

# CAROLINA HIGH SCHOOL

2019 - 2020



Whatever It Takes!



## Trojan Creed

I will conquer what has never been conquered. Defeat will not be in my creed I will believe where all those before me have doubted. I will always uphold the prestige, honor, and respect of my team and school. I have trained my mind and now my body will follow!

WHO AM I? I AM A TROJAN!

I will acknowledge the fact that I am an elite warrior who arrives at the cutting edge of the battle by any means at my disposal. I accept the fact that my team expects me to move further, faster and fight harder than our opponents. Never shall I fail my comrades, I will always keep myself mentally alert, physically strong and morally straight and I will shoulder more than my share of the task whatever it may be, 100% and more.

WHO AM I? I AM A TROJAN!

Gallantly will I show the world that I am a specially selected and well-trained warrior. My heart and my soul will be the fuel to carry my body when my limbs are too weary. I will never falter. I will never lose focus as long as there is hope in my mind and my heart still beats. I will never give in to the evil that is weakness, and I will fight that evil with my dying breath.

WHO AM I? I AM A TROJAN!

Energetically will I meet my enemies, no one will challenge me, No one will stop me from my goal. I shall defeat them on the field of battle for I am better trained and will fight with all my might. Surrender is not a Trojan word. I will never leave a fallen comrade to fall at the hands of my enemy and under no circumstances will I ever surrender.

WHO AM I? I AM A TROJAN!

Readily will I display the discipline and strength required to fight on to my objective and I will complete my mission. I will rise when I have fallen. My enemy need not fear me but will respect me. If he does not, I will make him respect me with all I have to give.

Who AM I ? I AM A TROJAN!

History will remember my name and he will not have to be kind, for I will have denied his criticisms and put up my own praise. No one will define me. No one will tell me what I can achieve. No one will say I have not given all I have to give. No one will take my glory!

WHO ARE WE? WE ARE T-R-O-J-A-N-S!

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# **Responsibility and Disclaimer**

## **Student Responsibility for Handbook**

Students are responsible for reading this handbook and knowing its content. All students at Carolina High School are instructed to show this handbook to their parents/guardians. Any parent wishing to obtain a copy of the handbook can request a copy for the main office or access it on the school's website. Each student is issued access to the handbook at the beginning of the year. All students are expected to have access to the handbook.

## **Disclaimer**

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Carolina High School. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school. Discipline policies included in this publication are based on information at the time of printing.

## **Sex & Handicap Discrimination**

Title IX of the Educational Amendments of 1972, prohibits discrimination against any student or employee on the basis of sex. Section 504, of the Rehabilitation Act of 1973, forbids discrimination against any student or employee on the basis of handicap. Greenville County Schools does not discriminate in admission or access to, or treatment and employment in, any of its programs or activities on the basis of sex, handicap, or other unlawful criteria such as age, race, religion, or national origin. Complaints about discrimination on the basis of sex, handicap, or other unlawful criteria should be taken to the local building principal or immediate supervisor with the objective of resolving the matter informally. If a complaint cannot be resolved in this manner, then established grievance procedures should be used. Student grievance procedures are contained in District Rule JCE, and employee grievance procedures are contained in District Rule GAE. Both of these procedures outlines are available in any principal's office. Further information about laws and regulations concerning sex, handicap, and other discrimination or about grievance procedures may be obtained from the district office.

# Greenville County Schools Calendar 2019 – 2020

August 2019							September 2019							October 2019							November 2019							December 2019							January 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30													29	30	31					29	30	31					26	27	28	29	30	31	

## 5K-12 Important Dates

### 5K-12 School Start/End Dates

First Day	August 20
Last Day	June 4

### Student Holidays

Labor Day	September 2
Teacher Professional Dev.	October 28-29
Thanksgiving Break	November 27-29
Winter Break	December 23 - January 3
MLK Day	January 20
Presidents Day	February 17
Teacher Professional Dev.	March 20
Spring Break	April 13-17
Memorial Day	May 25

### Student Half Days

Half Days	June 2-4
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### Makeup Days (In Order of Use)

*Makeup Day 1	March 24
*Makeup Day 2	April 10
*Makeup Day 3	March 23

(\*If day not needed, it becomes student holiday.)

### Grading Periods

End 1st Quarter	October 22
End 2nd Quarter	January 14
End 3rd Quarter	March 19
End 4th Quarter	June 4

### Report Cards

1st Report Card	October 30
2nd Report Card	January 24
3rd Report Card	March 27
4th Report Card	June 8

### Other Important Dates

5K and First Grade Registration/2020-21	TBD
4K Pre-Registration/2020-21	Jan. 22 - March 20
High School Graduations	TBD

### Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.

### 4K Calendar

[Link to 4K Calendar](#)  
or Visit <https://goo.gl/dSY8M8>

### Testing Calendar

[Link to Important Testing Dates](#)  
or Visit <https://goo.gl/dSY8M8>  
Dates subject to change,  
check back regularly.



