

BONDS

CAREER CENTER

WHERE EDUCATION MEETS EXPERIENCE

2020-2021 Parent-Student Handbook

505 North Main Street

Greer, SC 29650

(864)355-8081

GREENVILLE COUNTY SCHOOLS

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I. Director's Message

Welcome to J. Harley Bonds Career Center, a unique school to learn and grow. Bonds exists 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 “leg up” 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.

Mike Parris, Director

Faculty & Staff

Mike Parris.....Director
Candace Strickland Assistant Director
Ericka Lasenbery School Counselor
Michelle Willis. Work-Based Learning Coordinator
Melanie Lawson..... Attendance Clerk
Lonie Graham Secretary
Melvin Emory Plant Engineer
Jeff Green.....Maintenance Assistant
James Brausch.....Maintenance Assistant
Kimberly MackMaintenance Assistant
Arnette King.....Maintenance Assistant
DeMarco ArmstrongMaintenance Assistant

Tangie McKinneyCosmetology
Scott Chandler.....Automotive Technology

Steve Cooper.....Special Education
Brad Dill..... Career Exploratory
James Eaton Culinary Arts
Chris Harvey Firefighting
Alison HortonEsthetics
Claudine Massey-Klein..... Special Education Aid
Steven Musco..... Culinary Arts
Amanda Mattison..... Virtual Academics
Andrew Rice.....Diesel Technology
Phillip Seay Mechatronics
Eddie Squires Welding
David Styles Building Construction
Travis Tucker Machine Tool Technology
Todd Varholy Welding

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

8:00-8:55	AM Academic Achievement
9:00	AM class starts; tardy bell for drivers and riders
11:05	Clean-Up Bell
11:15	AM class dismissal
11:20 – 1:10	Teacher instructional planning & lunch
12:30-1:10	PM Academic Achievement
1:00	Doors open for students
1:10	PM class starts; tardy bell for drivers and riders
3:15	Clean-Up Bell
3:25	PM class dismissal

III. Attendance

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

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. 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/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

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.

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 two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student brings a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

I. Lawful Absences

A. 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 two (2) days of the student's return to school.

B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.

C. 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.

D. 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.

E. 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.

II. Unlawful Absences

A. Absences of a student without the knowledge of his or her parents.

B. Absences of a student without acceptable cause with the knowledge of his or her parents.

C. Suspension is not to be counted as an unlawful absence for truancy purposes.

III. Approval of Absences in Excess of Ten (10) Days and Approval Credit

A. 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. A student does not exceed the 10-day absence limit until the student has reached his or her 11th unlawful absence.

B. 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 year course, as well as meet all minimum requirements for each course. 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.*). A student must attend the majority of a class session during a school day to receive credit for that class.

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 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 during lawful 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. Make up of school work missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

C. These procedures for make-up work apply to all schools in the district.

D. 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.**
- 2. Student absences for school activities, WBL events, college visitation may be excused by the principal.**

Truancy

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member’s illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

I. Truant

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

II. Habitual Truant

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two (2) or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of noncompliance, must be attached to the truancy petition asking for court intervention.

III. Chronic Truant

A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

Intervention

In accordance with state laws and regulations, school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences. According to S.C. Code of Laws Ann. §59-65-90, "'intervene' means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his [or her] parent or guardian to improve his [or her] future attendance."

I. Attendance clerks shall make daily contact (phone/phone messenger, letter or e-mails) to the parent(s)/guardian(s) of students who are absent.

II. After a student has accumulated three (3) consecutive or a total of five (5) unlawful absences, the attendance clerk will submit an attendance printout and dates of contact into IMS. The attendance clerk shall:

- A. Make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's continued absence. These efforts should include telephone calls as well as written messages and e-mails.
- B. Identify reasons for the student's unlawful absences.
- C. Develop a written "intervention plan" to address the student's continued absence in conjunction with the student and the parent(s)/guardian(s) to improve attendance. The intervention plan must include, but is not limited to, the following:
 - a. Reasons for the unlawful absences;
 - b. Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
 - c. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs;
 - d. Actions to be taken by intervention team members;
 - e. Actions to be taken in the event unlawful absences continue;
 - f. Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
 - g. Documentation of involvement of the intervention team members; and
 - h. Guidelines for revising the intervention plan.
- D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
- E. Document the conference and involvement of team members by having all appropriate conferees sign and date a *Student Attendance Intervention Plan* Form in the spaces provided.

