



Student Handbook

2020-2021

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EMPLOYEES

ADMINISTRATION

Director.....Brana Myers
Assistant Director.....Tracy Cooper
School Counselor.....Anna Chappell
Work-based Learning Coordinator..... Lori Hoyer

OFFICE STAFF

Bookkeeper Pam Simpson
Attendance Clerk Andi Bruss

INSTRUCTORS

Auto Collision Technology Donnie Pearson
Automotive Technology.....Tavis Lydic
Building Construction Travis Cash
Career Academy..... Katie Ward
Cosmetology Pam Cassels
Cosmetology Susan Paxton
Culinary Arts..... Holly Bell
Firefighting..... Mark Crain
Graphic Communication Cheryl Bennefield
Law Enforcement..... Ronardo Bowser
Machine Tool Technology.....Spencer Black
Mechatronics Duane Anderson
Welding Technology Jamie Walden
Special Education..... Angie Jarecki
Instructional Aide..... Sherita Floyd

CUSTODIAL STAFF

Plant Engineer..... Mark Kennedy
Custodian Margaret Best
Custodian Sheila Botkin
Head Custodian..... Steven Cox

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, application for employment, educational programs, activities, or access to its facilities.

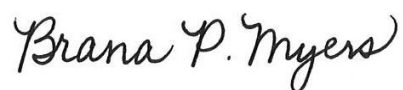
A Message from the Director

Welcome to Enoree Career Center! We are glad you have chosen to be a part of the programs we offer here. We believe that Enoree Career Center has the potential to give you an incredible advantage as you plan your future. Whether you intend to further your education in college or seek employment immediately after high school, we believe the instruction and experiences we provide at Enoree make for a better student, a better worker, and a better citizen. As part of Greenville County Schools' Graduation Plus Initiative, it is our goal that you receive, in addition to your high school diploma, additional experiences and credentials that will clearly set you apart after graduation. Our faculty and staff are committed to helping every student achieve and succeed.

Many of you are coming to Enoree Career Center for the first time, while others are returning to an environment with which you are familiar. It is our goal to keep you informed of the many events and opportunities taking place at Enoree Career Center during the 2020-2021 school year. It is also very important to us that you know the rules and procedures that must be followed to ensure your success. This handbook was designed to help you in those areas.

Please use this student handbook as a reference for the entire year. Each student is responsible for the information contained in this publication.

My door is always open for any student who wishes to discuss anything about our school. I look forward to a great year with you.

A handwritten signature in cursive script that reads "Brana P. Myers".

Brana P. Myers, Director

THE MISSION AND GOALS OF ENOREE CAREER CENTER

The primary mission of Enoree Career Center is to promote and offer occupationally relevant curriculum for the students we serve.

The goals of Enoree Career Center are:

- To provide the Enoree graduates with marketable skills for work in the real world.
- To assist in reducing the number of dropouts by motivating students to higher levels of achievement through relevant vocational courses.
- To provide career and technology guidance for prospective students.
- To assist students in determining an occupational or career choice.
- To work with business and industry in placing students on jobs in the area for which they were trained.
- To evaluate current programs and create new programs to better meet the needs of the students and community.
- To develop proper work attitudes, safety habits, and the understanding of proper work relationships with fellow workers.

PHILOSOPHY AND OBJECTIVES

The career centers are an integral part of the comprehensive educational system of Greenville County Schools. Each center provides more depth to the existing curriculum in the high schools by offering specialized training in various occupations. This training is not limited to acquiring skills for a specific occupation. We believe that students should have the opportunity to interact in the training environment so as to acquire skills that will help them become successful citizens in our community. We value the career and technology student as a vital and contributing member of our society.

