

Fine Arts Center

STUDENT/PARENT HANDBOOK

2021-2022



102 Pine Knoll Drive
Greenville, South Carolina 29609
864-355-2550
Fax: 864-355-2579
www.fineartscenter.net

All FAC Students and Parents are required to read this Handbook and acknowledge completion of that task. This is achieved by completing the following Google Form.

<https://forms.gle/xgpJGJgPiGwBp5yZ>

This task must be completed by August 16, 2021, in order to attend the Fine Arts Center.

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Mission Statement

Preparing dedicated students for 21st-century careers through rigorous, pre-professional arts training in a dynamic, inclusive, collaborative learning community.

Vision Statements

The Fine Arts Center commits to the continual growth of our students by providing unique, unparalleled opportunities to:

- Advance within their disciplines and across other disciplines to create progressive learning experiences
- Practice their craft in contemporary facilities that meet or exceed industry standards
- Extend themselves through challenging curriculum delivered by practicing artist-teachers who are experts in their field
- Enhance their educational experience by engaging with nationally and internationally recognized visiting artists
- Transform themselves into confident artists and compassionate citizens

The Fine Arts Center commits to the continual growth of our curriculum, faculty, and facilities in order to maintain the highest standards for our students by:

- Enhancing the recruiting for and publicization of our programs to make our school more accessible to all students in Greenville County
- Seeking opportunities to expand programming through the addition of courses and faculty
- Establishing and cultivating a summer intensive program that serves the needs of current and potential FAC students
- Upgrading or adding to existing facilities to include current technology, equipment, and space in alignment with our curriculum development
- Providing the faculty with the highest level of professional development, with regular access to national workshops and exceptional guest artists

Core Values

- **Creativity** - is developed through curiosity, expression, critical thinking, self-reflection, practice and mastery of skills
- **Respect** - is cultivated through a healthy artistic environment that is safe, open-minded, inclusive and diverse
- **Grit** - is formed by commitment, hard work, integrity, resilience, and perseverance, which are essential to personal and professional achievement
- **Identity** - is matured as students become practicing artists, lifelong learners, and innovators
- **Connection** - is built as our work strengthens our school, the community, and the broader society

I. GENERAL INFORMATION

FINE ARTS CENTER FACULTY AND STAFF 2021-2022

Administration and Instructional Support Faculty

Name	Title	Email Address
Mr. Vee Popat	Director	vpopat@greenville.k12.sc.us
Ms. Nicole Michel	Assistant Director	nmichel@greenville.k12.sc.us
Ms. Gloria Collins	School Counselor	gcollins@greenville.k12.sc.us
Ms. Kathryn Rhyne	Instructional and Guidance Facilitator	krhyne@greenville.k12.sc.us
Officer Matt Owens	School Resource Officer	mowens@greenville.k12.sc.us

Office Staff

Ms. Erin Poole	Secretary	kpoole@greenville.k12.sc.us
Ms. Helena Dixson	Bookkeeper	hdixson@greenville.k12.sc.us

Maintenance & Custodial Staff

Brewer, Perry	Plant Engineer	pbrewer@greenville.k12.sc.us
Donalson, Daryl	Custodian	
Griffin, Michael	Custodian	
Kapuscinski, Keith	Custodian	
Odom, Chris	Custodian	

NON-DISCRIMINATION STATEMENT

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, or access to its facilities.

FACULTY DIRECTORY - 2021-2022

Name	Subject	Email Address
Blackman, Sarah	Creative Writing	sblackman@greenville.k12.sc.us
Bunts, Gina	Dance	gbunts@greenville.k12.sc.us
Burris, Adrienne	ARMES Creative Writing	aburris@greenville.k12.sc.us
Cassell, Katy	Metals	kcassell@greenville.k12.sc.us
Dauscha, April	Fiber Arts	adauschaupart@greenville.k12.sc.us
Disharoon, Cece	Theatre Design and Production	cdisharoon@greenville.k12.sc.us
Flint, Greg	ARMES Visual Arts	gflint@greenville.k12.sc.us
Howard, Eddie	Recording Arts	edhoward@greenville.k12.sc.us
Hunter, Samuel	Music Theory	schunter@greenville.k12.sc.us
John, Jennifer	Strings Chamber Music	jjohn@greenville.k12.sc.us
King, Kelly	Ceramics	krking@greenville.k12.sc.us
Knox, Danielle	Voice	daknox@greenville.k12.sc.us
Lee, Rebecca	ARMES Dance	rtlee@greenville.k12.sc.us
Lipinski, Matthew	ARMES Strings	mlipinski@greenville.k12.sc.us
Logan, Zane	Photography	dlogan@greenville.k12.sc.us
Parker Lewis, Teri	Theatre	tparker@greenville.k12.sc.us
Parrini, Sherry	Collaborative Pianist	sparrini@greenville.k12.sc.us
Rogers, Eric	Digital Film	emrogers@greenville.k12.sc.us
Roth, Rebecca	Art History/Gallery	roroth@greenville.k12.sc.us
Roth, Ryan	Painting/Drawing/Printmaking	rroth@greenville.k12.sc.us
Schwingle, David	Theatre Performance - Writing	dschwingle@greenville.k12.sc.us
Shank, Donna	Design	dshank@greenville.k12.sc.us
Smith, Catherine	Architecture	csmith@greenville.k12.sc.us
Stockham, Rebecca	Architecture and ARMES Visual Arts	rstockha@greenville.k12.sc.us
Strasser, Wesley	Winds Chamber Music, Percussion	wstrasser@greenville.k12.sc.us
Tromsness, Anne	ARMES Drama and Theatre	atromsness@greenville.k12.sc.us
Watson, Steve	Jazz Studies	jswatson@greenville.k12.sc.us
Young, Richard	Music Theory	rwyong@greenville.k12.sc.us