III. If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The referral form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school.

IV. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include, but not be limited to:

- A. Convene a conference with the parent(s)/guardian(s) and the student.
- B. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and adjust as necessary.
- C. Follow-up on recommendations made by the intervention team.
- D. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
- E. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
- F. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

V. Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

VI. After not more than nine (9) consecutive or total unlawful absences, the appropriate attendance supervisor shall decide whether the case is one of educational neglect or truancy. The case shall then be referred, in accordance with state law and district attendance procedures, to the appropriate agency for disposition.

Referrals and Judicial Intervention

A school must attempt to implement a written intervention plan prior to referring a student to Family Court for judicial intervention. A consent order must not be used as an intervention plan from the District. Should the parent(s) or guardian(s) refuse to cooperate with the intervention planning to remedy the attendance problem, the District is authorized to refer the student to Family Court in accordance with S.C. Code Ann. §59-65-50, and a report shall be filed against the parent(s) or guardian(s) with the Department of Social Services in accordance with state law.

Each referral must include a copy of the plan and specify any corrective action regarding the student and/or the parent(s) or guardian(s) that the District recommends that the court adopt as well as any other available programs or alternatives identified by the District. The intervention plan must be attached to the petition to the Family Court and served on the student and the parent(s) or guardian(s).

Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a “chronic” truant and school officials may refer the case back to Family Court. However, the school and District must exhaust all reasonable alternatives prior to petitioning the Family Court to hold the student and/or parent(s) or guardian(s) in contempt of court. Any petition for contempt of court must include a written report indicating the corrective actions that were attempted by the District. The District must include in the written report its recommendation to the court should the student and/or parent(s) or guardian(s) be found in contempt of court.

Transfer of Plans

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

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.

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.

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. 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.

IV. 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), which includes 20% as an employability grade. 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 student's high school will provide an opportunity for parents to obtain the information necessary to access PowerSchool from home.

Bonds Career Center Employability Rubric

Instruction should be intentional and meaningful for every student. Bonds Career Center uses the SkillsUSA Framework as a guide to develop the personal, workplace and technical skills demanded by industry.

- Employability Goal = SkillsUSA Student (100)
- Deductions
 - Workplace Skill: Communication - written and verbal (-10)
 - Workplace Skill: Teamwork (-10)
 - Workplace Skill: Management - planning, organizing, & time management (-10)
 - Technical Skill: Computer & Technology - inappropriate use (-10)
 - Technical Skill: Safety & Health (-20)
 - Personal Skill: Adaptability & Flexibility - willingness to learn (-10)
 - Personal Skill: Professionalism - punctuality and appropriate attire (-20)
 - Personal Skill: Work Ethic – responsibility, integrity, & self-motivation (-20)

Discipline

Administration reserves the right to make changes or exceptions when assigning discipline.

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. Consequence of the number of days of suspension depends on the severity of the offense. Parents will be notified of consequence for each offense.

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. Consequence of the number of days of suspension depends on the severity of the offense. Parents will be notified of consequence for each offense.

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. 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. Consequence of the number of days of suspension depends on the severity of the offense. Parents will be notified of consequence for each offense.

Bonds Career Center Dress Code

At Bonds Career Center each class has established a standard of professional attire to which students must adhere. These standards are designed to help students prepare for the field in which they are interested. Because of our unique learning environment, we must establish additional safety standards which may differ from the high schools. According to District Policy JCDAF, the school "may create further guidelines regarding student dress." The following dress code requirements are in addition to the district dress code policy:

- Clothing that inappropriately exposes body-parts is NOT permitted, including low-cut shirts, spaghetti strap tops, or halter tops.
- Skirts and shorts should NOT be shorter than mid-thigh.
- Clothing should NOT be skin-tight.
- Pants should NOT have holes above the knee.
- Pajamas and/or bedroom shoes are NOT permitted to be worn on the Bonds campus at any time.
- Footwear appropriate for the student's lab activities is required.
- Shoes that have a thin plastic bottom are NOT permitted on the Bonds campus at any time due to safety concerns.