February 2020							March 2020							April 2020							May 2020							June 2020							July 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
2	3	4	5	6	7	8	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
9	10	11	12	13	14	15	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
16	17	18	19	20	21	22	22	23	24	25	26	27	28	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31			
23	24	25	26	27	28	29	29	30	31												31																				

# Carolina High School & Academy Academics & Instruction

## Vision

To create a culture in which the school and community foster academic excellence and the social development of all students in a safe and inviting learning environment.

## Mission

To help students reach their full potential through engaging experiences that are academically excellent and socially equitable.

## Carolina High School & Academy Beliefs

- We believe that we can empower students to succeed as lifelong learners through individual and collaborative efforts.
- We believe that all students will adhere to and reach the high expectations we set forth and model.
- We believe that our diversity and challenges will make us stronger and not be an obstacle or excuse in our way.
- We believe that we will treat all members of our school, our community and our stakeholders with the respect and dignity they deserve.
- We believe our students and our parents are our customers and we will serve them to the best of our abilities, creating a dynamic partnership.

## Motto

Whatever It Takes!

## Alma Mater

Oh, we love thee, Carolina  
That so proudly stands today;  
And we will sing thy praises  
As we go along our way.  
May our ideals high be lifted  
And thy light be bright and clear,  
As we tread the path of knowledge  
To our goals that we seek here.  
O let us cheer her on

To victory and song  
And Carolina live forevermore.  
Oh cheers for days gone by,  
We'll hold her honor high  
And shout her praises ever to the sky.  
For we love thee Carolina  
That so proudly stands today,  
And we will not forget  
Though we be far, far away.

## Characteristics of a CHS Ideal Graduate:

- Accountable
- Civic Minded
- Collaborative
- Creative
- Critical Thinker
- Goal Driven
- Passionate
- Professional
- Self-Advocate
- Work Ethic

## Bell Schedule

1 <sup>st</sup> Block	8:45 - 10:20	1 <sup>st</sup> Lunch
2 <sup>nd</sup> Block	10:25 – 12:00	12:00 – 12:30
3 <sup>rd</sup> Block	12:05 – 2:05	
4 <sup>th</sup> Block	2:10 – 3:45	2 <sup>nd</sup> Lunch
		12:45 – 1:15

## Promotion Requirements

Listed below are the high school promotion requirements as prescribed by the School District of Greenville County and the South Carolina Education Improvement Act.

- To be classified as a tenth grader, a student must have earned at least five (5) units of credit distributed as follows:
  - One unit of English
  - One unit of Mathematics
  - Three additional units
- To be classified as an eleventh grader, a student must have earned at least eleven (11) units of credit distributed as follows:
  - Two units of English
  - Two units of Mathematics
  - One unit of Science
  - Six additional units
- To be classified as a twelfth grader, a student must have earned at least seventeen (17) units of credit and be enrolled in all courses required for graduation. Units earned must be distributed as follows:
  - Three units of English
  - Three units of Mathematics
  - Two units of Science
  - Nine additional units

Students and parents are encouraged to discuss the number of units earned or need to earn with the guidance counselor.

## Graduation Requirements

The School District of Greenville County awards credits or units in grades 9 through 12. Students may earn credits, with school approval, for graduation in the following ways:

- High School Course Work
- Virtual High School
- Accredited Summer School Courses
- Approved Correspondence Courses
- Career Center Courses



## Diploma

State Diploma requires 24 units for all students. Participation in additional standardized testing may be required.

<b>English</b>	4 units	<b>Other Social Studies</b>	1 unit
<b>Mathematics</b>	4 units	<b>PE or JROTC</b>	1 unit
<b>Science</b>	3 units	<b>Computer Science</b>	1 unit
<b>US History</b>	1 unit	<b>Foreign Language or Career Technology</b>	1 unit
<b>Economics</b>	½ unit	<b>Fine Arts</b>	1 unit
<b>Government</b>	½ unit	<b>Electives</b>	6 units
		<b>Total</b>	24 units

## Grading Scale

<b>A</b>	90 – 100	<b>D</b>	60 – 69
<b>B</b>	80 – 89	<b>F</b> <b>(Partial GPA Credit)</b>	50 – 59
<b>C</b>	70 – 79	<b>F</b> <b>(No GPA Credit)</b>	0 – 49

## Grading Point Average Calculation

- High school students will receive a numeric grade for each subject based on the grading scale.
- The numeric grade and category of the course will determine the quality points earned for each subject.
- College Prep courses earn the base weight. Honors, dual credit, AP courses have higher values.
- Grades earned will be calculated on the statewide grading scale.
- Students with a GPA between 2.8 and 3.0 who are concerned about scholarship eligibility may request hand calculations from the school counselor.

## Salutatorian

The honor of Salutatorian is bestowed upon the senior with the second highest cumulative grade point average earned for high school coursework. Rank in class will be determined by School District Rule IHC(R).

## Valedictorian

The honor of Valedictorian is bestowed upon the senior with the highest cumulative grade point average earned for high school coursework. Rank in class will be determined by School District Rule IHC(R).

### **Report Cards & Progress Reports**

- Students will receive four report cards during the school year; one for each nine-weeks grading period.
- A student must achieve a grade of 60 or higher to receive passing credit for any one course.
- Students will receive four progress reports during the school year; one at the midpoint of each nine-week grading period.
- A progress report is indicative of a student's current grade for a single 4 ½ week period.

