

Bonds Career Center
Student & Parent Handbook
2025-2026



Greenville County Schools

Kelly Sanderson, Director

"Where Education Meets Experience"

TABLE OF CONTENTS

1.	Attendance	2
2.	Behavior Code	3-7
3.	Dress Code	7
4.	Transportation	8
5.	Safe Schools/Anti-Bullying	9
6.	Title IX	10
7.	Homework Policy	11
8.	Uniform Grading Policy	11
9.	Seat Time Recovery	12
10.	Family Educational Rights and Privacy Act	12
11.	Directory Information	13
12.	Student Speakers	13
13.	School Insurance	13
14.	Parent's Right to Know	14
15.	Student Use of Technology	14
16.	Board Administrative Policies and Rules	14
17.	CTEIC Standard Operating Procedures	15-23

Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Suspension is not to be counted as an unlawful absence for truancy purposes

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful absence. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student’s absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Arrival & Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District’s Behavior Code set forth in [Policy JCDA](#) and this handbook. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day and must keep personal electronic devices out of sight of others unless authorized by the school to utilize for school-related purposes. When outside of the classroom, students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, or working on assignments. The restrictions pertaining to the use of personal electronic devices starts at 8:45 a.m. and ends at 3:45 p.m. The instructional day for other special centers, such as the Fine Arts Center and Roper Mountain Science Center shall be determined by the location administrator in accordance with the instructional activities of that facility. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District’s Behavior Code ([Policy JCDA](#)) or is otherwise disruptive to the school environment. For field trips, students will be provided

additional information regarding the use of personal electronic devices based upon the specific trip. Students may be permitted to utilize personal electronic devices during the school day if necessary for that student in accordance with the student's IEP/504/Health Plan.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct -Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses).
- Demerits
- Detention

- In school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct -Level II

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language • other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

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

- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct -Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons -a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools

- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

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

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

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

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, 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. No bedroom shoes or slippers are permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school and high school, student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, will either have clothes available to provide to students who are in violation or will permit the students to

have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Consequences

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code ([Board Policy JCDA](#)) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in [Board](#)

[Policy](#) and [Administrative Rule JC DAG](#). All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and [Administrative Rule JC DAG](#).

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JC DAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV pertaining to staff and adult interactions with students. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in

writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations (“Title IX”), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school’s administration immediately. A formal complaint may be filed in accordance with [Administrative Rule JC DAG](#). Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Additional information pertaining to Title IX, including contact information for the District’s Title IX Coordinator, training received by District employees, and the process for appeals can be found on the website. [Title IX](#)

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of

homework: Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student’s course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP = no value

[SC Uniform Grading Scale](#)

2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

A=100-90 B=89-80 C=79-70 D=69-60 F=59-50

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors**High School Students (Grades 9-12)**

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Seat Time Recovery

Students who don't qualify for credit because they have exceeded the allowed number of absences may participate in Seat Time Recovery.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be administered by the District on a case-by-case basis and only for students who have excessive absences that have been approved. General requests for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for a 45 day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or

eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school

environment.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website. [Insurance](#)

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on the District's [website](#).

BONDS

CAREER CENTER
WHERE EDUCATION MEETS EXPERIENCE

2025-2026 Parent-Student Handbook

**505 North Main Street
Greer, SC 29650
(864)355-8081**

GREENVILLE COUNTY SCHOOLS

Director's Message

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

We now live in a worldwide economy where there really is no future for those who do not have an education that includes both academics and technology. Course work at Bonds has been structured to give students a competitive advantage to their educational and career goals. Employers are looking for people who have a sound work ethic, appropriate academic training, technical competence, communication skills, the ability to work independently or on a team, and other soft skills needed by today's employers. Classes here incorporate all of these as learning objectives. Our students have the advantage of colleges and employers knowing that our graduates come to them with a strong, diverse background.