Any dress code violation that causes disruption to the educational process will be addressed immediately. Parents will be contacted to bring a change of clothing and further disciplinary action may be taken.

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.

Cellphones in Classrooms and Labs/Shops

Employers stated that a major problem they have with new employees was adapting to not being able to use their cell phone in the workplace. Everyone knows about the dangers of distractive driving or driving while using a cell phone or texting. When your child is in the shop or lab, similarly to driving, they should pay attention to their work. These employers as well as the administration and our teachers at Bonds Career Center realize the potential danger of cell phone usage and texts in the shop or lab environment.

Because of this danger and to prepare your child for the workforce upon completion of their program at Bonds, cellphone use and texting will not be allowed in the classrooms, shops or labs. Students will be allowed to use phones before and after class. Many classes take a break in the middle of class. If their class has a break then phone usage will be allowed. During class all cell phones should be turned off or on silent mode. The phones should also be out of sight. We are providing every student at Bonds with a locker and combination lock. Your child is encouraged to lock up their phone in their locker during class.

If a student has a cell phone out in class or the shop/lab without the teacher's permission, the teacher will ask the student to put the phone away. And points will be deducted from their weekly employability grade. If the student refuses, then it becomes disobedience and will be a discipline issue that will be dealt with by administration. If the student has the phone back out later in class then this will also be considered disobedience and will be a discipline issue that will be dealt with by administration. Teachers may allow cell phones to be used in class for educational purposes on some occasions. When their use is allowed a sign will be visible in the class or shop. If you need to contact you child during class we ask that you call our school at 864-355-8080. We will relay any message to your child. We ask you for your support in this policy to ensure the safety of your child and to prepare them for the workforce.

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 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!

V. Program Fees

Bonds Career Center Associated Costs for 2020-2021

Automotive Technology 1

Tool Set (AYES-NATEF-ASE)	\$255.00
Uniform	\$40.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$313.00

Automotive Technology 2

SkillsUSA Student Membership	\$18.00
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Diesel Technology 1

Tool Set (AYES-NATEF-ASE)	\$300.00
Uniform	\$40.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$358.00

Diesel Technology 2

SkillsUSA Student Membership	\$18.00
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Culinary Arts 1

Uniforms X2	\$100.00
SkillsUSA Student Membership	\$18.00
Lab Fee	\$50.00
TOTAL	\$168.00

Culinary Arts 2

SkillsUSA Student Membership	\$18.00
Lab Fee	\$50.00
TOTAL	\$68.00

Esthetics 1

Work Book	\$77.00
Exam Review	\$49.00
Esthetics Kits	\$275.00
Scrub Uniform X2 Embroidery	\$20.00
SkillsUSA Student Membership	\$18.00
Lab Fee	\$25.00
TOTAL	\$464.00

Esthetics 2

SkillsUSA Student Membership	\$18.00
Lab Fee	\$25.00
TOTAL	\$43.00

Firefighting 1

Boy Scouts of America Explorer	\$40.00
SC Fire Academy	\$5.00
SkillsUSA Student Membership	\$18.00
CPR First Aid	\$20.00
TOTAL	\$83.00

Additional Requirement: Sports Physical from Doctor

Firefighting 2

Boy Scouts of America Explorer	\$40.00
SC Fire Academy	\$5.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$63.00

Additional Requirement: Sports Physical from Doctor

Mechatronics 1

SkillsUSA Student Membership	\$18.00
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Mechatronics 2

SkillsUSA Student Membership	\$18.00
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Machine Tool Technology 1

Precision Machinist Set	\$177.00
Allen Wrenches Inch/Metric	\$25.00
Tool Box	\$30.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$250.00

*Set includes: 6" Scale, 0-1" Micrometer, 6" Dial Caliper, Machinist Square, Dial Test Indicator Set, Edge Finder, Center Gauge, & Scriber

Machine Tool Technology 2

SkillsUSA Student Membership	\$18.00
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Building Construction 1

Tool Set	\$80.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$98.00

*Set includes: Tool Belt, Hammer, 25' Tape Measure, Speed Square, Wire Cutter/Strippers, Chalk Line, Gloves, & Hard Hat

Building Construction 2

SkillsUSA Student Membership	\$18.00
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Cosmetology 1