### **Exam Policy**

- Exams will be administered at the exam scheduled times.
- Exams will count 20% of the students overall grade.
- The principal may grant permission for a final exam to be rescheduled if the student can present clear documentation of an unusual circumstances or critical need.

### **Late Work Policy:**

- If a student is present in the classroom and the assignment is not completed
  - The student has 3 days past the due date to turn the assignment in late, not to extend past the project end date
  - The teacher will deduct agency points for late assignments
- If a student is absent, this follows the make-up work policy:
  - The student gets the number of days absent plus one day
  - The make-up work policy takes place when a student is absent for any reason (ISS, OSS, etc.)

# Athletics

## Expectations of Athletes

Carolina High School & Academy athletes have a duty to:

- Achieve maximum academic performance in all of their classes
- Follow all rules established by the coach(es) for their sport, the athletic department, the school, the school district, and the South Carolina High School League.
- Make a full commitment to their team and their teammates by hard work, cooperation, conscientious practice and planning, mental and physical preparedness, regular attendance at practices and games, and a winning attitude achieved by incorporating team play, ethical conduct, sportsmanship and fairness.

## Eligibility for Athletics

- To be eligible in the first semester a student must pass a minimum of five (5) Carnegie units applicable toward a high school diploma during the previous year. At least two (2) units must have been passed during the second semester or summer school and have an overall passing average.
- To be eligible for sports in the second semester a student must pass two (2) Carnegie units applicable toward diploma during the first semester if they were ineligible at the start of school. If they were eligible at the start of school, they only have to pass four (4) at the semester point and have an overall passing average.

## Required Forms for Athletics

- State certified birth certificate (one time only; copy will be kept on file)
- Physical examination (each year dated after April 1st)
- Parental permission (each year)
- Purchase athletic insurance (each year)
- Students will not be allowed to either practice or become a member of a team without this coverage.
- Because this policy is mandatory, it covers only injuries received during practice for or participating in a high school sport.
- This required policy should not be confused with the school time/24 hour plan which is optional and covers all school time injuries including all athletic injuries except football.

# Attendance

## Greenville County Schools Attendance Policy

- All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their seventeenth birth date.
- Students are counted present only when they are actually in school, on homebound instruction, or present at an activity authorized by the school principal.
- The school year consists of **180** school days. To receive credit, students must attend at least **170** days of the school year and at least 85 days of a semester course (1 unit ), or 42 days for a quarter course (1/2 unit), as well as meet all minimum requirements for each course.
- As mandated by law, high school credit may be denied if the student has more than ten (10) absences in a year long course five (5) absences in a semester course and three (3) absences in a quarter course, regardless of academic performance in the class.
- If the student has more than ten (10) absences in a yearlong course five (5) absences in a semester course and three (3) absences in a quarter course, regardless of academic performance in the class will earn a failing grade for the course due to Failure Due to Attendance (FA). Students may make up unexcused absences, information is provided below in the Seat Time Recovery information.
- A student may request a waiver for absences over the five or three day rule if there are extenuating circumstances.
- It is important that the student provide notes for every absence. Medical excuses signed by a licensed physician, court appearances, and school authorized absences are not counted against a student when considering credit.
- All absences shall be recorded as excused or unexcused by the principal (or his designee) in accordance with the following guidelines:
  - Lawful Absences
    - Personal illness of a child shall be verified by statement from the parent or a physician.
    - Absences for chronic or extended illness will be approved only when verified by a physician's statement.
    - Serious illness or death of an immediate family member shall be verified by a statement from the attending physician.
    - Absences for religious holidays shall be requested in advance. Such requests must be made to the principal in writing.
    - Absences for extreme hardships may be approved by the principal. Such approval should be prearranged whenever possible.
  - Unlawful Absences
    - Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful.

### **Carolina High School & Academy Attendance**

- Daily attendance will be recorded during each class period.
- The school's automated system will call students' homes to notify parents of the student's absence.
- Parents should notify the attendance clerk of absences and any address or telephone number changes.
- The attendance clerk's record of attendance is the official record used to grant or deny academic credit.

### **Chronic Illness**

- Students who suffer from a chronic illness or a medical condition that is being treated by a doctor should provide a physician's note advising the school of the student's condition, i.e. asthma, diabetes.
- The note will be placed in the student's attendance file. Thereafter, if the student is absent due to this medical condition, a parent note referring to the doctor's note on file may be sent so that it will not be necessary to go to the doctor each time a relapse occurs.
- The student should then bring a parent note. All absences must have some form of verification.
- The chronic illness verification note must be updated annually.

### **Homebound**

- Students who cannot attend school because of mental or physical illness, an accident, or pregnancy should apply for homebound instruction.
- The students will not have absences count against them provided they complete all academic requirements.
- Any questions regarding homebound instruction should be directed to the guidance office.

### **Tardy to School**

- All students tardy to school must report directly to the front office in order to be admitted to class.
- Tardiness due to a late bus is excused.
- Any student more than 45 minutes late to class shall be counted absent for attendance credit purposes.