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

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

Kelly Sanderson, Director

Faculty & Staff

Kelly Sanderson	Director
Joseph Beaman	Assistant Director
Ericka Lasenbery	School Counselor
Brad Dill	Work Based Learning Coordinator
Melanie Dean	Attendance Clerk
Lonie Graham	Secretary
Melvin Emory	Plant Engineer
Kimberly Mack	Maintenance Assistant
Ariel Richardson	Maintenance Assistant
Margaret Gregory	Maintenance Assistant
Fernando Gamboa	Maintenance Assistant
Lynn Nelson	Graphic Communications
Saylor Martinez	Cosmetology
Kris Monday	Cosmetology
Andy Little	Automotive Technology
Don Wallace	Powersports Technology
Merianne Scheidhauer	Culinary Arts and Baking and Pastry
Hank Hill	Firefighting/EMT
Alison Horton	Esthetics
Daerol Ancrum	Special Education Aid
Steven Mazurek	Culinary Arts
Stefanie Gramling	Career Exploratory
Lisa Schwellling	Instructional Aid
Rob Astin	Full time substitute
Rick Schwartz	Architectural and Mechanical Drafting Design

Phillip Seay	Mechatronics
Eddie Squires	Welding
David Styles	Building Construction
Todd Varholy	Welding
Edwin Wike	Machine Tool
Dirk Irick	Electricity

II. Introduction

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

Mission Statement

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

Tag Line

Where EDUCATION meets EXPERIENCE.

Philosophy

At Bonds Career Center we value our students as vital, contributing members of society. We believe that students should have the educational environment that allows them to acquire personal and career skills needed in a global economy.

Beliefs

We believe:

- Students learn best when they are actively engaged in a high-tech, hands-on environment.
- Students must have success-oriented opportunities.
- A student's self-esteem is enhanced by positive reinforcement and respect from the staff and their peers.
- High expectations increase student performance and motivation.
- Assessments of the learning process will provide a variety of opportunities for students to evaluate their success.
- Joint commitment from students, teachers, parents, and the community will effectively educate a student.
- A diverse curriculum with unique instructional techniques will meet the educational needs of all students and prepare them for the future.
- Interpersonal and leadership skills that enhance life-long performance are gained through active participation in club activities and community service.

Students at Bonds Career Center are expected to:

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

Bell Schedule

8:50	Doors open for students
9:00-11:40	AM Class
12:35	Doors open for students
12:45-3:25	PM Class
3:25	Dismissal

ATTENDANCE

Procedures for Makeup Work

Examples of make-up work may include: (1) after-school and/or weekend make-up programs that address both time and academic requirements of the course(s), or (2) extended-year programs that address both time and academic requirements of the course(s). All make-up time and work must be completed within thirty (30) days from the last day of the course(s) unless approved by the principal as a result of extenuating circumstances. Make-up requirements that extend beyond thirty days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

A. Provision for makeup of school work missed due to absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.

B. In addition to the above, each school will develop procedures to handle absences consistent with the following:

- 1. The status of all student absences shall be communicated by the Attendance Clerk. Students must see the Attendance Clerk to pick up an admission slip once returning to school. The Attendance Clerk notifies the student and teacher of the number of excused/unexcused days.**
- 2. Students have (5) school days after returning to school to make-up missing assignments. Any assignments not made up within the (5) will be calculated as a zero in the gradebook.**
- 3. Student absences for school activities, WBL events, college visitation may be excused by the principal.**

Upon Arrival

Students must go directly to class by the shortest possible route when they arrive at Bonds. They are not to enter the main building unless their class is located there or unless they need to report to the office. In order that students are not marked absent or tardy, they must report to class for attendance before going to their lockers or the restrooms. Hall passes are required at all times when a student is outside the classroom during class time.

Admission Slips

All students returning from an absence must report to the office for an Admission Slip before going to class. If the student returns with a parent note, physician's note, or a note from the high school excusing the absence, the attendance code will be changed accordingly.

Tardiness

Greenville County School's Code of Conduct states, "Be on time for all classes—Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study." Punctuality is a habit that

students must develop if they are to succeed in college and the world of work. Tardiness is a detriment to employment and disrupts the learning environment at school.

If you are late, you must report to the attendance office immediately to obtain an admittance slip (UNEXCUSED). Bus riders will receive a late slip to show to the Attendance Clerk (EXCUSED). Excused tardies follow the same SC regulations as absences, since tardiness results in a loss of instructional time. Vehicle-related tardies to school are UNEXCUSED.

