result in the loss of the parking privilege in the student parking area. Parking stickers are to be placed on the back of the rear view mirror (facing windshield) in plain view. Do not place stickers on the visor or on the glass. Students attempting to alter an underclass sticker to look like a senior sticker will have to appear before the administration to determine if driving privileges will be revoked for the semester or the year. Improperly parked vehicles will be ticketed by the administration. The following fines will be assessed:

1 st offense	\$ 5.00
2 nd offense	\$10.00
3 rd offense	Suspension of driving privileges for remainder of year

Students have one week to pay their fine or their driving privileges will be suspended. 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. All contents of vehicles driven onto and/or parked on school premises are considered to be in the possession of the student. School district policy requires that any student in possession of drugs or weapons, including weapons or drugs contained in a student's vehicle, will be recommended for expulsion.

STUDENT RIGHTS AND RESPONSIBILITIES – To view the policy of The School District of Greenville County visit <http://www.boarddocs.com/sc/greenville/Board.nsf/Public?OpenFrameSet> for Policy JCA Students Right and Responsibilities: Civil Rights of Minors.

VISITORS - Parents and community members are always welcome. All visitors are required to come to the front office and present a picture ID. Unauthorized visitors on campus are subject to trespassing charges. If a strange person is observed in school, notify the administration immediately. Former students and any other visitors will not interrupt classes, take teachers away from class instruction, or interfere with the normal work day of teachers. Former students and visitors may see teachers after 3:45 PM. NO visitors passes will be issued on testing days or immediately prior to holidays. Shadowing students or visits to

observe student life at Travelers Rest High School will be permitted on a case by case basis as approved by the principal. Appointments can be made in the front office.

WITHDRAWALS AND TRANSFERS - Any student who finds it necessary to withdraw from school or transfer must notify the counselors and secure a withdrawal form. This form must be completed in its entirety before a student can be properly released. All debts must be paid, all books must be turned in, along with the lock for students lockers. Permanent record information will not be sent to any school or agency until all matters are cleared.

YEARBOOK SALES - Yearbooks will be sold directly to the students by Jostens. Students will receive notices in the mail or can order directly online at anytime. The final time to order will be in January.

Travelers Rest High School Guidelines for Discipline

1. Detentions - Students are required to serve all detentions assigned by teachers or administration. All detentions will be assigned at least 24 hours in advance for planning purposes. Students with hardship circumstances confirmed with a parent will be assigned Saturday detention in place of after school detention. Students who fail to report for after school or Saturday detention will be assigned OSS for up to 3 days and will be required to serve a make up detention. Repeated detention violations will result in disciplinary probation.

Detention Schedules-

Lunch - Students will report to detention within 5 minutes of dismissal from class.

After school - 3:50 to 4:50 Tuesday and Thursday

2. Suspensions - Suspensions will be assigned for serious disciplinary infractions. Administrators will contact parents and afford due process as to the reasons for the suspension and the length of the suspension. Suspensions include In School Suspension (ISS) and Out of School Suspension (OSS). ISS is considered a normal school day and all assignments must be completed as assigned. Work not completed will be subject to the teachers late work policy. Students failing to report for ISS will be given OSS and will serve the ISS assignment upon returning to school..

3. Appeals Process - All appeals of disciplinary actions are to be made to the principal. Upon request for an appeal, the principal will investigate the facts concerning the incident and the initial administrative action. The principal will attempt to render a decision based on the investigation of the facts within 24 hours.

4. Disciplinary Probation - Students will be placed on disciplinary probation according to the discipline plan, for other serious offenses, and/or when the student accumulates fifteen discipline referrals. Disciplinary probation is a serious consequence that indicates that the student will be recommended for

expulsion upon receiving another disciplinary referral. A parent conference will be held when a student is placed on disciplinary probation

The following discipline rubric is designed as a guideline for disciplinary infractions and consequences. In most cases, this rubric will be adhered to exclusively. The administration of Travelers Rest High School reserves the right to deviate from and/or alter this rubric given the unique circumstances related to the individuals involved in a specific incident. In all cases, students will be afforded their due process protections and discipline will be administered in accordance with school district policy.