### **Tardy to Class**

Students are expected to be on time to all classes.

- 1st Tardy: Conversation with Administrator
- 2nd Tardy: Conversation with Administrator
- 3rd Tardy: Student makes phone call home to parent
- 4th Tardy: Referral in IMS, parent contact, and 1 day of ISS
- 5<sup>th</sup> Tardy: Referral in IMS, parent contact, and 2 days of ISS

- 6<sup>th</sup> Tardy: Referral in IMS, parent contact, and 3 days of ISS
- 7<sup>th</sup> Tardy: Referral in IMS, parent contact, and 1 day of OSS
  - Parent return to school conference and student contract
- 8<sup>th</sup> Tardy: Referral in IMS, parent contact, and 2 days of OSS
  - Parent return to school conference
- 9<sup>th</sup> Tardy: Referral in IMS, parent contact, and 3 days of OSS
  - Parent return to school conference

Notes concerning tardy policy:

- Students are to be marked unexcused tardy if they are late to class, including 1<sup>st</sup> period
- Students with bus tardies or excused tardies will be coded accordingly by administrators, counselors, or front office staff
- Tardies are cumulative and not by period or day
  - Example: A student late to 1<sup>st</sup> and 3<sup>rd</sup> periods in one day will have two tardies and be on step 2
- Tardies will only reset at the end of the semester
- Teachers cannot hold students after class causing them to be late to their next class period

## Early Dismissal Eligibility

### Senior Criteria:

- classified as a senior
- enrolled in courses needed to complete requirements of the SC High School Diploma
- scheduled for two (2) periods per semester
- parent/guardian signs and submits request form by deadline

### Junior Criteria:

- classified as a junior
- on track to complete requirements for the SC High School Diploma
- scheduled for three (3) periods per semester
- presented proof of registration for a college course taking place at a time that would require him/her to get out of school early
- parent/guardian signs and submits request form by deadline

*Students must leave the high school within 10 minutes of their last class unless they have approval from administration.*

## **Seat Time Recovery**

- The objective of Seat Time Recovery (STR) is to allow students who are currently passing a course (minimum 60%), whom have more than the maximum number of absences the opportunity to recover class hours by attending STR. Seat Time Recovery will enable participants to make up the hours required to receive credit for a course.
- Regular school attendance is important to the academic success of every student. On our block schedule, students are allowed three (3) for a quarter course (Ex. Government and Economics) five (5) unexcused absences for a semester course and ten (10) unexcused absences for a year-long course. Absences above this **violate the SC Compulsory Attendance Law** and puts the student in danger of losing credit.
- Please access the Greenville County School District's parent portal to review your child's attendance record throughout the course of this semester. If your child has an attendance violation, he/she will need to attend seat time recovery in order to recoup the time missed and receive credit for the class.
- Carolina High School and Academy provides three opportunities for students to recover class hours.
  - **School Service Recovery**
  - **Community Service Recovery**
  - **Traditional Recovery**

## **School Service Recovery**

- Students have an opportunity to recover course hours through various school functions/needs.
- These functions include, but are not limited to athletic events assistance, club/organizations events assistance, and various school needs.
- All School Service Recovery must be pre-approved by your grade level administrator, in addition the School Service Recovery Form must be completed and signed prior to any recovery time.
- Students utilizing School Service for STR must complete the entire project as requested.
- Should any student not follow the guidelines set by the School Service Recovery Form or be asked to leave will receive no credit for their time. In addition any student failing/removed during their School Service Recovery are ineligible to complete any School Service Recovery or Community Service Recovery for the remainder of the school year.
- In no case will the number of absences for any class be reduced to less than the maximum allowed to earn credit.

## **Community Service Recovery**

- Students have an opportunity to recover course hours through Community Service Recovery.

- Community Service Recovery can be obtained, but are not limited to the needs of local community events, community projects, community service, or other approved community needs.
- All Community Service Recovery must be pre-approved by your grade level administrator, in addition the Community Service Recovery Form must be completed and signed prior to any recovery time. Students utilizing Community Service Recovery for STR must complete the entire project as requested.
- Should any student not follow the guidelines set by the Community Service Recovery Form or be asked to leave will receive no credit for their time. In addition any student failing/removed during their Community Service Recovery Service ineligible to complete any School Service Recovery or Community Service Recovery for the remainder of the school year.
- In no case will the number of absences for any class be reduced to less than the maximum allowed to earn credit.