THE MAJOR OBJECTIVES OF THE CAREER CENTERS ARE:

- To provide relevant, quality career and technology training for all students in the district who desire such training
- To aid students in job placement and to encourage them to continue their education at the post-secondary level
- To promote the ideals of responsibility, adaptability, and the dignity of work in a democratic society
- To be responsive to student needs for skill development as well as to the manpower needs of the local business and industrial community

COVID ADDENDUM

This section provides additional guidance that may be necessary as schools reopen during the COVID-19 pandemic. The following includes highlights of specific practices put into place for Enoree Career Center. For a complete list of information and guidelines concerning protocols and requirements of Greenville County Schools, please visit the district's website at www.greenville.k12.sc.us.

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.

ATTENDANCE PLANS DURING COVID:

Enoree Career Center will follow the attendance plan in accordance with the rest of Greenville County Schools. Students should know their assigned color/attendance group and should attend Enoree on the same day(s) they attend their home high school.

ARRIVAL AND DISMISSAL DURING COVID:

Students who are dropped off by parents/guardians will be allowed to enter the building at 8:30 AM and 12:30 PM. Student riders and drivers should park in the student parking lot, but remain in their cars until the first bell rings at 8:50 AM and 12:35 PM. Buses will be unloaded one at a time in the bus loop near the main entrance.

Dismissals will begin at 11:10 AM and 3:05 PM and will be staggered to avoid large groups of students convening in the hallways and exits. Students will be called by class and by bus for dismissal.

Teachers and administrators will closely monitor arrivals and dismissals to assure students are wearing face coverings and are maintaining social distancing requirements.

Early dismissals will not be granted after 11:00 AM and 3:00 PM.

VISITORS DURING COVID:

Visitors are not allowed in the building while schools operate under COVID protocols. Should there be a need for an outside person to enter the Enoree buildings, he should enter the school through the main doors and wait to receive information on screening and entry.

FIELD TRIPS AND ASSEMBLIES DURING COVID:

Field trips, assemblies, and other large group events are suspended until further notice.

OTHER GUIDELINES RELATED TO SCHOOL OPERATIONS DURING COVID:

For more information, please visit the district's website: www.greenville.k12.sc.us

2020 - 2021 Bell Schedule

(All times are subject to change.)

AM Session

7:30 - 8:30 Building open for teachers

By 8:15 Teachers on campus, check-in and COVID screening in main office completed.

8:30 Teachers in classrooms to receive students. Doors open for students who were dropped off.

8:50 First bell, teachers @ doorways, riders and drivers from student parking allowed to enter.

8:57 Warning Bell

9:00 Start of AM classes: All riders, drivers, and walkers to be in class. Bus-riders are to report directly to class upon arrival.

11:10 Staggered dismissal begins for riders/drivers/walkers. Students will be called by class. Teachers will stand in doorway throughout dismissal.

11:17 Staggered bus-rider dismissal begins. Students will be called by high school. Students remain in class until bus is called. Teachers remain in doorways until school-wide dismissal is complete.

PM Session

12:30 Teachers in classrooms to receive students. Doors open for students who were dropped off.

12:35 First bell, teachers @ doorways, riders and drivers from student parking allowed to enter.

12:42 Warning Bell

12:45 Start of PM classes: All riders, drivers, walkers to be in class. Bus-riders are to report directly to class upon arrival.

3:05 Staggered dismissal begins for riders/drivers/walkers. Students will be called by class. Teachers will stand in doorway throughout dismissal.

3:12 Bus-Rider Dismissal begins. Students will be called by high school. Students remain in class until bus is called. Teachers remain in doorways until school-wide dismissal is complete.

POLICIES, PROCEDURES, AND GUIDELINES FOR STUDENTS

ADDRESS AND PHONE NUMBER CHANGES

Address and phone number changes need to be reported to the guidance office so that changes may be made in the computer.

ASSEMBLIES

At all times student behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether or not guests are present, each student is personally responsible for the impression made by the school as a whole. Prior to an assembly, textbooks, and other such items are to be left in the classroom. Purses, billfolds, and other valuables should be taken with you to the assembly. Students will sit with their class.