2021 – 2022 SCHOOL DISTRICT CALENDAR

August 9-12, 16 - Employee Workdays

August 17 - FIRST ATTENDANCE DAY for STUDENTS

September 6 - LABOR DAY

October 15 - End 1st Quarter Attendance and Grading Period

October 18, 19 - Teacher Professional Development – Student Holiday

October 21 - Report Cards Issued

November 24-26 - THANKSGIVING BREAK

December 17 - Half Day for Student and Staff

Dec. 20-31 - WINTER BREAK

January 13 - End 2nd Quarter Attendance and Grading Period

January 14 - Teacher Professional Development – Student Holiday

January 17 - MARTIN LUTHER KING HOLIDAY

January 20 - Report Cards Issued

February 18, 21 - PRESIDENT'S DAY WEEKEND

March 17 - End 3rd Quarter Attendance and Grading Period

March 18 - Teacher Professional Development – Student Holiday

March 21-25 - SPRING BREAK

March 30 - Report Cards Issued

April 15, 18 - STUDENT/TEACHER HOLIDAYS

May 26 - Last Day for FAC SENIORS

May 27 - Last Day for FAC Freshmen, Sophomores, and Juniors

May 30 - MEMORIAL DAY

May 31, June 1-3 - GCS High School Graduations

June 2, 3 - Half Days

June 3 - Last Day for Students; End 4th Quarter Attendance and Grading

June 6 - Employee Workday

Calendar Development

The calendar is approved each year by the superintendent after considering a recommended calendar from a committee of PTA representatives, other parents, teachers, principals, and central office staff. The Calendar Committee develops its recommendations after receiving input from parent groups, school faculties, and departments.

2021-2022 FAC EVENT CALENDAR

Subject to changes, which will be communicated via email/Weekly Update/FAC Website

2021

Date	Time	Event	Space
August 16	4-5:30 6-7:30 p.m.	Orientation for NEW FAC students Last names A-J, 4-5:30; Last names K-Z, 6-7:30	School-Wide
August 17		First Day for Students	
September 10	6:00-8:00 p.m.	BIG BODY PLAY Exhibition Reception + Artist Talk	Gallery, Recital Hall and Lobby
September 16	7:00 p.m.	Visiting Artist, Free Concert - Panharmonia	Recital Hall
September 24	Class - Afternoon Session	College Day	School-Wide
October 1	Class	Music Faculty Recital	Recital Hall
October 11-16	Class	Dance Guest Artist Residency	Dance Studio
October 25-29	Class	Chamber Strings Guest Artist Residency - Callisto Quartet	Recital Hall
October 25-29	Class	Jazz Guest Artist Residency	Jazz Studio
October 28	7:00 p.m.	Chamber Strings Guest Artist Concert - FAC	Recital Hall
October 29	7:00 p.m.	Jazz Guest Artist Concert - Genevieve's at the Peace Center	Peace Center
November	5-6:30 p.m.	Visual Arts Student Show Reception	Gallery, Lobby
November 2	7 p.m.	Percussion Studio Recital	Recital Hall
November 9	7 p.m.	Winds Chamber Music Studio Recital	Recital Hall
November 10	7 p.m.	Jazz at Genevieve's - FAC Jazz All-Stars	Peace Center
November 11	7 p.m.	Visiting Artist, Free Concert - Panharmonia	Recital Hall
November 17	7 p.m.	Jazz Studio Concert - 2:25 p.m. Class	Recital Hall
November 19, 20	7 p.m.	Theater Fall Production	Black Box
November 24-26		Thanksgiving Break	
December	TBD	Visual Arts Holiday Sale	FAC Lobby
December 2	7 p.m.	Voice Studio Recital	Recital Hall
December 6	7 p.m.	Theatre Presentations - Winter	Black Box
December 9	7 p.m.	Strings Chamber Music Recital	Recital Hall
December 15	7 p.m.	Jazz at Genevieve's - FAC Jazz All Stars	Peace Center
December 16	In class	Winter Showcase	School-Wide
December 18 - January 2		Winter Break	

2022

January 7	7 p.m.	Winter Dance Offerings	Black Box
	6 p.m.	Visual Arts Gallery Reception - <i>Symbolism</i>	Gallery
February 5	6:30 p.m.	<i>Snow Ball</i> - FAC Winter Dance	Black Box, Lobby
February 10, 11	Classes	All County Band	Recital Hall & WHHS