### Traditional Recovery

- There will be a seat time recovery center (Greenville High School) operating on Tuesday's and Thursday's. Times: 5:00 p.m. to 8:00 p.m.
- STR cost is \$10.00 per 3 hours – Students must pay prior to attending STR through their grade level administrator. Cash is the only form of payment.
- Students can recover seat time hours at this location. Greenville High School seat time recovery dates will posted at <https://www.greenville.k12.sc.us/gvilleh/main.asp?titleid=STR>
- There are dates provided for first and second semesters of the school year.
- It is the student's responsibility to discuss with their grade level administrator, which classes to apply the earned periods of attendance. It will be possible to apply all earned attendance time to one specific class. In no case will the number of absences for any class be reduced to less than the maximum allowed to earn credit. **(Hours cannot be banked)** STR information will be provided in the Fall and Spring.
- **If a student is dismissed from a STR center before the session is over they will not receive credit for their time served. There will be no appeals to the principal. The decision to approve or deny credit will be made by the person at the Seat Time Recovery Center that you attend. No refunds will be issued at anytime.**



# Discipline

## **Equal Educational Opportunity Rights**

The schools must provide all students the opportunity to receive a quality education. This statement means that every student has the right to attend public school until graduation from high school or until the age of twenty-one (21). The School District of Greenville County does not discriminate among its students on the basis of race, sex, color, disability, religion, or national origin.

## **Behavioral Rights**

A student has the right to be informed of school board policies, district regulations, and the rules promulgated for the student's school, classrooms, and school buses.

## **Academic Rights**

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

## **Privacy and Property Rights**

*Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or School Board policy. A student's right to privacy does not, however, extend to items stored openly in school property such as desks and lockers. School officials may inspect such items of school district property at any time with or without specific reason to do so. In addition, school officials may search a student's person or personal possessions, such as book bags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student. The use of such means as trained dogs and metal detectors in an effort to locate prohibited or illegal items does not constitute a search. District officials may use such means at any time in their discretion. During school hours, the use of personal radios, tape/CD decks, electronic games, and similar devices by students is not permitted. School officials may confiscate all such unauthorized equipment.*

## **Freedom of Assembly**

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy, or school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act and the board policy implementing that Act.

## **Freedom of Expression & Speech**

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

## **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>

## **Written Expression & Circulation of Petitions**

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such personal expression. Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only. School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

## **Distribution of Literature**

No pamphlets, posters, advertisements, or literature of any type may be distributed or posted on campus without the approval of the principal. School personnel may not participate in political campaign activities on campus at any time. No school employee or

student may distribute campaign materials at school. This rule does not apply to student government campaigns and election activities.

### **Privacy of Student Records**

- Personally identifiable student records are not open to public inspection without written consent of parents, legal guardians, student of legal age, or post-secondary student who identifiable information appears in such records.
- Any questions concerning student records should be referred to guidance.
- The revised Family Rights and Privacy Act became a federal law in December 1974. The law is designed to protect the accuracy and privacy of student educational records. With reference to this law, please note the following:
  - The definition of “educational records” includes all records, files, documents and other materials containing information directly related to your child.
  - Without your prior consent, only you and authorized individuals will have access to your child’s educational records. Unless you make a request in writing to the contrary, we may release without consent the following kinds of directory information contained in your child’s educational records: name, sex, race, address, telephone listing, date and place of birth, dates of attendance, number of days absent, subjects of study, major field of study, participation in officially recognized activities and sports, weight and height (if member of an athletic team) degrees and awards received, and the most recent previous educational agency or institution attended.
  - You may make an appointment to inspect and review your child’s educational records.
  - You have the right to have your child’s records interpreted for you.
  - You have the right to challenge any information contained in your child’s educational records, if you think it is inaccurate, misleading, or inappropriate.
  - The rights, described herein, are transferred to your child upon the attainment of his/her 18<sup>th</sup> birthday or admission to an institution of post-secondary education.
  - You may obtain copies of educational records for the fee of \$1.00 per page.

### **Due Process**

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This process includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation. Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to alternative program.

## **Discipline of Students with Disabilities**

School administrators shall follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled, in accordance with federal and state law as set forth in the special education procedures developed by the administration.

## **Notice**

State law requires student handbooks to contain this notice:

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any affiliate with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1000, imprisoned for not more than one year, or both. Judicial, law enforcement, or correction official must notify the principal of any conviction of this crime, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teacher 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 and civil liability arising from the report.

## **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.

## Offenses and Consequences

<b>Alcohol, Illegal Drugs, Controlled Substances, Medications, Intoxicating Inhalants, and Drug Paraphernalia</b>	
<b>Description</b>	<b>Consequence</b>
<p>The following are prohibited:</p> <ul style="list-style-type: none"> <li>• Possession, sale, or distribution of alcoholic beverages, illegal drugs and narcotics, toxic substances, and drug paraphernalia.</li> <li>• Unauthorized possession, use, or distribution of a controlled substance or medication (prescription and over the counter) and intoxicating inhalant.</li> <li>• Coming onto school property at any time after use of any alcoholic beverage, illegal drug, controlled substance, or intoxicating inhalant as evidenced by scent, actions, or admission.</li> </ul>	<p>Student will be recommended for expulsion.</p>
<b>Cheating or Plagiarism</b>	
<b>Description</b>	<b>Consequence</b>
<p>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 schools. 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.</p>	<p>Parent notification is required. Credit may not be given for the assignment or the examination. The student will be counseled by the teacher or other school personnel. Additional disciplinary sanctions may be applied.</p>
<b>Consensual Participation in Sexual Misconduct</b>	
<b>Description</b>	<b>Consequence</b>
<p>Consensual participation in any sex act involving physical contact.</p>	<p>Students will be recommended for expulsion.</p>