ATTENDANCE

Attendance Regulations

The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school they are missing valuable instruction. All children are required to attend a public or private school beginning at age five and continuing until their seventeenth birthday. Students are counted present only when they are actually in school, on homebound, or are present at an activity authorized by the school principal.

Credit may be denied to students who miss more than five days of a 90 day one unit course or 10 days of a year long course, regardless of the grade earned.

EXCUSED ABSENCES:

- Serious, chronic, or extended illness of the student certified by a physician within 2 days of the student's return
- Serious illness or death in the immediate family requiring the presence of the student, verified by a parent statement within two days of the student's return
- Recognized religious holidays for students of the particular religious faith when prearranged
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the Director

UNEXCUSED ABSENCES:

Either with or without the knowledge of the parent, any absence by a student not meeting one of the conditions for an excused absence as defined above will count toward the cumulative limit of absences.

IF YOU ARE ABSENT:

Upon returning to school, you MUST report to the attendance clerk to obtain an admittance slip back to school. At this time, an excuse containing your name, date of absence, reason for absence, and parent's signature should be submitted to the Attendance Clerk in the front office. Failure to do this will result in an unexcused absence. Provide medical excuses whenever possible. Excuses must be provided within two working days of the absence or they will not be considered. Provisions for make-up work shall be worked out with the teacher, but will not exceed more than five school days from the absence.

IF YOU ARE TO BE DISMISSED: All morning students who need an early dismissal after 11:30 should get the early dismissal from the home-based high school. Early dismissal notes should be taken to the Attendance Clerk in the front office for verification. Be sure that there is a phone number on the note. No student will be dismissed without phone verification with parent or guardian. All early dismissal requests must be verified by a parent/guardian. Telephone calls are unacceptable for early dismissal.

TO BE COUNTED PRESENT YOU MUST BE IN ATTENDANCE AT LEAST HALF OF THE ASSIGNED PERIOD.

IF YOU ARE ILL AT SCHOOL: A parent or guardian must be contacted in case of illness. Serious health related accidents/illnesses may be referred to the main office.

TARDIES

If you are tardy to school, you must report to the main office before going to class. Consequences for Excessive Tardies:

1ST TARDY: WARNING

2ND TARDY: WARNING

3RD TARDY: REPRIMAND/PARENT CONTACT/CONFERENCE

4TH TARDY: LOSS OF DRIVER/RIDER PRIVILEGES FOR SPECIFIED TIME AND/OR DETENTION

5TH TARDY: LOSS OF DRIVER/RIDER PRIVILEGES FOR SPECIFIED TIME AND/OR DETENTION

6TH TARDY: EXTENDED AND/OR PERMANENT LOSS OF DRIVER/RIDER PRIVILEGES AND/OR SUSPENSION

CARE OF BUILDING AND EQUIPMENT

It is our hope that all students will take pride in the career center building and equipment. When your teacher issues equipment to you, it becomes your individual responsibility to see that it is used wisely, cared for properly, and returned in good condition. Remember that you will be charged for damage or loss. Use every safety rule in handling equipment and clean it after each use. Make sure that it is always returned to its proper place. We encourage students to be THINKING, CARING, RESPONSIBLE CITIZENS.

Vandalism or graffiti will not be tolerated. Any student who vandalized, defaces, writes graffiti on, destroys, removes parts from any tools, equipment, bulletin boards, or walls will be suspended and the student and/or parents will have to pay restitution.

CONDUCT

A student's conduct is a personal matter that should be kept within reasonable bounds that apply equally to all members of the community. A student should have freedom and encouragement to express individuality in school in any way so long as this conduct does not intrude upon and endanger the freedom of others, especially upon the freedom of peers to receive instruction.

All students, on the other hand, should recognize the consequences of their conduct. This refers to their actions toward each other, to their language, to their dress, and their manners.