February 24	7 p.m.	Jazz Concert 1:30 p.m. Class	Recital Hall
March 7-11	Classes	Chamber Strings Guest Artist Residency - Callisto Quartet	Recital Hall
March 15	7 p.m.	Strings Chamber Music Concert	Recital Hall
March 16	7:30 p.m.	Jazz at Genevieve's - FAC Jazz All-Stars	Peace Center
March 17	7 p.m.	<i>Generation to Generation</i> Concert	Recital Hall
March 21-25		Spring Break	
March 31	7:00 p.m.	Visiting Artist, Free Concert - Panharmonia	Recital Hall
April 5	7 p.m.	Percussion Studio Recital	Recital Hall
April 7	7 p.m.	Winds Chamber Music Recital	Recital Hall
April 7, 8	7 p.m.	Spring Dance Concert	Gunter Theatre
April 13	7 p.m.	Jazz Concert - AM Studios	Recital Hall
April 14	7 p.m.	Jazz Concert - PM Studios	Recital Hall
April 26	7 p.m.	Theatre Presentations - Spring	Black Box
April 28, 29	7 p.m.	Voice Scenes	Recital Hall
May 3	7 p.m.	Strings Chamber Music Recital	Recital Hall
May 4, 5	7 p.m.	Student Performance Lab (Theatre and Dance)	Black Box
May 6-8	TBD	Artisphere	Downtown
May 11	7:30 p.m.	Jazz at Genevieve's - FAC Jazz All-Stars	Peace Center
May 13	AM	AP Music Theory Test	Recital Hall
May 17	Class	Spring Showcase	School-Wide
May 20, 21	TBD	FAC Community Showcase	Peace Center
May 25	4:30 p.m.	Commencement Rehearsal (Students)	Wade Hampton
May 26		Last Day for Seniors	
May 26	4:30 p.m.	Commencement Ceremony	Wade Hampton Auditorium
	6 p.m.	Visual Arts Senior Show Reception	
May 27		Last Day at FAC for Underclassmen	
May 27	7 p.m.	Film Screening	Recital Hall

DAILY SCHEDULE

7:30am	FAC Opens
8:00am - 9:15am	AM Early Classes
9:15am - 11:05am	AM Classes
11:05am - 1:30pm	Studio Time*
1:30pm-3:20pm	PM Classes
3:30pm - 5:45pm (4:30 p.m. on Fridays)	Studio Time*

***Studio time is allowed with permission form signed by the parent.**

PHONE CALL/EMAIL PROTOCOL

PARENT PHONE CALL/EMAIL



Grade/ Academic Concern	Teacher Concern	Admissions/ Schedule Concern	Disciplinary Concern	Parking/ Student Drivers	Bus Issue	ARMES	AP Testing
Instructor	Instructor	Guidance Counselor	Instructor	Assistant Director	GCS Transportation Department 864-355-1289	Instructor	Instructor
Guidance Counselor	Director	Director	Assistant Director	Director	Assistant Director	Assistant Director	Assistant Director
Director			Director				

The chart illustrates the flow of phone calls and emails into the district in terms of initial and ultimate responsibility. The first person on the list will resolve the problem. That person may involve others as indicated in the chart, however, the responsibility for follow-up and resolution rests with the first person on the list.

Phone Extensions and E-Mail addresses can be found on the website. All communications will be returned within 24 hours, with the exception of weekends.

II. STUDENT EXPECTATIONS AND PROCEDURES

As all students audition to attend the Fine Arts Center, they choose to be here and are chosen to be here. Studying at the Fine Arts Center grants the student the privilege to:

- Receive instruction from Artist-Teachers who are highly regarded in their field
- Work with other students who are equally serious about the study of art
- Refine their craft in facilities that are of the highest quality

Therefore, an atmosphere of mutual respect is expected in order for students to gain the most from their experience here. Students at the Fine Arts Center are required to respect the facility, their classmates, staff, and their instructors. Students are expected to put forth maximum efforts towards the refinement of their craft. Our Faculty and Staff are expected to provide a safe environment where students can reach their potential, and to impart their years of professional experience as artists upon all students. This partnership between the students and the faculty yields an experience unlike any other.

ADDRESS AND CONTACT INFORMATION CHANGES

Students should report any change in address and contact information to the main office or school counselor so records can be kept up to date for communication purposes. Proof of Residency will be required for address changes.

ARRIVAL ON CAMPUS

1. Students may enter the building only at the time dictated by the FAC Administration.
 - a. The building is open for AM Studio Time at **7:30 a.m.** for select studios. Studio Time is granted with permission from the Instructor and with completion of the required Studio Time Agreement.
 - b. For students not engaged in AM Studio Time or a class in the Virtual Lab, the building is open at **8:45 a.m.**
 - c. Students in the afternoon classes may enter the building at **1:00 p.m.** Earlier admission will only be permitted to students who have a 12:30 p.m. class or for students who have completed the required Studio Time Agreement.
2. Student ID badges (base school badges) must be displayed at all times.
3. Faculty lounges, restrooms, and workrooms are off-limits to students.
4. Parking lots are off-limits during the school day. Permission must be obtained from an administrator to enter the parking area.
5. Hallways or classrooms not in respective program areas are off-limits.
6. At no time should students loiter in the hallways or near the entrance of any building on school grounds.
7. The building is closed to all non-FAC students. No exceptions.