Consequences for UNEXCUSED tardies will reflect in employability grades and loss of driving privileges.

	<u>Driver/Rider consequences</u>	<u>Parent Drop off</u>
1st, 2nd, 3rd Offense	Warning	Warning/
4th and 5th offense	Referral issued and parent/guardian contacted	Referral issued and parent/guardian contacted
6th and 7th Offense	Referral/Loss of driving privilege for 1 day	Referral/ISS or Detention
8th and 9th offense	Referral/Loss of Driving privilege for 1 week	Referral/multiple days of ISS
10th and greater	Referral/Loss of Driving Privilege for the remainder of the semester	Referral/OSS

Early dismissals

All requests for early dismissals must be in writing and submitted to the office as soon as the student arrives on campus. The request should contain a parent phone number in order that the early dismissal may be verified and approved. Upon verification, the student will be given an early dismissal form, which must be shown to the teacher before the student will be allowed to leave campus. **For the safety of the students, no early dismissals will be granted by incoming phone calls or emails from any source.** No permanent early dismissals will be granted except for school-to-career programs. With proper identification, a parent or approved guardian may come to the office and sign their student out at any time. Please note that in order for a student to be considered present for the day, they must be present for at least 75% of the class time period.

Homebound instruction

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

Transfers and Withdrawals

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

Sickness while on campus

Bonds does not have a health room or school nurse. If a student feels ill, he/she should see the nurse at their high school, unless he/she begins running a high temperature or there is an emergency situation. Students who become sick should notify their teacher, receive a hall pass, and report to the office. Students who are sick may not leave campus until the office receives parental permission.

Medication

Students should never have medication of any kind in their possession. All medications need to go through the home school nurses. Students found in possession of any (unapproved) medication on school grounds will be in violation of the School District's drug policy and may be recommended for expulsion.

Bonds Career Center Policy on Spirit Week with Pep Rallies, Assemblies, and Buy-Outs at Home High Schools

Bonds Career Center will allow excused absences for pep rallies and assemblies for the home high school if the high school sends a bus to pick up students at Bonds. Bonds Career Center will not excuse purchased buy-outs. If students are absent from Bonds Career Center due to a "buy-out" at their home high school that will be an unexcused absence at Bonds Career Center.

III. Grading Policy

Schools issue academic report cards four times a year. Each report covers a nine-week period with 60% of the grade coming from major grades (tests and projects), 40% of the grade coming from minor grades (quizzes and classwork, and employability grades). Grades issued by Bonds teachers are part of the high school report card issued to students. In addition to report cards, four interim progress reports issued by the high school also advise parents about the quality of a student's work at Bonds. Additionally, by using PowerSchool, both parents and students have access to the teacher's grade book and attendance records at any time. Each students' high school will provide an opportunity for parents to obtain the information necessary to access PowerSchool from home.

Bonds Career Center Dress Code

Students are expected to follow the GCS dress code policy outlined on page 7.

ID Badges

According to School District of Greenville County Board Policy, high school students must wear their feeder high school identification badge at all times on school property as long as it does not cause a safety concern. See the Receptionist in the front office for Temporary IDs

- Students must begin wearing ID badges
- Three free temporary IDs. After the third temporary ID is given the parents will be contacted.
- After the third, temporary IDs will cost \$1.00
- After sixth Temporary ID a parent conference will be held

Restrooms

Instructors will inform students where the restrooms assigned to their class are located. You should use only these restrooms; faculty restrooms are off limits to all students.

Seat Time Recovery

Seat Time Recovery for attendance is offered to high school students. There will be two (2) Seat Time Recovery Centers both operating on similar schedules. (Greenville High School and Greer High School) Times: 5:00 p.m. –

8:00 p.m. (Three hours per night) Two days per week (students can recover up to 6 hours per week). All absences must be made up before credit is given.

STR will begin in November and continue until the end of January for the first semester. STR will begin in February and continue through mid-May for the second semester. Information about STR will be distributed by the home school to qualified students who are interested in participating. It is the student's responsibility to discuss Seat Time Recovery with the Attendance Clerk for information.