Students, both individually and in groups, should comply with school regulations and should recognize the authority of the teachers. Disobedience or open defiance of the teacher's authority shall constitute sufficient cause for disciplinary action and may result in suspension or expulsion from school. When, in the judgment of a teacher, an individual or group effectively challenges the teacher's authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the teacher shall report such activity at once to the principal who is empowered to institute appropriate corrective and/or disciplinary action.

CITIZENSHIP EXPECTATIONS FOR STUDENTS

1. Cooperate with all faculty and staff members
2. Conduct themselves as good citizens
3. Work hard and study in all classes

STUDENTS' RIGHTS

When accused of an offense a student will be given:

1. Oral or written notice of the charges; and if disputed,
2. Will be given an explanation of the evidence
3. Will be given an opportunity to present his or her version.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. The general responsibility of discipline rests with the faculty. All faculty members have the authority and are expected to correct misconduct during any part of the school day or at any school function.

Assertive discipline will be used in each classroom at Enoree Career Center. Each teacher will develop class rules that will be approved by the Director, sent to parents, signed by the parents, returned to the teacher and will be kept on file in office as well as being placed on display in the classroom. Each violation of these rules will result in various consequences developed by the teacher and approved by the Director. Teachers are expected to maintain discipline in the classroom using the rules and consequences posted in their class.

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

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.

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

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

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

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

- in-school suspension
- withdrawal of privileges
- 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 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

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

recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges
- 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

DISPLAY OF AFFECTION

School is not a place for students to show affection. Other than holding hands, public displays of affection are in poor taste. Faculty members are required to refer students, parental conferences will be held and/or discipline administered for students who violate the policy

DRUG, ALCOHOL, AND TOBACCO USE

Any person(s) on school grounds must understand that most drug abuses are not only breaches of school discipline but are unlawful, which in many cases will necessitate referral to an appropriate agency in addition to any action taken in keeping with the district's discipline code. It is against the policy of Greenville County Schools to use any type of tobacco product or its substitutes (including vaporizers and e-cigarettes) on school property. Doing so will result in disciplinary action.

EAR BUDS AND HEADPHONES

For the safety of our students, ear buds and headphones are only allowed during schoolwide breaks and during times specified by a classroom teacher or administrator. It is expected that all ear buds and headphones will be removed prior to entering the building each day.

EMERGENCY DRILLS

Emergency drills are a serious matter. Make sure that you are familiar with the fire drill instructions posted near the door in each classroom/shop. When the signal for an emergency drill is given, rise quickly and go quietly and orderly in single file to the location for that emergency. Complete silence is necessary in the event vocal instructions are necessary.

EMERGENCY EVACUATION PROCEDURES

A planned program for the evacuation of all personnel and students exists in our Emergency Preparedness Program. A chart showing the evacuation plan will be posted in each area of the school building. In addition the procedures to be followed are listed in each teacher's handbook, and it is the

teacher's responsibility to inform each student of these procedures. Students should be aware of this procedure and know how to evacuate the building in case of an emergency.

FIELD TRIPS

Field trips are encouraged in order to provide for students the experience needed to relate their vocational education to the real world of work. Since field trips are an integral part of the classroom work, all students are expected to participate in the field trip. No student will be allowed to remain at school while the rest of the class is on the field trip. Field trip permission forms must be brought in prior to the day of the field trip. No phoned in permissions will be acceptable for any field trip. These field trips may be made to area business/industries, to actual job sites, to student work projects, or to other selected places. A dress code appropriate for the field trip will be enforced. Travel will be by school bus. Smoking or the use of tobacco in any form will not be permitted on school vehicles during field trips. All school policies, regulations and rules are in effect during field trips.

GRADING AND EXAMS

Greenville County Schools issues academic reports four times each year. Each report covers a nine week period. Report cards are sent home with the students. In addition, the teacher will issue a progress report. The following grading scale is used in reporting to parents:

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: Below 60

No student will be admitted late to school on exam days without a medical excuse or other extreme conditions as approved by administration. Students who do come late to school on exam days will take the exam after the exam hour. Posted exams (semester and year end) may not be made up without a doctor's excuse.