ASSEMBLIES and PERFORMANCES

As expected at all times, student behavior should be respectful and courteous. This is extremely important during assemblies, recitals, and concerts/performances as an expression of respect for the presenter(s)/performer(s). This standard for behavior applies regardless of who may be on stage - other students, FAC Faculty, or Visitors. Students are to follow the instructions of the FAC Faculty and Staff coordinating the activity.

ATTENDANCE GUIDELINES (Board Policy JBD)

The Attendance Office will be open each day from 8:30 a.m. until 3:30 p.m. Students are encouraged to take care of attendance issues before class starts. This includes getting an Admission Slip for a previous day(s)' absence and dropping off early dismissal notes. A student must be present for at least half of the class to receive credit for the day.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the principal.

1. CLASS CREDIT

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

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

For students who attend a GCS high school, seat time recovery takes place at the student's home base high school. Out-of-district, home school, and private school students will be accommodated regarding seat time recovery at the FAC.

2. ABSENCES

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

Any student who misses school must present a written excuse, signed by his or her parent or a healthcare professional, for all absences within five (5) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

***FAC Students are advised to obtain two copies of the written excuse - one for the home base school and one for the FAC**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10-day absence limit until the student has reached his or her 11th unlawful absence.

3. LAWFUL (EXCUSED) ABSENCES

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within five (5) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family and verified by a statement and any appropriate supporting documentation from the parent within five (5) days of the student's return to school.

- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents are experiencing a military deployment. Specifically, absences when the parent of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent relative to such leave or deployment of the parent.
- Absences due to activities that are approved in advance by the Director. This would include absences for circumstances such as extreme hardships, professional or collegiate auditions, and/or non-school-related performances in the student's area of study at the Fine Arts Center. Such approval should be pre-arranged.

4. UNLAWFUL (UNEXCUSED) ABSENCES

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

5. PRE-ARRANGED ABSENCES

It is common for our FAC young artists to receive professional opportunities in their field of study that coincide with their school schedule, and therefore we have a process in place to accommodate such opportunities:

- All Fine Arts Center students are allowed 5 (five) Pre-Arranged Absences during the school year for participation in professional experiences that are in their FAC field of study. Please note that this number has increased from 3 (three) days to 5 (five) in order to accommodate the increasing number of professional opportunities that students are being offered.
- The Pre-Arranged absence form, located on the FAC Website and available in hardcopy in the FAC Main Office, MUST be completed PRIOR to the date of the student's absence.
- The form must be signed by all parties prior to being turned in to the FAC Director, who has the final authority to approve the absence(s).
- Forms turned in on or after the date of the absence will not be approved. The absence will be logged into the system as "unexcused" and will count towards the student's attendance record.
- Students are responsible for any work that is missed due to the absence. Any choreography that is taught must be made up outside of class time, with the scheduling predicated by the student and at the convenience of the Instructor. Any written work or assessments must be completed and submitted on the day of the student's return.
- Should a student fail to complete their responsibilities regarding the timely completion of forms and make-up work, the FAC Director reserves the right to reject the Pre-Arranged absence request.

Other reasons for Pre-Arranged Absences

- Home high school schedules and special events that coincide with regular Fine Arts Center attendance.
- Scheduled medical procedure
- College Visit/Audition (maximum of three per school year)

Forms must be signed by all parties and submitted prior to the absence. The Pre-Arranged Absence form can be found in hardcopy in the FAC Main Office and also on the FAC Website under the “Parents/Students” tab.

6. PROCEDURE FOR MAKEUP WORK

- Lawful (Excused) Absences: Provision for the makeup of school work missed shall be worked out with the instructor concerned at the earliest possible time. Assignments made prior to the absence are due upon the student's return to school. Assignments missed during the absence must be made up within a time set by the instructor, not to exceed five days after the student returns to school.
- Unlawful (Unexcused) Absences: Makeup of school work missed during unexcused absences may be approved only with permission of the Director after consultation with the teacher(s) concerned. These rules apply to all schools in the district.

7. EARLY DISMISSALS

Students are to bring early dismissal requests to the office before going to class. Early dismissals must be verified by the Attendance Clerk to be considered legitimate. Students will not be dismissed without parent authorization regardless of age. If an early dismissal results in a student missing more than half of the class, he/she will be counted absent.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are permitted to possess cell phones on school property, school buses, and while attending school-sponsored and school-related activities with the permission of the Faculty/Administration. Students may not use cell phones and other electronic devices during class time unless the Faculty has determined that the device is necessary for the completion of the project/activity. Repeated violations of this policy will result in a discipline referral to the office. In addition, the school will assume no responsibility (financially or otherwise) for the loss, theft, or damage to a cell phone or other electronic device.

CODE OF CONDUCT

The Fine Arts Center strictly enforces the Greenville County School District Student Behavior Code ([Board Policy JCDA](#)). Attending the Fine Arts Center is a privilege that must be taken seriously for students to make the most of the opportunity and to remain safe. Students at the Fine Arts Center are held to high standards for attendance, behavior and performance as we prepare them for the future. At the Fine Arts Center, teachers have the right to teach and students have the right to learn without undue disruption to the learning process caused by undisciplined behavior.