In order to be accepted into the program, the student must agree to the rules and guidelines in the contract. The contract must be signed by the student, parent/guardian, and the school coordinator. Each 6-hour STR session will cost \$20.00. Each 3-hour STR session will cost \$10.00 Payment must be made at the home school at the time of registration. No refunds will be granted. CASH ONLY!

Volunteers and Visitors

- All visitors/volunteers must sign-in at the front office and wear a name badge while inside the school building.
- Request for a classroom visit should be made in advance.
- State issued picture ID is required to sign in using the School Check-In system.
- Visitors will be escorted within the building unless cleared by Greenville County Schools. Teachers should make arrangements to have a classroom visitor escorted by a staff member or be prepared to escort.
- Please visit the GCS district volunteer guidelines [here](#).

SCHOOL COUNSELING

The school counselor at Bonds Career Center works closely with counselors at homeschools to meet the needs of students and their families. The school counselor at Bonds Career Center also provides counseling, career guidance, classroom guidance lessons, student information system management, and testing services.

IV. Program Fees

Student fees are listed [here](#) for each program.

V. Transportation

Bonds Career Center Driving Regulations

Greenville County Schools provides bus transportation between the high school campus and Bonds Career Center daily for all students. All students will ride the bus unless they obtain permission to drive. If a student, along with his/her parent/guardian, choose to drive, they must agree to the following regulations:

1. Students will be issued driving permits once the application is completed, the \$20 fee paid, and information verified by the front office.
2. Students must show proof of a valid driver's license.
3. Bonds hang tag should be displayed on the rear view mirror facing outward.
4. All students should enter and exit out the lower gate. The upper gate is for bus departure.
5. Report to class immediately upon arrival. No loitering in your vehicle or in the parking lot.
6. Arrive to Bonds Career Center and park in time to be in your class when the bell rings. Drivers who arrive on campus after the bell rings, as well as those walking into the building must report to the front office for a tardy pass to class.
7. Students will not be able to return to their cars after the tardy bell has rang except for extenuating circumstances
8. Once on campus, students may not leave campus unless they have signed out in the front office.
9. Excessively loud music is not allowed on campus.
10. No student vehicles are allowed behind the school gates, unless permission from your teacher.
11. Abide by all State and Local Traffic Laws. Maximum speed limit on campus is 10 mph.
12. Abide by all School Discipline Codes and District Policies.
13. Consequences for excessive unexcused tardies due to vehicle mechanical failure, stopping for gas or food, oversleeping, traffic delays, etc. will reflect in the employability grade for the class and may result in driving suspension to Bonds campus.
14. **Parking Fines:** A \$10.00 fine will be charged for violations: no valid parking tag, driving violations, parked in reserved space or off limit area. Bonds Career Center has the right to revoke driving privileges as a result of reckless driving, poor conduct, and other offenses so designated by administration. Bonds Career Center reserves the right to have any vehicle towed, at the owner's expense, if it is in violation of any parking regulation.

Driving Permits

A \$20 fee is required from drivers when the application is submitted. Throughout the year, if there are changes to the information provided on the application, submit the new information in writing to the Front Office at Bonds.

One-Day Permits to Drive to the Center

If a situation arises where a student needs to drive to Bonds Career Center for one day only, the student should notify the front office and pick up a one-day driving permit.

Riding a Bus (Daily and Field Trips)

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

Each bus rider is expected to:

- follow the driver's directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;

- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Code of Conduct.

To ensure the safety of students who ride school buses, Greenville County Schools has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal. If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. The principal may set up a payment plan for students who are not able to pay the entire amount at one time. Total restitution must be made or the bus privilege will be lost. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law. Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus may be prosecuted under applicable South Carolina law.