**Travelers Rest High School
Guidelines for Discipline**

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Subs. Off.
Arson/Burglary Theft/ Vandalism	Restitution TDB by Admin, Notify SRO, Probation					
Bus Offenses	Det, ISS,OSS, Bus Susp. TBD by Admin					
Cell Phone, Paging Device, Telecommunica- tions Device, MP3, iPod	Confiscation, Returned to Parent at Conference on following school day after confiscation	Confiscation, to be returned to parent after 30 days and parent conference	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation
Cell Phone, Paging Device, Telecommunica- tions Device, MP3, iPod ("Loaned Device") Discipline will be applied to both students involved	Confiscation, Returned to Parent at Conference on following school day after confiscation	Confiscation, to be returned to parent after 30 days and parent conference	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation	Confisca- tion, to be returned to parent after 60 days and parent conference Disciplinary probation and expulsion recommen- dation
Cell Phone, Paging Device, Telecommunica- tions Device, MP3, iPod (Refusal to Relinquish)	5 Days OSS	10 Days OSS Disciplinary Probation	Expulsion Recommen- dation			
Cheating	Parent Call, Loss of credit for assessment					

**Travelers Rest High School
Guidelines for Discipline**

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Subs. Off.
Class/Campus – Unauthorized Exit	OSS 1 Day	OSS 3Days and Probation				
Class Disruption	Teacher Warning and Parent Call	After School Detention	ISS and Parent Conf.	OSS	OSS and Probation	
Computer Violation	Detention	ISS	OSS	Arrest	TBD by Admin	
Cutting Class	Parent Conf and ISS	ISS 3 Days	OSS	OSS and Probation		
Disrespect/ Rudeness to Staff/Faculty	Parent Conf. and ISS/OSS	OSS 1 Day	OSS 3 Days and Probation			
Dress Code Violation	Parent Call/ Change Clothes (Students will wait in ISS for change of clothes in all cases)	Parent Call/ Change Clothes and Admin Lunch Detention	Parent Call, Change Clothes, and After School Detention	Parent Call, Change Clothes, and ISS	Parent Call, Change Clothes, and ISS 2 Days	OSS and Probation
Failure to obey Teacher/Staff	Parent Conf and ISS/OSS	OSS	OSS and Probation			
Failure to report to Office w/Referral	OSS 1 Day	OSS 2 Days and Probation				
False Information to Admin.	Det/ISS/OSS as Determined by Admin					
Fighting	OSS 3 Days and Arrest	OSS 5 days, Prob and Arrest				
Food in Class Rooms	Warning	Warning and parent Contact	Teacher Detention and Parent Contact	Admin. Lunch Det. And Parent Contact	After School Det. And Parent Contact	OSS and Disc. Probation
Forgery	ISS and Parent Conf.	OSS	OSS and Probation			
ID Not in Possession (forgot ID)	Warning	After School Det.	ISS and Parent Conf.	OSS 1 Day	OSS 3 Days and Probation	
ID-Refusal to Present upon Request	OSS 2 Days	OSS 4 Days and Disc Prob.				
Inappropriate Display of Affection	Warning	Parent Call and Refer to Guidance	Par. Conf. w/Admin & Guidnc	Admin Lunch Det.	After School Det.	ISS
Inciting a Fight	OSS 1 Day	OSS 3 Days	OSS 5 Days & Prob.			
Intimidation, Harrassment, Bullying	OSS to be Determined by Admin.,	OSS TBD by Admin & Disc. Prob.				
Off Limits Area	After School Detention and Parent Contact	ISS and Parent Conf.	OSS 1 Day	OSS 3 Days and Probation		

**Travelers Rest High School
Guidelines for Discipline**

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Subs. Off.
Parking Violation	\$5 Fine	\$10 Fine	Loss of Parking Privilege for 1 Wk.	Loss of Parking Privilege for 2 Wks.	Loss of Parking Privilege for Year	
Playing Cards	Warning	Warning and parent Contact	Admin. Lunch Detention and Parent Contact	After School Det. And Parent Contact	After School Det. And Parent Contact	ISS and Disciplinary Probation
Profanity/ Obscene Gesture	Admin. Lunch Det.	Parent Call & After Schl Det	Parent Conf. and ISS	Parent call & ISS 3 Days	OSS and Disc. Probation	
Profanity/ Obscene Gesture to Staff	OSS TBD by Admin.	OSS 5 Days and Probation				
Propping Open Door/Unauthorized Entry	5 days OSS	5 days OSS and Probation	Recommendation for Expulsion			
Tardies	Teacher Warning	Teacher Warning	Teacher Warning and Parent Call	After School Det.and Parent Contact	ISS and Parent Contact	OSS and Disciplinary Probation
Tobacco (Poss. and/or Consumption)	1 day OSS and Parent Contact	3 days OSS	5 days OSS and Probation			
Weapons/Drugs	Rec. Expulsion					

Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.

ATHLETICS AT TRAVELERS REST HIGH SCHOOL

It is an honor and privilege to participate on any athletic team at Travelers Rest High School. The following overview should acquaint all prospective and active student-athletes and parents with the academic requirements, attendance policies and other requirements as set forth by the State of South Carolina and the South Carolina High School League (the governing agency for high school athletics in the state), and the policies governing student-athletes on the local level. Students and parents should make themselves familiar with the below information. Should one desire, complete access to the full Handbook of rules of the SCHSL and a wealth of other information (including playoff brackets) can be viewed at www.schsl.org. Travelers Rest athletic schedules and results can be accessed by visiting the school's website, www.greenville.k12.sc.us/trest.