HEALTH SERVICES

If a student becomes seriously ill or injured at school, he/she will report to the Main Office. No medication can be given to students. Students who are ill cannot be dismissed without verbal parent permission. Parents of students who are ill will be contacted. Students who are ill must either have someone pick them up or return to class.

ID BADGES

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

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

INJURIES

If you have an accident while at the center, report IMMEDIATELY to your teacher. He or she will administer first aid, send you to the office, file an accident report, and follow up to insure that proper care is taken of the injury. If you are insured under a plan other than the school plan, you should report the injury to your insurance company.

INSURANCE

Every student enrolled at the center must be insured against accidental death or injury. All students will be asked to have their parents sign a form confirming insurance coverage. Insurance coverage under a parent's policy or school insurance coverage is required of all career center students. School insurance may be purchased at the home high school.

INTERNET USE POLICY

(District Student Acceptable Use Policy Agreement)

Greenville County Schools 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.

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

D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/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. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

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.

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.

A copy of the District's "Acceptable Use" agreement will be sent home with students from their home high school in its entirety. Students agree to the terms and conditions contained in this policy upon signing for the school handbook.

LOST AND FOUND

Students who find articles are to turn them in to the main office. Items lost may be reclaimed upon proper identification

LEAVING CLASS

There are times that students must be in the halls during class time for various reasons. This should be kept to an absolute minimum. Whenever a student leaves any instructor's department during class time, he/she must have a hall pass in his/her possession. Students may not leave class to conduct personal business with students in another class. A student shall not enter a classroom or shop without the permission of the program's instructor

Breaks and Restrooms

- At the assigned time each class will be escorted to the break area and must stay with their class and return to class together.
- Students wishing to go to the restroom must sign in and out on the restroom sign out sheet.
- Any time a student is out of class they must have a signed pass in their possession.

OFFICE

The main office is a business office at all times; therefore, students are to remain outside the office area at all times and must have a signed pass from their teacher to come to the office.

OFF-LIMITS AREAS

The following are considered off-limits areas for students

- All parking lots during the school day. Permission must be obtained from the administration to enter parking lots during the school day.
- Faculty lounges, workrooms, and offices.
- Behind or the areas to each side of the school. No student vehicles are allowed to the side or back of the school beyond the gates, unless permission has been obtained from the Director. A printed pass must be displayed in the vehicle at all times if permission has been granted.

- All remote areas of the campus, including ball fields, are off limits to students.
- Students are not allowed to enter buildings prior to 8:30am with the exception of Cosmetology students, who are to report directly to the classroom upon arrival to school.

Note: When leaving the school, all students must exit the school using the front entrance.

PARKING/DRIVING/RIDING PRIVILEGES

Parking a student's vehicle at Enoree Career Center is a privilege. This privilege can be revoked at any time for unacceptable behavior. Administration has the right to search any vehicle on the school campus. Student parking is located in the front of Enoree Career Center. All student vehicles must be registered for a fee of \$20 and must display an ECC parking permit at all times. Student must provide proof of insurance, have a valid South Carolina driving license and provide an emergency number to contact their parent/guardian in order to register their vehicle.

Students who wish to only ride in a private vehicle with another student may apply for a "Riders Permit". To receive a "Rider's Permit" a student and their parent/guardian must complete a Riders Permit Form and the parent/guardian must be contacted to verify that the student has their permission to ride between their home high school and Enoree Career Center in a vehicle driven by another student. Cost of a "Rider's Permit" is \$5. Students will not take vehicles beyond the student parking lot without written permission from the office. Temporary parking permits are available to cover emergencies. Unregistered vehicles are subject to being towed and impounded. Students are responsible for all items in automobiles that they drive on to school property. Confiscation of tobacco, illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as a result of a search by school or law enforcement officials, will result in a recommendation of expulsion for the student. Cars without parking permits may be booted.