Cosmetology Kit	\$325.00
Work Book & Exam Review	\$82.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$425.00

Cosmetology 2

Manikins X2	\$57.00
SkillsUSA Student Membership	\$18.00
TOTAL	\$75.00

Welding 1

Personal Protective Equipment Package	\$65.00
SkillsUSA Student Membership	\$18.00
Lab Fee	\$57.00
TOTAL	\$140.00

*Package includes: Helmet, Thermal Sleeves, Gloves, Chipping Hammer, & Scratch Brush

Welding 2

SkillsUSA Student Membership	\$18.00
Lab Fee	\$57.00
TOTAL	\$75.00

*OPTIONAL ASSOCIATED COSTS IN ALL PROGRAMS: CLASS T-SHIRT

\$15.00

VI. 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 not be granted permission to drive until all Bonds student fees are paid and parents contacted.
2. Students will be issued driving permits once the application is completed, the \$20 fee paid, and information verified by the front office.
3. Students must show proof of a valid driver's license.
4. Bonds decal should be displayed on the bottom left corner of the windshield (driver's side) facing outward.
5. Back your car in the student parking space for orderly departure after class.
6. All students should enter and exit out the lower gate. The upper gate is for bus departure.
7. Report to class immediately upon arrival. No loitering in your vehicle or in the parking lot.
8. 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.
9. Students must have a teacher's note to return to their vehicle or must wait until dismissal.
10. Once on campus, students may not leave campus unless they have signed out in the front office.
11. Excessively loud music is not allowed on campus.
12. No student vehicles are allowed behind the school gates, unless permission from your teacher.
13. Abide by all State and Local Traffic Laws. Maximum speed limit on campus is 10 mph.
14. Abide by all School Discipline Codes and District Polices.
15. 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.
16. **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

VII. 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 organizations available at Bonds include SkillsUSA and National Technical Honor Society (NTHS).

Outstanding Student Award

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

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 an A-average at Bonds, an overall B 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.

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 work site 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.

National and State Certifications

Students in the following courses can earn national certification or state licensing:

- Automotive Technology: ASE, Ford ACE, OSHA-10, Valvoline Motor Oil, SP2 Safety, A/C Delco
- Building Construction: NCCER, OSHA10
- Career Exploratory: Microburst Soft Skills
- Cosmetology: South Carolina Cosmetology License, OSHA-10
- Culinary Arts: SC Certification of Achievement, ServSafe
- Esthetics: South Carolina Esthetics License, OSHA-10, Lash Extension, Barbicide
- Diesel Technology: ASE Medium/Heavy Duty Diesel, SP2 Safety, OSHA-10
- Welding: 13 AWS D1.1, Aluminum D1.2, OSHA-10
- Machine Tool Technology: NIMS, OSHA-10
- Mechatronics: NIMS, OSHA-10
- Firefighting: SC Fire Fighter 1 & 2, OSHA-10, CPR & First Aid, Hazardous Materials Awareness & Operations, Basis Auto Extrication, Emergency Medical Responder, National Incident Management ICS 100/200

Early College

After a student meets the qualifying score on the Greenville Tech admission test and completes the necessary paperwork, he/she is eligible for admission into Greenville Tech's Early College Program. The opportunity for Early College enrollment is offered in the following classes at Bonds: Auto Tech and Culinary Arts. Students who qualify for admission in Early College courses earn extra GPA quality points at the AP/IB level on the South Carolina Uniform Grading Scale and college semester hour credits.

Virtual Academics

Greenville County Schools offers students who are currently enrolled in GCS brick/mortar schools a **variety of online options** to supplement their coursework. Both **GCVSP (gr 7-12)** and **Virtual SC (9-12)** are available to current students enrolled in GSC schools.

VIII. 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 interested 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.

Student Face Mask Compliance Expectations and Handling Guidelines

All students must wear a mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless a student has a disability that would prevent the wearing of a mask or a student in K3, K4, K5 or 1st grade who is unable to wear a mask as a result of that child's age. Students may also submit medical documentation to the school's administration, and any medical exemption will be considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.