All students should recognize the consequences of their conduct. This refers to their actions toward each other, their language, their dress, and their manners. Students, both individually and in groups, must comply with school regulations and recognize the authority of the instructors. Disobedience or open defiance of the instructor's authority shall constitute sufficient cause for disciplinary action and may result in suspension. Whenever there are challenges to the instructor's authority to conduct meaningful instruction in a classroom through disruptive acts, abusive language, or threats of bodily harm, the instructor shall report such activity at once to the Director who is empowered to institute appropriate corrective and/or disciplinary action.

In addition to the rules and regulations required in students' home schools, students are expected to observe the rules of conduct listed in this section.

- To create an inclusive, creative environment, expectations of respect and tolerance of all students, faculty, staff, and guests will be upheld. Failure to do so may result in a student losing the privilege of attending the Fine Arts Center.
- Chewing gum, food, and drinks (except water) are not permitted in classrooms, the gallery, or any other areas of the school. **Students are not permitted to bring coffee into the FAC.**
- Students are expected to use and care for buildings, grounds, and equipment in a proper manner. Please dispose of all wrappers and other trash by putting them in the waste cans. Recycling containers are to be used for plastic bottles.
- The proper use, care, and return of equipment are essential. Students will be required to pay for lost or damaged equipment that has been issued to them. Any student who deliberately takes equipment without a permission form may be prosecuted.
- Profane, foul, or obscene language in school or on the bus is not acceptable at the Fine Arts Center.
- Public displays of affection are not appropriate for school grounds or school activities.
- Clothes that have suggestive or obscene pictures, emblems, or words are not appropriate at the Fine Arts Center.
- Shoes are required for safety reasons.
- The use of tobacco products or vaping devices is not permitted on the Fine Arts Center/Wade Hampton High School campuses.

Notice: A student who receives a directive from any member of the school faculty or staff must comply with the directive immediately. A student who feels the issuer of the directive was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time. Failure to comply with a reasonable directive is insubordination and subject to appropriate consequences.

THE ADMINISTRATION RESERVES THE RIGHT TO INVESTIGATE AND RESPOND TO ALL SITUATIONS ON AN INDIVIDUAL BASIS.

While administration reserves the right to make changes or exceptions when assigning discipline consistent with Board Policy JCDA, the following is a general guideline for the most common offenses at the high school level and the range of consequences. FAC administration will partner with the student's home base high school for disciplinary consequences that affect both schools.

Behavior	Consequence
Academic Integrity Violation (Cheating, Plagiarism)	<ul style="list-style-type: none"> ● <u>First Offense</u> <ul style="list-style-type: none"> ○ Parent notification ○ Grade of "0" on the assignment or assessment ○ Referral entered into IMS ○ Home base HS notified ● <u>Second Offense</u> <ul style="list-style-type: none"> ○ Same as the first offense, and the student is removed from the FAC at the end of the semester
Cutting Class	<ul style="list-style-type: none"> ● <u>First Offense</u> <ul style="list-style-type: none"> ○ Parent notification and possible Probationary Status ● <u>Second Offense</u> <ul style="list-style-type: none"> ○ OSS, suspension of parking pass for 1

	<p>month (if applicable); student is placed on Probationary Status</p> <ul style="list-style-type: none"> ● <u>Third Offense</u> <ul style="list-style-type: none"> ○ Student loses the privilege to attend the FAC, removed from the program at the end of the semester.
Dress Code Violation	Warning to OSS
Dressing Room Violation <ul style="list-style-type: none"> ● Inappropriate behavior or language in the dressing facilities 	<ul style="list-style-type: none"> ● <u>First Offense</u> <ul style="list-style-type: none"> ○ Warning and parent notification, possible OSS ● <u>Second Offense</u> <ul style="list-style-type: none"> ○ OSS, Student is placed on Probationary Status ● <u>Third Offense</u> <ul style="list-style-type: none"> ○ Student loses the privilege to attend the FAC, removed from the program at the end of the semester
Drug/Alcohol Possession, Consumption, or Under the Influence Of	Referral to Law Enforcement, recommendation for expulsion
ID Violation - Student does not have their ID on their person. There are times when an instructor will allow a student to take off his/her ID badge because it impedes the use of equipment. As part of our safety and security protocol, students must have access to their ID at all times.	<ul style="list-style-type: none"> ● <u>First and Second Offenses</u> <ul style="list-style-type: none"> ○ Warning; temporary ID issued <ul style="list-style-type: none"> ■ Student may not attend Studio Time with a temporary ID ○ If the ID is lost and the student attends a GCS High School, they must purchase a new ID at their home base school ● <u>Third Offense</u> <ul style="list-style-type: none"> ○ Disciplinary consequence issued ○ If the ID is lost and the student attends a GCS High School, they must purchase a new ID at their home base school
Fighting, Inciting a Fight	OSS, referral to law enforcement, removal from the FAC
Leaving Campus without School's Permission (includes violating Closed Campus rule)	<ul style="list-style-type: none"> ● Student placed on Probationary Status ● Repeat offenses result in OSS and loss of privileges to attend the FAC
Parking Violation	<ul style="list-style-type: none"> ● <u>First Offense</u> <ul style="list-style-type: none"> ○ Warning and parent notification ● <u>Second Offense</u> <ul style="list-style-type: none"> ○ Driving privileges revoked for one month ● <u>Third Offense</u> <ul style="list-style-type: none"> ○ Driving privileges revoked indefinitely