Parking instructions

1. Drivers/Riders privileges will be validated on student ID cards. Students must keep their ID cards in their possession at ALL times when in private vehicles and present during periodic permit checks by Enoree Career and Technology Center Staff.
2. Display Enoree Parking Sticker on the lower front windshield of the driver's side.
3. If you must temporarily drive an alternate car to school, drivers must report the change to the main office and obtain a temporary parking pass.
4. No passengers on motorcycles or in bed of pickups.
5. Abide by all State and Local Traffic Laws and drive in a safe and courteous manner. Maximum speed limit on campus is 10 mph.
6. Report to class immediately upon arrival. No loitering in student parking area.
7. Once on campus, students may not leave campus unless they sign out in front office.

8. Place trash, food, drinks, and etc. in the trash receptacles or leave in vehicle.
9. Excessively loud music is not allowed anywhere on campus.
10. No student vehicles are allowed to the side or back of the school beyond the gates, unless permission has been obtained from the Director. A printed pass must be displayed in the vehicle at all times if permission has been granted.
11. Abide by School Discipline Codes and by State and District Policies concerning tobacco, drugs, and alcohol.
12. Park vehicle in student parking area in a manner for orderly departure after class. Back into spaces at curbs and park to pull forward from center spaces.
13. Yield to buses, buses have right of way.
14. Arrive to Enoree Career and Technology Center and park in time to be in class when the bell rings. Students who arrive on campus after the bell rings as well as those walking to the building or in hallway when bell rings must report to the office for tardy pass to class.
15. Accept consequences for excessive unexcused tardies due to vehicle mechanical failure, stopping for gas, oversleeping, traffic delays, waiting for driver to arrive, etc. NOTE: Excessive Tardies will result in the loss of driver/rider privileges. (See tardy policy)
16. Walk at all times from parking area to building and vice versa.

Passengers will not be permitted to ride with another student unless they have a Riders Permit. Students with rider permits are not allowed to drive. Students and passengers driving or riding to Enoree from their home school are to come directly to campus. Unscheduled stops are not permitted. Students who drive to the career center in the afternoon should not return to their home high school at the end of the day without prior permission.

The student and the parent/guardian understand that Greenville County Schools will not be responsible for any accident, vandalism, or stolen property that may occur in the operation of an automobile by the student.

If these regulations are violated, the approved permit may be suspended or revoked by a written notice to the student and the parent/guardian. The revocation maybe made by either the high school or the career center administration. Violation of a revoked permit may result in suspension and possible expulsion. There will be no refunds for parking permits. Students are not allowed to return to the parking lot during class without permission from the office.

PHOTOGRAPHS AND VIDEO POLICY

Enoree Career Center takes photographs/videos for the purpose of making promotional displays, brochures, or multimedia presentations. Some of these pictures may be used in newspaper articles,

television productions, annuals at the home high school, in web pages, or other publications created by Enoree Career Center. A parent/guardian signature on the Student Locator Card grants the parent/guardian's permission for all photographs/videos taken during the school year.

PROFANITY FREE ZONE

Schools and other school system locations are profanity free zones. Obscene, vulgar, and profane expressions of any kind are prohibited. Any student using profanity while on school system property, attending a school-sponsored or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

SAFETY GLASSES

According to the South Carolina Code 59-1-390 in reference to protective eye devices, students are required to wear protective eye devices at all times while they are in the shop/lab. This law applies to every pupil and teacher in any public school participating in a vocational shop or laboratory involving use of or exposed to:

- Hot molten metals
- Milling sawing, turning, shaping, cutting, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding
- Repair or servicing of any vehicle
- Caustic or explosive materials

Students will become very familiar with this law and its importance to laboratory safety. The wearing of protective eye devices is required during shop/lab activities at Enoree Career and Technology Center. Parents are requested to impress upon your son/daughter the importance of wearing protective eye devices.

The initial pair of eye protection glasses shall be paid for through the regular course fees. Replacement of eye protection due to loss or damage shall be at the student's expense. The cost of replacement eye protection glasses will be \$4.00.