Schools should work with students who inadvertently fail to wear a mask to teach them of the importance of wearing a mask and to remind those students of the requirement for masks to be worn around others. If a student demonstrates a pattern or continual failure of wearing a mask then the following process should be followed:

1. If a student is not wearing a mask, the staff member observing should address and direct the student to put on his/her mask. The incident must be documented with the appropriate administrator and the parent/guardian must be notified.
2. On the second offense the same process will be followed

3. On the 3rd offense, the student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.
4. On the 4th offense the student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling in the virtual program for the remainder of the semester.
5. A 5th offense will result in assignment to the virtual program for the remainder of the semester.

A decision by the school to assign a student to the virtual program may be appealed to the Executive Director of Student Services within 5 school days of that decision. The Executive Director of Student Services will review that appeal, which will include the reasons the student is challenging the decision, and obtain any necessary information from the school. A decision will be rendered in writing by the Executive Director of Student Services within 5 school days of the date of the appeal. Any further appeal must be directed in writing within 3 school days to the Superintendent. A final decision will be rendered in writing within 5 school days of receipt of that appeal by the Superintendent or his designee.

IX. 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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:
<https://ed.gov/policy/gen/guid/religionandschools/index.html>

X. Administrative Rule EFE: Data Security and Use of Technology

Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.

I. Student Acceptable Use

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

A. Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state or federal law or regulation, board policy or administrative rule.

D. Agreement of Use

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

E. Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy and state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

II. GCS Internet Safety and Other Terms of Use

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Education, Supervision, and Monitoring

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

C. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

- 1) Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
- 2) Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- 3) Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 4) Employees will report any concerns related to their use of technology to their immediate supervisor.

D. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

XI. Greenville County Schools Student Behavior Code (Policy JCDA)

The Board 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. The Board believes self-discipline is an interpersonal goal of public education.

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 Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by state law, State Board of Education regulation, and/or the policies of this District.

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.

Application of this Policy

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

Student Conduct Away from School Grounds or School Activities

The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

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
- possession or use of a paging device in violation of District policy
- 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 and participating in the School District's food service program)
- 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 aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, “look-alike” 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. 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.)

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 Regarding Student Under the Influence

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.

Note Regarding Recommendations for Expulsion

Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstance, and totality of the incident.

The principal must recommend students for expulsion if they have committed offenses which are underlined. If a student commits an offense that is not underlined, the principal 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

Extenuating, Mitigating or Aggravating Circumstances

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

Discipline of Disabled Students

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act (“IDEIA disabled”) will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

Paging Devices, Telecommunications Devices, and Cell Phones

For purpose 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 paging devices 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 paging device without the prior permission of the principal, as set forth below. “Turned on” includes a paging device 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 paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging 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.

A person who finds a student in possession or use of a paging device in violation of this policy must report the student to the school principal. 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 paging devices is subject to discipline as follows:

First offense – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone 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 the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

Third and subsequent offenses - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

Suspension (Summary of Policy JDD)

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators. Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year. Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

Missed Work

Students who are suspended must make up missed work.

Expulsion (Summary of Policy JDE)

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion. A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports 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 Parent Resource Representative. (See Policy JA for contact information). 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. 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.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student. 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.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#> . You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

Sexual Harassment (Summary of Policy JCDAG)

All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, should report the incident in accordance with JCDAG. A parent may also report suspected sexual harassment on behalf of his/her child. Students will not be subject to retaliation or reprisal for having reported sexual harassment.

Gang Activity or Association (Summary of Policy JCDAE)

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang

- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for “protection”; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement. If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the District has determined to be a gang indicator.

Searches, Student Interrogations, and Arrests (Summary of Policy JCAB)

The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and state law.

Searches

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Contacting Law Enforcement

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code). The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

Interrogations by School Personnel and School Resource Officers

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

Interrogations by Law Enforcement

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student’s parent/legal guardian and request his/her presence.

Weapons in School (Summary of Policy JCDA A)

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

Weapons (Firearms)

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

Alcohol Use/Drug Use (Summary of Policy JCDAC)

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

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 administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

Tobacco Use (Policy JCDAB)

Students are not permitted to use or possess any tobacco products, e-cigarettes, or vaping devices while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

Computer Acceptable Use Rule

Each school year every person who uses a Greenville County School District computer or connects to the school district network with their personal device must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup.

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 the student's 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.