<b>Damaging School Property</b>	
<b>Description</b>	<b>Consequence</b>
Vandalizing, damaging, or destroying school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden.	Parent or guardian will be informed, and restitution for the damage may be required. Failure to pay the district for damages could result in court action by the district. The student may lose privileges, be suspended, be recommended for expulsion, and receive other disciplinary sanctions. A \$10.00 fee will be charged for removing bar codes from books.
<b>Disobedience and Disrespect</b>	
<b>Description</b>	<b>Consequence</b>
Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense.	Parent notification, detention (during or after school or on Saturdays), counseling, restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, recommendation for expulsion and other sanctions are possible consequences.
<b>Distribution of Unauthorized Materials</b>	
<b>Description</b>	<b>Consequence</b>
The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited.	Counseling, referral to school resources, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources and recommendation for expulsion are possible consequences.
<b>Failure to Pay School Fines</b>	
<b>Description</b>	<b>Consequence</b>
Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner. Failure to make payment when requested may result in a student's inability to participate in designated school activities.	Loss of privileges, restriction from activities, or other penalties as the school administration deems appropriate are possible consequences.

<b>Fighting</b>	
<b>Description</b>	<b>Consequence</b>
Any hostile physical conflict between individuals is forbidden on school property.	Parent notification, suspension, referral to school resource officer, and recommendation for expulsion are possible consequences.
<b>Firearms on District Property</b>	
<b>Description</b>	<b>Consequence</b>
Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year.	Student will be recommended for expulsion.
<b>Gambling</b>	
<b>Description</b>	<b>Consequence</b>
Any participation in games of chance for money or other items of value is forbidden on school property.	Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.
<b>Ganging/Lynching</b>	
<b>Description</b>	<b>Consequence</b>
“Ganging” or participating as a member of a gang to inflict 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.	Student will be recommended for expulsion.
<b>Misuse of District Technology Resources</b>	
<b>Description</b>	<b>Consequence</b>
District Technology Resources in Greenville County schools include	Restriction or loss of privileges and other disciplinary action which may include



equipment, networks, and access to the Internet. Student access to Technology Resources is a privilege and not a right. Students violating the Acceptable Use Policy or other District regulations are subject to disciplinary action.	parent notification, counseling, detention (during or after school or on Saturdays), suspension, or recommendation for expulsion are possible consequences.
<b>Use or Possession of Unauthorized Materials</b>	
<b>Description</b>	<b>Consequence</b>
Laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials are inappropriate for school and can cause severe injury.	Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.
<b>Profanity</b>	
<b>Description</b>	<b>Consequence</b>
Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school sponsored event, or representing the school or school system will face appropriate disciplinary action.	Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.
<b>Sexual Harassment/Misconduct of a Sexual Nature</b>	
<b>Description</b>	<b>Consequence</b>
Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior.	Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.

<b>Smoking</b>	
<b>Description</b>	<b>Consequence</b>
Smoking and possession or use of tobacco products and smoking paraphernalia on school property is prohibited.	Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources or community agencies are possible consequences.
<b>Tardiness</b>	
<b>Description</b>	<b>Consequence</b>
A student who arrives late to school or to class is tardy. Excessive tardiness will result in disciplinary action.	Parent notification, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources or community agencies are possible consequences.
<b>Theft</b>	
<b>Description</b>	<b>Consequence</b>
Taking the property of another without permission is forbidden. This statement applies whether the property belongs to another student, a staff member or the school district.	Restitution and parent notification are required. Additional disciplinary action may be taken, including in-school suspension, suspension, recommendation for expulsion, and other sanctions.
<b>Threats, Harassment, Hazing, Intimidation or Blackmail</b>	
<b>Description</b>	<b>Consequence</b>
Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.	Student counseling, parent notification, detention (during or after school or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, referral to school resources, and recommendation for expulsion are possible consequences.
<b>Threats and Assaults Against School Personnel</b>	
<b>Description</b>	<b>Consequence</b>
Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.	Student will be recommended for expulsion.

<b>Tuancy, Cutting Class, Leaving School, Unauthorized Walk-Out</b>	
<b>Description</b>	<b>Consequence</b>
Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or campus without school permission.	Parent notification and/or parent conference, detention (during or after school, or on Saturdays), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and referral to school resources or community agencies are possible consequences.
<b>Weapons on School Property</b>	
<b>Description</b>	<b>Consequence</b>
Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over 2" long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.	Student will be recommended for expulsion.

### **Dress Code**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress, which are consistent with this policy.

- Student dress and grooming must be neat and clean.
- Pajamas and slippers are not acceptable clothing.
- At no time, should the student's midriff be visible while standing, sitting, or participating in normal school activities (e.g. raising hand or bending down).
- Clothing that inappropriately exposes body parts is not permitted, including low-cut shirts, tank tops, spaghetti strap tops, halter tops, vests or see-through or mesh garments worn without shirts, and pants with holes above finger-tip length.
- Shoulder straps must be at least three inches wide. Bra straps and bra sides must not be visible. Students shall not dress in such a way that partially or totally exposes underclothing.
- Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
- Skirts should fit and be in good taste and not be shorter than finger-tip length.