SCHOOL BUS REGULATIONS

1. Students are to be on time to the bus stop. Buses are not to wait.
2. Students must be seated while the bus is moving.
3. Students must not throw things out of the windows nor extend any part of their body out of the window.
4. Students are not to smoke, drink, eat, bring radios or CD's, or use profanity while on the bus.
5. Students should not be so loud as to distract the driver and possibly cause an unsafe driving condition.
6. Students must not talk to the driver while the bus is moving except in an emergency.

7. The emergency exit is to be used only in an extreme emergency.
8. Students are to get off the bus as soon as it arrives at their school.
9. Students should not loiter or play on or around parked buses.
10. Students are not to switch from one bus to another without permission from an administrator or the supervisor of bus transportation.
11. Students must get off the bus at their regular bus stop, unless arrangements have been made with the bus supervisor or an administrator after contact with the parent.
12. Students shall occupy the seat assigned to them by the driver.
13. Students will reimburse the Department of Education for any vandalism done to their seat.
14. The administration has the authority to deny any student the privilege of riding a school bus for disciplinary infractions. When a director is notified about a problem, he can:
 - First offense- Warning - with the exception of smoking, fighting, or other serious offenses.
 - Second offense - One week suspension from riding the bus.
 - Third offense - from two to three weeks suspension from riding the bus, but not less than two weeks.
 - If after the third offense, a student's misconduct persists, he can be suspended from riding the bus for the remainder of the school year.

The administration will notify parents in writing, on the school bus discipline notice, of all complaints received and actions taken. The administration will continue this effort and join both parent and passengers to do their part in this very important responsibility of transporting students to and from school safely.

SEARCH AND SEIZURE

The school administration has the right to search a student's person and property (including the use of metal detectors, recorded video/audio, and drug dogs if deemed necessary) if there is a reasonable suspicion that drugs, weapons, dangerous or illegal or prohibited items, or stolen goods are likely to be found. (SC 59-63-1120) Lockers are school property and may be searched at any time by the administration and/or by a designee. Under SC law anyone who comes onto school grounds has been deemed to have consented to a search of their person and property.

SEX AND HANDICAP DISCRIMINATION

The School District of Greenville County does not discriminate in admission or access to, or treatment and employment in, any of its programs or activities on the basis of sex, handicap, or other unlawful criteria such as age, race, religion, or national origin. Complaints about discrimination on the basis of sex, handicap, or other unlawful criteria should be taken to the local building principal or immediate supervisor with the objective of resolving the matter informally. If a complaint cannot be resolved in this manner, established grievance procedures should be used. Student grievance procedures should be

used. Student grievance procedures are set forth in District Rule JCE, and Employee grievance procedures are available in any principal's office.

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.

Book	Policies
Section	J - Students
Title	Student Concerns, Complaints and Grievances
Number	JCDAG
Status	Active Legal
Adopted	December 19, 2006
Last Revised	December 13, 2011

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While the District embraces students' legal rights and the principle of freedom of speech, these rights are not absolute. The District will strive to prevent student behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption. The District has implemented the following procedures to address student concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, Intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District

A. Definitions

"Harassment, Intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any student who believes he/she has been subject to harassment, Intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, Intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the Investigation and actions Implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, Investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the Investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI and Title IX complaints

A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy.

The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which 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 through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature

when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal and all other appropriate steps will be taken to correct or rectify the situation.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any student who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a student, the parent/legal guardian has the right to appeal that decision in accordance with the administrative rule that accompanies this policy.

IV. Other Violations of Student Legal Rights or District Policy

Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

V. Consequences for Retaliation or False Accusations

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

VI. Notification and Distribution of District Expectations

This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy.

Legal references:

A. S. C. Code, 1976, as amended:

1. Section 16-3-510 - Organizations and entities revised.
2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59.63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.