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

The following behaviors are not permitted:

- Riding the bus when the student has been suspended
- Riding a bus other than that assigned
- Disobeying the instructions of the driver
- Physical or verbal abuse of the driver or displays of disrespect
- Physical or verbal abuse of another student
- Possession of weapons or other dangerous objects
- Possession of drugs, alcohol, lighters, or other ignitable
- Failure to sit properly in seat or sit in assigned seat
- Throwing objects on the bus or out of the windows
- Placing any item or any part of body outside bus windows
- Yelling out of the windows
- Fighting
- Selling items
- Horseplay
- Using profanity, making obscene gestures, making excessive noise or engaging in disruptive behavior

VI. Student Organizations and Honors

All students are encouraged to join and participate in student organizations. These clubs are an integral part of the Bonds experience and provide students with a chance to learn and practice leadership skills as well as employability skills outside of the classroom. The student organization available at Bonds is the National Technical Honor Society (NTHS).

Outstanding Student Award

Teachers select the most outstanding student from their class based on grades, attendance, work habits, and lab performance.

Work-Based Learning Student of the Year

Students who participate in qualifying Work-Based Learning experiences are eligible for this award which honors one student who exemplifies career-readiness by connecting classroom lessons to career opportunities. This student may also be nominated for district and state awards.

Career and Technology Program Completers

Students who have completed a concentrated program identified by the SC Department of Education will be recognized at the Awards Day program held in May of each year. These students are usually involved in programs where national certifications, college credit, or cooperative education opportunities can be earned.

Technical Competitions

Many of our programs offer students the opportunity to compete against students from other schools in district, state, and industry-sponsored competitions. Competitors are chosen by their teachers based on class performance. Bonds students have been competitively successful at the local, state, and national levels.

National Technical Honor Society

Students who have a 3.0 GPA at Bonds, an overall 3.0 high school grade point average, and exemplary character are nominated by their teachers for NTHS membership at the end of the first semester. The NTHS faculty committee then selects members for the Society.

Greenville Technical College Vocational Grant

Greenville Technical College awards a tuition grant to one graduating senior from each career program at Bonds. The students receive \$500 per semester for one academic year with a maximum value of \$1500.00. Instructors recommend students to the awards committee for selection.

Work Based Learning Opportunities

Cooperative Education

Cooperative Education partnerships between Bonds and Upstate businesses allow students to build on skills learned at the Career Center while gaining valuable real-world experience. Participating business partners work with instructors to design training plans for co-op students that are industry-specific. Partners evaluate students on career-readiness skills, and those evaluations become part of the students' grades. Co-op students can report to a worksite up to four days a week instead of coming to Bonds. Co-ops are available to qualified second-year students, and many co-ops are paid positions. Instructors and administrators will determine if students in one-year programs may co-op on a case-by-case basis. Students will be cleared to co-op based upon attendance, discipline, grades, and teacher recommendation. Co-ops are a privilege that a student must earn, not a right of program enrollment. Administrators may revoke students' co-op privileges at any time for failure to meet program requirements.

Internship

Internships typically occur outside school time or in the summer. Many internships are paid positions (i.e. all internships through the LaunchGVL partnership with the Greenville Chamber of Commerce), and students can qualify for these experiences in their first or second year at Bonds. Internships require a training plan designed by the instructor and the business partner. Supervisors will evaluate students on career-readiness skills, and those evaluations may be incorporated into students' grades. Students qualify for internship interviews based upon attendance, discipline, grades, and teacher recommendation. Internships are a privilege that a student must earn, not a right of enrollment. Administrators may revoke students' internship privileges at any time for failure to meet program requirements.

Youth Apprenticeship

The U.S. Department of Labor has established guidelines for businesses that wish to register an apprenticeship for students who are at least 16 years old. Instructors may recommend their top students to interview for apprenticeship positions. Typically, apprenticeships are paid positions that last at least one year and end in professional certification. Some Youth Apprenticeships flow directly into Registered Apprenticeships for adults in industries that require additional training. Apprenticeship evaluations may become part of students' CTE course grade. Students qualify for apprenticeship recommendations based upon attendance, discipline, grades, and employability skills displayed in their CTE course.

VII. Safety

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

Student Insurance

In the best interest of every student, every student should be insured against accidental injury through a personal family policy OR school insurance. Possession of school insurance may be proven by either a receipt or note from the high school. Health or accident insurance through a family or personal policy may be verified by completion of a form available from the high school and signed by the parent.