Profanity towards Faculty	Minimum 3 days OSS
Profanity towards Student	Minimum 1 day OSS
Studio Time Contract Violation	<ul style="list-style-type: none"> • <u>1st Offense</u> - warning • <u>2nd Offense</u> - privileges revoked
Tardy to School	<ul style="list-style-type: none"> • <u>3 tardies per school year</u> - notification sent home to parent • <u>6 tardies per school year</u> - 1 day OSS; suspension of parking pass for 1 month (if applicable); student placed on Probationary Status • <u>9 tardies per school year</u> - student loses the privilege to attend the FAC, removed from the program at the end of the semester.

OUT OF SCHOOL SUSPENSION (OSS)

When an administrator assigns a student to OSS, the student will be denied the privilege of attending **BOTH** the base school and the Fine Arts Center for the number of days of his/her suspension. Students receiving OSS cannot participate or attend any school-sponsored activities during the term of the suspension.

PHYSICAL SEARCH (Policy [JCAB](#))

As provided by state law, anyone (student, parent, staff member, or visitor) who comes onto the Fine Arts Center campus is deemed to have consented to a search of his/her property. This includes any vehicle brought onto campus. The Fine Arts Center property is under the jurisdiction of the Greenville County Sheriff’s Department.

Students are responsible for all items found in automobiles that they drive onto school district property. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by the school of law enforcement officials, will result in a recommendation for the expulsion of the student.

RECOMMENDATION FOR EXPULSION

Recommendation for expulsion is the most serious level of discipline assigned and is for extreme violations of the Student Behavior Code. Expulsion means full removal of the student from both the base school and the Fine Arts Center per Board Policy [JDE](#).

WEAPONS

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

Weapons (firearms)

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school-related functions, or at

any setting under the jurisdiction of the Greenville County Schools. For purposes of this section of the policy, “weapon” is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

CLOSED CAMPUS

The Fine Arts Center, as do all Greenville County Schools, operates under a closed campus policy. No student may leave campus without written authorization from an administrator or through the early dismissal procedure. Doing so may result in automatic suspension.

COMMUNICATION

The Fine Arts Center strives to provide accurate, timely, and pertinent communication to students and their parents. The School District of Greenville County provides each student with a google email address. Students should check their school email frequently as teachers and administration will frequently communicate via email. In addition, the Fine Arts Center website (www.fineartscenter.net) is continuously updated and provides much of the information students and their parents need to know. Parents will often receive phone blasts from the FAC Director. It is important that accurate contact information is provided to the school so that students and parents receive all the communication they need.

COMPUTER USE IN LABS AND CLASSROOMS

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 and in compliance with the Acceptable Use Policy. The District takes precautions by using filtering software to block inappropriate Internet sites. Electronic teaching and learning tools and online access are designed to support your education. Any violation to these “Acceptable Use” rules will be reported to the appropriate administrator for disciplinary action. For violations, students may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary action and/or legal action may be taken at the discretion of the school administration. Please note that students who do not have access to the Internet will not be able to access web-based programs that instructors may use during class. *Your child has agreed to the terms and conditions of the Acceptable Use Policy upon acceptance of this handbook.* Violation of any of the terms or conditions will result in disciplinary action. Please contact the school if you do not want your child to have access to the internet or email.

- Treat computer equipment with care and respect.
- Do not use school computers for illegal activities such as planting viruses, hacking, downloading music/software or visiting offensive websites.
- Do not use school computers for commercial purposes.
- Follow copyright laws at all times - See District copyright policies for more information
- Keep your password secret and all online communication must be polite and not threatening or offensive in any way.
- Do not give out personal information on the Internet.

DELIVERIES AND GIFTS

The Fine Arts Center cannot accept deliveries for students. Prohibited items include but are not limited to pizza/food, flowers, balloons, stuffed animals, and/or special occasion items.

DISTRIBUTION OF LITERATURE/PUBLICIZING EVENTS

No pamphlets, posters, literature, and/or media of any kind may be distributed on school grounds without the written approval of the Director or Assistant Director.

DRESS CODE (Board Policy JCD A)

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. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The Administration may create further guidelines regarding student dress, which are consistent with this policy.

- 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 that 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.

DRUG, ALCOHOL, AND TOBACCO USE (Board Policy JCDAC)

All faculty, staff, and students 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 Board Policy JCDAC to use ANY type of drug or tobacco product on school property. Doing so will result in appropriate disciplinary action and possible expulsion. A drug dog will be on campus periodically.

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student’s appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed. The administration will recommend students who violate this policy for expulsion. The Board intends

to expel all students who are determined to have distributed any controlled substance on school grounds.