- Pants should fit and be in good taste. Holes in pants or shorts must be below finger-tip length.
  - The school will not provide tape to cover holes and students will not be permitted into the building with tape covering holes or other dress code violations
- Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than finger-tip length. Biker shorts are not permitted.
- Hats, scarves, bandanas, or any other head gear that completely covers the head are not permitted.
- Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Carolina administration will make all final decisions concerning dress code as appropriate.
- Carrying around blankets or pillows is not permitted.

### **ID Policy**

- All students must have on their school issued ID from the time they enter the building until the time they leave the building
- The ID must be on a lanyard around the neck
- All students may only wear an ID from the current school year
- Students may not wear or display the ID of another student from Carolina or any other school
- If a student comes to school without an ID, they can purchase an ID for \$5 or report directly to ISS
- Continual failure to wear an ID at all times may result in a refusal to obey referral and 3 days of ISS

### **Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. "Acceptable use" of this network is use that is consistent with the instructional goals of the District.

- The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom.
- Electronic teaching and learning tools and online access are designed to support your education. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet.
- Further disciplinary and/or legal action may be taken at the discretion of school administration.
- Please note that students who do not have access to the internet will not be able to access web-based programs that teachers may be using in class.
- Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook.
- Violation of any of the terms or conditions will result in disciplinary action.

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

### **District Guidelines**

1. Personal Electronic Devices are only to be used within the established guidelines of each school.
2. Personal Electronic Devices will only be allowed on the Greenville County School's protected Guest Network. PED's may not be able to print or access all of Greenville County School's internal resources.
3. Students agree to abide by GCSD Acceptable Use Policy.
4. All PEDs are brought to school at the owner's risk. Neither GCSD nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices.
6. Use of the PED for unauthorized activities is prohibited.
7. Teachers and administrators may ban an individual from using a Personal Electronic Device and may confiscate the device if the student is not following the guidelines. Return of the device and continued use of the device at school is contingent upon the outcome of a meeting with the student, parent and administrator.

8. Inappropriate use of Personal Electronic Devices is subject to discipline in accordance with the District's Behavior Code, Board Policy JCDA.

### **School Guidelines**

1. Personal Electronic Device use is not permitted during announcements, including the Pledge of Allegiance and moment of silence. This means that students must put away their cell phones, earbuds, headphones, or any other type of personal device not issued by the school. (Approved student laptops will be allowed.)
  - a. "Put away" means that none of these items are visible, audible, or in use.
  - b. Students may use their devices before school, during lunch time, and during class changes in the hallways as long as it does not interfere with the normal operation of the school day.
  - c. When using earbuds/headphones in the hallway, students need to have one ear open so that they can hear in case of emergency.
  - d. Any student that uses a device to play music out loud or simply take advantage of this device policy may lose their individual privilege to have their device at all.
  - e. Students are not permitted to play music out loud over a phone or speaker of any sort.
2. Teachers are expected to create their own classroom acceptable use policy that must include the following non-negotiables:
  - a. Personal Electronic Device use is not permitted in the learning environment during direct instruction, presentations, quizzes, and tests.
  - b. The classroom policy must be communicated to students and parents through the syllabus, teacher website, and posted in the room
3. The consequence for a student failing to follow the PED policy will be removal from the classroom or hallway, referral, parent notification, and 1 day ISS.
4. All PED's brought to school are at the owner's risk and the school assumes or takes on no liability. The school is not responsible for the theft or damage of any students' personal device.

### **Special Notes**

Note #1: Any student that interacts in a rude or disrespectful way to any school official during this process will automatically receive a referral for disrespect and follow our discipline policy.

Note #2: PED, for the purpose of this policy, includes such things as cell phones, ear buds, headphones, iPods, cameras, etc...

Note #3: This policy does not deal with the misuse of school assigned devices, which is a separate policy.

## **Due Process**

- In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him/her and notify him/her of the evidence in support of this charge.
- The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, the administrator should make such an investigation.
- If the administrator determines that the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension and its length and of a time and place when the administrator will be available for a conference.
- The conference shall be set within two (2) school days of the start of the suspension.
- If a parent/legal guardian cannot come for the student, school personnel may take the student home, so long as the parent is at home to take charge of the student.
- If the administrator cannot reach the parent/legal guardian, the student must stay at school until the end of the school day.

## **Suspension Appeals**

- If, after the conference with the school administrator, the parent/legal guardian believes the student's suspension was unjustified, an appeal of the suspension may be made to the district superintendent or his designee.
- To appeal a suspension, the parent/legal guardian must write the superintendent within five (5) days after the conference with the school administrator, advising the superintendent of the exact reasons why that administrator's decision should be overturned and the facts that support those reasons.

## **Alternative Program**

The School District of Greenville County provides a special alternative program for middle and high school students who have consistent difficulty learning in a traditional classroom environment. If referred to and accepted for admittance to this program, students receive small group instruction, counseling and behavior modification. They continue their academic path, but in a special setting away from the mainstream school. Discipline is strictly enforced.

## **Expectations of Bus Riders**

The School District of Greenville County 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.