4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59~63-110, et seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

SEXUAL HARRASSMENT

(Summary of Policy JCA of District Board Policy)

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, is encouraged to file a complaint in accordance with JCA/JCA-R. A parent may also file a complaint on behalf of his/her child. Students will not be subject to retaliation or reprisal for having filed a complaint.

STUDENT DRESS AND APPEARANCE

The primary objective of Greenville County Schools is to provide a world class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another.

Students are expected to dress in an appropriate manner while on Greenville County School property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.

- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

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

The director has authority from the School Board to determine when dress or appearance does not meet school standards, and may send students home or apply punishment for failure to follow school rules. The administration reserves the right to make judgment on the appropriateness of student dress and that decision is final. Any student who comes to school improperly dressed will not be allowed to attend class and class time missed will be unexcused. The student will be expected to change the mode of dress prior to returning to class.

STUDENT ORGANIZATIONS AND HONORS

National Technical Honor Society: Students who meet the following criteria are eligible for induction Enoree Career and Technology Center chapter of the National Technical Honor Society:

- Be on track to receive "completer" status as outlined by the SC Department of Education
- Have at least a 3.5 overall grade point average
- Have a 90 or above average in coursework attempted at Enoree Career and Technology Center
- Receive the recommendation of an Enoree Career and Technology Center faculty member

Recommendations are made during the spring semester of each school year.

Career and Technology Program Completers: Students who have completed a concentrated program identified by the SC Department of Education will be recognized at a district-wide CTE Completers Ceremony held at a central location just prior to graduation.

Technical Competitions: Each year Enoree students compete against students from other schools and organization chapters at the district, state, and national levels. These competitions include, but are not limited to, SkillsUSA, Culinary Arts, and other industry-sponsored events. Competitors are chosen by their teachers based on class performance.

STUDENT SPEAKERS

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>

STUDENT PICK UP AND DROP OFF

For safety and supervision purposes students are to be picked up and dropped off in the front of the school only. Students may not be dropped off or picked up in the back or side of the school.

STUDENT RECORDS

A student and his parent have a federal statutory right to review all official school related records, files, and data directly related to the student. Records will be made available to parents and students within a reasonable amount of time from the time of the request. Should the parent or the student dispute the accuracy or believe that the student's rights have been violated; the parent is to be provided a hearing to challenge the disputed information. Students eighteen (18) or older may have access to their records without parental permission.

TELEPHONE USE

Students will not be permitted to use instructors' telephones. In case of sickness or an emergency, students should be sent to the Receptionist in the front office. Instructors are to determine if a student's request for a call to be made is an emergency situation prior to sending to the office. Cell phones may be used before school, after school, at your designated break time only, and during instruction when approved and supervised by the teacher. If cell phones are used in any other circumstance, the student will be subject to disciplinary action according to district/board policy.

VIDEO SURVEILLANCE

Video Surveillance is in use and is subject to monitoring at all times.

VISITORS

Parents and community members are always welcome. All visitors are required to come to the front office and present a picture ID. Unauthorized visitors on campus are subject to trespassing charges. If a strange person is observed in school, notify the administration immediately. Former students and any other visitors will not interrupt classes, take teachers away from class instruction, or interfere with the normal work day of teachers. Former students and visitors may see teachers only by appointment or at the discretion of the main office staff and administration. NO visitors passes will be issued on testing days or immediately prior to holidays. ALL VISITORS MUST FIRST REPORT TO THE OFFICE. PLEASE HAVE YOUR GUEST SIGN IN AND RECEIVE A VISITOR PASS.

WITHDRAWALS

All students transferring from school or dropping out of school must have their home school and parent's permission, and must secure clearance from the guidance counselor at Enoree. All textbooks and materials must be cleared with the instructor.

DISCLAIMER

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and none of its provisions should be interpreted as superseding the code of conduct set forth by the School District of Greenville County. It is to serve as a guide for the students, parents, and faculty of Enoree Career and Technology Center. The center reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the director of the center.