EMERGENCY EVACUATION PROCEDURES

An Emergency Evacuation Plan is part of our Emergency Preparedness Program. An evacuation diagram is posted in each area of the school building and should be referenced by the instructor when explaining evacuation procedures to students. In addition, the procedures for an Emergency Evacuation are in each instructor's handbook. Students must be aware of these procedures and know how to evacuate the building in case of an emergency.

EMERGENCY DRILLS

Emergency drills are a serious matter. Make sure that you are familiar with the emergency and fire drill instructions posted near the door in each of your rooms. When the signal for an emergency drill is given, rise quickly and go quietly and orderly to the location for that emergency. Complete silence is necessary in the event vocal instructions are required. There will be no early dismissals during drills. The use of cell phones and/or earbuds/headphones during an emergency drill is strictly prohibited.

FEES/FINES

To help offset the cost of educational materials and supplies, the Greenville County School board has authorized the collection of fees. Class fees will vary based on the program area.

FIELD TRIPS

A district permission form must be completed for each student participating in the field trip by their parent/guardian. Participating students must obtain approval from their other teachers at FAC if appropriate and at their home school. Any instructor or administrator may deny a student permission to miss class for a field trip for educational or safety reasons. This would include but is not limited to: low or failing grades, excessive absences, and other such defensible reasons related to academics or discipline. Refunds will not be given for field trips after a date specified by the instructor. Field trips will not be scheduled during standardized testing. Students are responsible for any work missed due to the field trip.

FUND-RAISING ACTIVITIES FOR CLUBS

Any fund-raising must have the written approval of the Director. All appropriate forms must be signed in advance of any fund-raising activities. Please see the Bookkeeper with any questions.

HEALTH ROOM

The Fine Arts Center does not have a school nurse. However, there is a limited supply of first aid materials available to students. Students may not possess any medication, prescription or non-prescription, at any time on school grounds without the approved documentation on file with the home school and a copy provided to the Fine Arts Center. Students found in possession of any (unapproved) medication on school grounds will be in violation of the School District's drug policy and may be recommended for expulsion. If a student becomes ill or injured at school, he/she should report it to the instructor who will then send the student to the Guidance Office. Should the School Counselor be out of the building, the student must report to the Main Office. No medication can be given to students. Special circumstances requiring medication needs should be communicated by the parent to the Fine Arts Center office in writing.

ID BADGES

For safety and identification, all faculty, staff, and students must wear school ID badges at all times while on school grounds. Please note that there are times when an instructor will allow a student to take off his/her ID badge because it impedes the use of equipment. The ID badge must be worn after the activity is completed. Students who do not attend a GCS home high school will be issued a Fine Arts Center badge from the front office. GCS Virtual Students will be issued an ID badge from the assigned home base school. It is the student's responsibility to pick this up.

Consequences for a student who does not have their ID with them are outlined on pages 13 and 14.

INCLEMENT WEATHER

The Fine Arts Center follows District delays and cancellations. In the case of a two-hour delay in school start time, there will be NO morning classes at the Fine Arts Center.

INSURANCE

Greenville County Schools does not provide accident insurance for students. Due to the hands-on nature of the classes at the Fine Arts Center, we recommend that students have insurance, but it is not required. School insurance may be purchased through base high schools.

LOST AND FOUND

Lost articles should be turned in to the Main Office. Lost items can be reclaimed upon proper identification. Items not claimed will be donated to charity at the end of each 9 weeks.

RECORDS CONFIDENTIALITY

In most cases, access to a student's records is restricted to the student's parents (regardless of custodial rights), appropriate school district and educational agency officials, transferee schools, and persons obtaining access by a valid subpoena or court order. Most other persons may obtain access to student records only with the written consent of the parent. Unless parents direct otherwise, however, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams without prior written consent. More information regarding confidentiality rights (for both handicapped and non-handicapped students) can be obtained through the Director's office. Parents are able to see student records and school information online through the Parents Portal.

REPORTING BULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION, AND MISCONDUCT - POLICY [JCDAG](#)

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 recurring. 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 [Board Policy JCDAG](#). You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

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 accordance 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 the 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>

STUDIO TIME

In order to best serve our students in the preparation of strong portfolios and auditions in the arts, the Greenville County Schools Fine Arts Center (FAC) offers our enrolled FAC students in select programs to have extended studio access outside of their regular class time, Monday through Friday during the 2021-22 school year. **Studio Access is not offered by all programs** - each teacher will set the rules for their studio and will communicate them to their students. District policies are in effect all hours students are on the Fine Arts Center Campus.

Studio Time is offered outside of our instructors' regular class hours in the following programs:

- Music - Jazz, Percussion, Strings, Winds, Voice
- Visual Arts

FAC administrative staff will be doing periodic studio checks outside of our instructors' hours. **The purpose of studio access is to provide students with the opportunity to build an artistic portfolio and prepare for interviews and auditions in the arts.** A student using studio time assumes responsibility for him/herself and the equipment in the studio.