## Student Services

### Cafeteria Services (355-2308)

- The cafeteria serves breakfast and lunch daily.
  - Breakfast is free for all students.
  - Lunch is free for all students.
- Students are not to have food delivered to the school by anyone.

\*Prices are subject to change.

### Media Center (355-2305)

- The Media Center is open from 8:30 am until 4:00 pm daily. Students may come to the library at any time during the day with an appropriate reason.
- A pass is not required to enter the library before or after school or during lunch, but at all other times, a pass is required.
- Students' book bags are to be left near the circulation desk while they are in the media center. The student can claim it when he/she leaves.
- The checkout of materials from the library is fully automated. Students may have two items checked out in his/her name at any given time.
- Listed below are the kinds of items available for checkout, the circulation period and fine if overdue. Exceptions can be made to both the time limit and at the request of a teacher. Items may be renewed one time if not in demand.

Media Type	Circulation Period	Fine
Books	Two Weeks	\$0.10 per day
Reference Books	Overnight	\$0.25 per day

### Health Room Services (355-2307)

- Student Emergency Forms must be signed by the parent and kept on file in the Health Room.
- A student must have a pass from his/her teacher to go to the health room.
- If a student is ill and wants to leave school, the nurse must get permission from the student's parent/guardian listed on the Emergency Form.
- Parents are required to bring prescription medication to school and provide Form Med-1 before any prescription medication may be left at the school.
- The nurse may not dispense over-the-counter medication without permission from parents. Students must bring appropriately labeled medication to the nurse and parents must sign the Permission to Administer Medication Sheet.
- Asthma inhalers and other prescribed medicine may be self-administered with signed permission of both parent and physician. Form Med-2 is required before medication is brought to the school.
- Medication that can be taken at home should NOT be brought to school.



### **Carolina High School Health Clinic (355-2392)**

- School-based Health Care Center.
- Students will benefit from the partnership between On Track Greenville and GHS School-based Health Centers by staying in school.
- Staffed by nurse practitioner.
- On-site testing and treatment for illnesses such as strep throat and flu.
- Sports physicals and treatment for sports injuries
- Check-ups for chronic conditions, like asthma and ADHD.
- Screening for mental health and emotional issues.
- Referrals to medical specialists and community resources.

### **Guidance Services (355-2304)**

- Parents who wish to confer with a counselor or teacher should contact the guidance department at 355-2304 to schedule an appointment.
- It is the parents'/guardians' responsibility to bring to the attention of the school any handicap their student may have if not previously noted in the student's record.
- If a student moves during the school year, they should report change of address and phone number to the school registrar. It is imperative to have correct student information at all times.

### **Main Office Services (355-2373)**

#### **Visitors**

- Visitors are required to sign in and obtain a visitor's badge from office personnel.
- Visitors are required to show appropriate picture ID.
- Unauthorized visitors on campus are subject to trespassing charges.
- Students are not to invite friends and relatives to visit them during the school day or during lunch.
- State Law 16-551 (from the Code of Laws of South Carolina) and City Ordinance 24-88 (City of Greenville) establish guidelines for unauthorized persons on a school or university campus.

#### **Lost & Found**

- Articles found on school grounds are to be turned in to the custodians.
- Items may be claimed upon proper identification.
- Items not claimed in a timely manner will be discarded.

#### **Student Messages & Deliveries**

- Only messages from a parent/guardian that are an immediate emergency will be given to students.
- Packages, flowers, balloons, birthday gifts, lunches, etc. will not be delivered to the students.

#### **Student Parking**

- Students must get to school on time. Failure to do so may result in revoked driving privileges.

- A parking sticker must be purchased for \$20.00 and be placed on the windshield.
- Any student's car without a displayed CHS parking sticker on the windshield may be towed without warning.
- No loitering will be allowed.
- Students will not park in visitors' parking spaces.
- Students taking unauthorized students off campus may lose driving privileges.
- Carolina High School and Academy will not assume responsibility for theft or damage to vehicles driven to school.
- The student parking lot is off limits during school hours.

# Student Activities

## Field Trips

For any school-sponsored trip, each student must complete and secure the signature of his parent or guardian on the permission form provided by the school. This permission form must then be returned to the trip sponsor who gives the form to the attendance clerk to be filed in the student's attendance file.

## Athletics ([www.carolinaathletics.com](http://www.carolinaathletics.com))

The following sports are offered for student participation:

- Baseball
- Basketball
- Cheerleading
- Cross Country
- Football
- Soccer
- Softball
- Tennis
- Track
- Volleyball
- Wrestling

## School Insurance

- All students are urged to take the school accident insurance protection plan offered at the beginning of the year.
- Accidents should be reported immediately and all claims must be filed within 20 days.
- The school times/24 hour plan, which is optional, covers all school time injuries, including all athletic injuries except football.
- Athletic insurance is mandatory while the school time/24 hour plan is optional.

## Outside Organizations & Secret Societies

- Outside organizations must have approval of the principal for any activities on school grounds.
- Secret societies, fraternities, and sororities are prohibited at Carolina High School during any portion of the day and/or at school related events.
- Recruitment, emblems, and symbols of secret societies are prohibited.