XII. 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>.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under FERPA For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and will notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. 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. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

XIII. COVID ADDEDUM

Water Fountains:

- Water fountains will not be available as per DHEC guidelines.
- All schools will have a water bottle filling station for student use. This is a touchless station and will be sanitized regularly.
- Students are encouraged to bring their own plastic water bottles each day. A plastic bottle with a lid that closes or a screw on top is recommended.

Hallways:

- Signs will be posted for hallway movement and social distancing (always walk on your right side and keep 6 feet apart).
- 2 entrances front door and side gate to allow for social distancing.
- Students are NOT allowed to gather at the classroom door. Students must enter/leave the door 1 at a time allowing for social distancing.

Face Masks for Students:

- Masks will be worn to create a safe environment for students and staff.
- Students are to provide their own mask. Students must wear a mask/face covering at all times unless there is a medical exemption due to a documented health concern/issue. A doctor's note is required to verify a student's medical exemption.
- Students that do not have a mask will be deducted -20 points for safety on the employability grade. Students will be sent to the front office to get a disposable mask for the day.
- Wear a mask when entering and exiting the building, moving in the hallway, using the restroom facilities, riding a bus, and during emergency drills, etc. Mask must be cloth or disposable and cover the nose and mouth securely.

Student Arrival and Dismissal:

- Hand sanitizer will be provided for students
- Students will need to wash hands frequently during the day.
- **There will be NO outside Food/Drink allowed into the school (only a water bottle).**
- The school will not take temperatures or ask screening questions to students upon arrival.
- When students exit vehicles, ensure distance is kept between other students as they enter the building and move toward their destination.
- Students will be discouraged and prevented from congregating in parking lots.
- There will be physical guides, such as signs on floors, sidewalks, and walls to ensure that students remain at least 6 feet apart in lines and at other times (one-way routes).
- At the clean-up bell, students will sanitize their work areas, desk/table, and chair before leaving.
- Students will have assigned desks and will not be allowed to sit in other places.

Locating Students During eLearning Days

- Attendance will be taken for in-person, eLearning, and Virtual.
- Teachers will closely monitor the attendance and engagement of students whenever the district is operating on eLearning (attendance options 0,1,2).
- The following is a list of requirements for attendance:
 - Students are required to login and work every day unless pre-arranged and approved by the teacher. If the student is sick and unable to log in due to illness, a parent email or phone call to the teacher will count as contact.
 - Teachers will maintain logs/records of student engagement in google meets and other activities during eLearning days.
 - Failure to login and work each day will be counted as an absence for that day.
 - If a student is absent:
 - The teacher will attempt to contact the parents/student and document the methods and dates/times.

- After two consecutive days of no contact with the student, teacher will refer to the attendance clerk.
- Once notified by teachers, the attendance clerk will attempt to contact the parent/guardian and document those attempts.
- If contact with the parent/guardian is successful, the attendance clerk will discuss reasons for non-compliance and document the contact.
- If the attendance clerk cannot make contact or if the student does not respond after contact with the parent/guardian by logging in and completing work, the student will be referred to the Student Services Department for suspected truancy.
- The attendance clerk will contact the Student Services Department and submit records of attempted contacts with dates, times, and other pertinent information.
- Schools will keep records of all attempts made to reach students and contact with parents/guardians. These records will be used to determine compliance with eLearning during the year and for reporting possible truancy issue. This process should occur between 24-48 hours after a student missed a class meeting on eLearning days.

DESTINATION RETURN TO SCHOOL

Fall 2020

PLEASE NOTE:

This is an outline of the Greenville County Schools Re-Opening Plan in response to COVID-19. Portions of this plan are subject to change if their implementation as written is not effective or sustainable for our community.