**All students who participate in Work Based Learning are covered under a school district insurance policy and/or employers' Workers-Comp.*

Accident Reporting

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

Work Based Learning Accident Reporting is a separate reporting system. Contact the WBL Coordinator

Emergency Procedures

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

Shop Safety Checklist

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

- Remove jewelry from fingers, hands, arms, and neck; store items in a secure place.

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

Care of Equipment

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

Student Responsibilities

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

All students have the responsibility to:

- Attend school to receive an education. Schools cannot educate students who do not attend school.
- Attend school daily unless ill or legally excused. South Carolina law requires a student to attend school until his/her 17th birthday.
- Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
- Come to class with necessary materials. A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet deadlines. The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete assignments.
- Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others. Treat people and their property with respect.
- Respect public property. Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- See that school correspondence to parents reaches home.
- Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

Refrain From Distribution of Unauthorized Materials

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited.

Refrain From Cheating or Plagiarism

The School District of Greenville County expects students to maintain integrity in all school work and to refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

V. Legal Notices

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

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

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

Further information about laws and regulations concerning sex, handicap, and other discrimination or about District grievance procedures may be obtained from Mr. Doug Webb who has been designated to coordinate the District Title IX and Section 504 compliance efforts. Mr. Webb may be contacted at 355-8865 and his office is located at the District Office at 301 Camperdown Way, Greenville, SC.

In compliance with the School Safety Act of 1996

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in any official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1,000.00, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, or the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of conviction of these crimes. Any school official who reports a school-related crime in good faith is immune from criminal liability arising from the report.

Disturbing School State Statute 16-17-420

It is unlawful:

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

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

Religious Expression in Public School

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

Work-Based Learning - Resume Sharing

As part of our commitment to providing valuable opportunities and support to our students, we assist them in creating resumes for their future job prospects. We believe that gaining work experience is an essential part of their educational journey, and sharing their resumes with prospective employers is one way to facilitate this process.

However, we understand that some parents may have concerns about the privacy and security of their child's personal information on the resume. We want to assure you that we take data protection seriously, and we adhere to all relevant privacy laws and regulations.

As such, we would like to inform you that we may share your child's personal information, as provided in their resume, with potential employers interested in offering them work-based learning opportunities or internships. This includes details such as their name, contact information, educational background, and relevant skills and experiences.

If you have reservations about this sharing of personal information and would like to opt out of the process, we respect your decision entirely. Please reach out to your career center's Work-Based Learning Coordinator to express your preference for opting out. Rest assured that your child's decision to opt-out will not impact their access to other career development resources and opportunities.

Walker/Bike Rider Permission Form

Students must have parental (or legal guardian) permission to walk/bike to and from school. Permission forms must be completed each school year.

Students in kindergarten or first grade must be accompanied by an older sibling in the 4th or 5th grade or have a parent/legal guardian meet the student at the school's designated location with the applicable tag number. Any kindergarten or first grade walker who does not have a designee or parent/legal guardian with the applicable tag, will be returned to the school, at which time a parent, legal guardian, or other designee will be required to pick the child up from the school's front office.

In the event of rain or cold weather, walkers/bike riders will still walk/bike to their destination. However, in the event of severe inclement weather (i.e., tornado warning), walkers/bike riders will remain inside until it is safe to exit the school building; this may result in a late dismissal.

Students who are walkers/bike riders must observe pedestrian and walker safety guidelines, including the directions of any crossing guard, and are encouraged to use sidewalks as available.

If your child's transportation arrangements change, please provide written notice of the change to your child's homeroom teacher or, in case of an emergency, call the school's front office.

Student's Name: _____

Grade: _____

Address: _____

Phone Number: _____

I agree and understand that my child's primary dismissal will be as a walker or bike rider. I understand that by signing this Permission Form, I am responsible for my child's safety once the student leaves the school

property. Once my child leaves school property, school employees are not responsible for supervising or monitoring my child's safety. I certify that I am the parent and/or legal guardian of the student, that I have read and that I understand the above Permission Form, and that I accept and will be bound by its terms and conditions on my behalf and on behalf of the student.

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date