SPECTATOR CODE OF CONDUCT - Teams shall be supported with enthusiasm and dedication, for strong spectator support is a vital part of the high school competition experience. We expect good sportsmanship from players and coaches, and they have a right to expect the same from spectators and fans.

Therefore, we urge students, alumni, and friends to cheer their teams to victory while upholding these same ideals that our school has nurtured during the long history of Travelers Rest High School. Our spectators should be courteous, careful in choice of expression, and mannerly to all others. The scoreboard will reflect the quality of the teams in competition. The kind of support given by the spectators will showcase the character of our school's fans.

EXPECTATIONS OF THE ATHLETES - Student-athletes at Travelers Rest High School have a duty and responsibility to:

1. Achieve maximum academic performance in all of their classes
2. Follow all the rules established for their sport by the coach, the athletic department, The School District of Greenville County, and the South Carolina High School League.
3. Make a full commitment to their team and teammates as evidenced by:
 - Hard work
 - Cooperation and conscientious practice and play
 - Mental and physical preparedness
 - Regular attendance at practices and games
 - Positive, productive attitude
 - Display the highest level of sportsmanship at all times
 - Dedication to academic achievement
4. Serve as a role model for the student body and within the community.

ACADEMIC REQUIREMENTS

First Semester Eligibility – *To be eligible 1st semester, a student must:*

1. Have passed at least 2 courses the previous (2nd) semester.
2. Have passed a total of 5 full-unit courses the previous school year.
3. Maintain an overall passing average (1.0 GPA or a 70 numeric average).

Second Semester Eligibility – *To be eligible 2nd semester, a student must:*

1. If eligible first semester, must pass two (2) full unit courses (or 4 half-unit).
2. If not eligible first semester, must pass 2-1/2 units (or 5 half-unit).
3. Maintain an overall passing average (1.0 GPA or a 70 numeric average).

Note: Once an athlete becomes ineligible, that athlete will remain ineligible during that sport season.

REQUIRED FORMS

1. State certified birth certificate (one time only)
2. Physical examination (each year)
3. Parental permission (each year)
4. Insurance information and fee (each year)

Exception: While items 2, 3, and 4 are required before participation of any nature (practice or game), item 1 is required before active competition.

PARTICIPATION - An athlete is encouraged to participate in more than one sport. Participation in a sport shall not hinder the athlete's chance of participating in another sport.

An athlete who quits or is removed from a sport will become ineligible for any other sport until the end of the original sport's season. For instance, a player who quits a fall sport shall not be allowed to participate in any way in a winter sport until the fall season for the original team has ended. During the same season, a student-athlete may not quit or be removed (disciplinary reason) from one sport and participate on another team. Example: A player who quits or is removed from a fall sport may not participate on another fall sports team. A student-athlete may participate on two different Travelers Rest High School teams during the same season only with the mutual consent of the two coaches involved. If mutual consent is not given, then the student-athlete must choose the one sport in which he/she wishes to participate.

COLLEGE-BOUND STUDENT-ATHLETES - For students wishing to play athletics on the college level at an NCAA institution, he/she must meet the following standards (Subject to change by the NCAA. See your guidance counselor for full details):

1. Graduate from high school
2. Earn a minimum grade point average (GPA) of 2.0 on a 4.0 scale in the following 13 core courses:
 - 4 Units of English
 - 2 Units of Mathematics above Algebra I (Algebra II, Geometry, etc.)
 - 2 Units of Social Studies
 - 2 Units of Natural or Physical Science (one must be a lab class)
 - 3 Units of additional courses in the four areas noted above or Foreign Language
 - 1 other Unit in Math, Science, or English
3. Earn a minimum of 820 on the SAT (or 17 composite on the ACT) and a 2.5 GPA **OR** an 1010 on the SAT and a 2.0 GPA.

For a full set of NCAA rules and standards for the college admission, visit the NCAA website at www.ncaa.org.

GOOD ADVICE FOR COLLEGE-BOUND STUDENT-ATHLETES

- Visit www.ncaa.org for valuable information on this subject.
- Enroll in core courses (defined above) that are challenging.
- Take the PSAT in the fall of your sophomore year.
- Maintain a 2.5 GPA in the core courses. Earning “C’s” brings your GPA below this mark. “B’s” and “A’s” bring your GPA above this mark.
- Take the ACT or SAT at the end of your junior year and again in the fall of your senior year.
- In the fall of your senior year, obtain an NCAA “Clearinghouse” Form from the guidance office, complete and send in to the NCAA Clearinghouse (by September 30).

Alma Mater

Now we join our hands together
All in perfect unity
In concern for those who follow
Throughout all eternity
Love to you our alma mater
May your mem’ry never die
Mold our hearts and minds
together
Truth and honor be our guide