OUR PRIMARY GOALS

Return students in our traditional (*non-virtual*) programs to full-time, in-person instruction as soon as it is safe to do so

Keep students, employees, and community safe

DECISION MAKING

Any decision or recommendation will be based on objective information provided by diverse scientific, public health, and medical experts

Our return to in-person school will be a stepped process that allows us to analyze trends before moving closer to our goal of full-time, in-person instruction

INSTRUCTIONAL DELIVERY OPTION: VIRTUAL PROGRAM

The Virtual Program offers families the option of consistent, virtual instruction, delivered by certified GCS teachers. We provide the Chromebook; students continue to have access to local school supports and activities

INSTRUCTIONAL DELIVERY OPTION: TRADITIONAL

LOW COVID SPREAD
Traditional In-Person or Hybrid Instruction

MEDIUM COVID SPREAD
Blend of In-Person and eLearning

HIGH COVID SPREAD
100% eLearning or Minimal In-Person

ATTENDANCE PLANS

0 DAYS
Physical Attendance

1 DAY
Physical Attendance
SOCIAL DISTANCING: EASY

2 DAYS
Physical Attendance
SOCIAL DISTANCING: POSSIBLE

5 DAYS
Physical Attendance
SOCIAL DISTANCING: IMPOSSIBLE

Students who opt for our traditional school program will follow the district's **ATTENDANCE PLAN ROADMAP** for in-person attendance at school

Under the **GCS ROADMAP**, **PLAN 5** reflects a regular school schedule, with five-day-a-week, in-person instruction

Students grouped by last name on Plans 1 and 2
For more information visit our **Return to In-person School Resource Page** at <http://tiny.cc/ReturnToSchool>

Attendance Plans could vary by level or school, depending on conditions



ATTENDANCE PLAN 1 has 1/4 of students in the school buildings each day, Monday through Thursday;



PLAN 2 has 1/2 of students in attendance each day Monday through Thursday;



On **PLAN 5** all students are in attendance five days a week. A return to Attendance Plan 5 does not necessarily signal a return to "normal." *All precautions will be followed until further notice.*



LEARN MORE Visit www.greenville.k12.sc.us and click on the Parent Resource Page, follow us on Facebook, Twitter, and Instagram, and sign up for Parent Backpack! Send questions to infoline@greenville.k12.sc.us. We provide resources in English and Spanish and our website has a Google Translate feature that will convert any page into the language of your choice

PREVENTION PROTOCOLS



TEMPERATURE CHECKS/HEALTH SCREENING

Daily for employees and any school visitors allowed beyond the office

Only for symptomatic students

SOCIAL/PHYSICAL DISTANCING



Defined by CDC as 6-feet in all directions

Required on Attendance Plan 1 and 2

Required when possible on Plan 5

Class transitions staggered

Hallways marked with lanes to maintain spacing

Bathroom breaks will be staggered and entrances monitored to prevent overcrowding



MASKS

Worn by staff and students (*grades 2-12*) when they cannot maintain required distance (*6 ft.*)

Examples: entering or leaving the building, moving about the hallways, using the restroom facilities, riding the bus

Visual cues to remind everyone to follow precautions

Mask must be cloth or disposable and cover nose and mouth securely

MEALS



Breakfast will be provided free to all students

Students eat in the cafeteria when Attendance Plan 1 is in effect

Students eat in the cafeteria or classroom, depending on the layout of the school and other factors, when Plan 2 is in effect

Students eat in their classrooms when Plan 5 is in effect

Meals offered to all Virtual Program students and all eLearning students

Students may bring their lunch

GREENVILLE COUNTY SCHOOLS DESTINATION RETURN TO SCHOOL FALL 2020



DISINFECTING/AIR QUALITY

Outdoor air ventilation rates adjusted for maximum air exchange

Custodians will be equipped with electrostatic sprayers to provide quick and thorough sanitation of large spaces

High-touch areas sanitized throughout the day

Desks sanitized between occupants

Hand sanitizer provided in all classrooms

Restroom soap dispensers checked and filled regularly

QUARANTINE/EXPOSURE



Exposure may result in students and staff being quarantined away from school

GCS will follow DHEC guidelines related to mandated quarantines and student/family notifications

Parents and employees are required to monitor themselves and their children for COVID-19 symptoms

Students and staff should be excluded from school if they have:

Any one (1) of the following:

Fever - or

Shortness of breath or difficulty breathing -or -

Loss of taste or smell -or -

New or worsening cough

Any two (2) of the following:

Sore throat

Muscle or body aches

Chills

Fatigue

Headache

Congestion or runny nose

Diarrhea

Nausea or vomiting



IMPORTANT | All students 4K-12 will be issued a Chromebook for the 2020-21 School Year.

PLEASE NOTE | The correlation between COVID spread and Attendance Plans is pending approval by the South Carolina Department of Education and the Board of Trustees.