Depending on the course, extended studio access times are:

- **AM** **7:30 - 9:10 a.m.**
- **Noon** **11:05 a.m.- 1:25 p.m. (access for students who drive or WHHS Students)**
- **PM** **3:25 - 5:45 p.m. (4:30 p.m. on Fridays)**

Students who abuse studio time (ie. found not actively working in classrooms; found in studios they are not currently participating) will **lose studio privileges**. Students must sign in for studio access - before, during, or after school. Students staying for after-school studio hours must sign in for studio access on a form outside the office by 4:00 pm. Only those students that have signed in that day and have parental permission will be permitted to use the studio.

TARDY POLICY

At the Fine Arts Center, we want to develop good work habits in our students. Being on time for work is critical to success. Chronic tardiness has a damaging effect on the growth of a student. For example, a student who is 10 minutes late each day of the school year will miss a total of 1.5 weeks of instruction that year. There are only two (2) reasons for an excused tardy:

1. Late bus - students are expected to report to the Security Desk to obtain a pass
2. Note from Administrator/Attendance Clerk

Other reasons such as oversleeping, car trouble, and delays in traffic are not excused tardies.

- 3 tardies per school year - notification sent home to parent
- 6 tardies per school year - 1 day OSS; suspension of parking pass for 1 month (if applicable); student placed on Probationary Status
- 9 tardies per school year - student loses the privilege to attend the FAC, removed from the program at the end of the semester

TELEPHONE (MAIN OFFICE)

Students are not permitted to use their cell phones in the classroom. Students may use the office phone in the event of an emergency or need to contact a parent. Permission is granted for phone use by the front office staff.

TRANSPORTATION

1. BUS RIDERS

Greenville County Schools provides bus transportation between the high school campus and the Fine Arts Center campus free of charge. The School District prefers that students take advantage of this transportation. The exception to this is transportation to the FAC for 8:00 a.m. classes (Theatre and Dance only). Buses are available to transport 8:00 a.m. students back to their home High School.

Parents must arrange for bus transportation to the FAC through their home base high school. Please contact the main office of your GCS high school and ask for the administrator in charge of transportation.

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

Each bus rider is expected to:

- Follow the driver's directions
- Sit in the assigned seat, if applicable
- Keep hands, arms, legs, and objects to himself and inside the bus
- Refrain from cursing, name-calling, gestures, or loud talking
- Refrain from pushing, shoving, or annoying other students
- Refrain from eating, drinking, chewing gum, or littering
- Obey all points of the Student Behavior Code
- Upon arriving at school, all students should unload quickly and proceed directly to the Main Entrance of the Fine Arts Center. Students must follow the "Arrival to School" procedures outlined above.
- Upon dismissal, students should proceed in an orderly fashion to the loading area and board the appropriate bus to return to his/her base school. Consideration should be given to others to prevent buses from being late returning to base schools.
 - Under social distancing restrictions, student dismissal to buses will be structured to ensure best practices for safety. This may include dismissal by bus or by classroom. Full details will be communicated by the FAC Administration.

2. STUDENTS WHO ARE TRANSPORTED BY A PARENT

Students may choose to be transported to the FAC by a Parent or Guardian. This may be done as an alternative to GCS Bus Transportation, or because the student attends WHHS on Special Permission. Regardless of the reason, it is imperative that the means of transportation are reliable and timely. The FAC expects students to arrive at school on time or even a few minutes early and expects students to be picked up promptly at the end of the class session/studio time. Consistent delays in a student's transportation represent a safety issue for the student and the school.

3. STUDENT DRIVERS

All students will ride the bus unless they obtain permission to drive and/or ride. Students will be issued their parking permit once the application has been completed, the fee has been paid, and

the information has been verified by the front office. Incomplete, unpaid, and invalid applications will not be accepted.

If a student chooses to drive or ride, they and their parent must agree to the following regulations in addition to the *Rules for Driving Policy* that must be signed by students and their parent:

- Driving to the Fine Arts Center in a private vehicle is an earned privilege for students. Driving without permission will result in disciplinary action including out-of-school suspension.
- Vehicle occupants are limited to FOUR total occupants per vehicle—one driver and three passengers only. All passengers must have access to an NHTSA-certified seat belt.
- The speed limit for automobiles on campus is 5 miles per hour. Permission to drive may be revoked for anyone who exceeds this limit, enters through the exit driveway, or drives in a reckless manner.
- Transporting an unapproved rider will result in the suspension of driving privileges.
- Any illegal/unlawful act (such as speeding, reckless driving, parking/driving in unauthorized locations, or any other moving violation) while driving to/from and on the school grounds may result in the loss of driving privileges.
- All vehicles must be moved outside of the YELLOW lines by 4:30 each day, including Fridays. This area is used by the WHHS Marching Band for practices, as well as event parking.
- Vehicles with inappropriate displays (inside or outside) will not be allowed to park on campus.
- Students will report directly to class upon arrival at the Fine Arts Center and will not return to their car without administrator approval or until dismissed. It is the student's responsibility to report to the proper school at the proper time. Excessive tardiness to class will result in the suspension of riding/driving privileges.
 - **Important note** - Greenville County Schools do not have "open campuses." That is, students may not come and go as they please. FAC students who drive may not leave campus at any time to run errands, go out for lunch, etc.
- The Greenville County School District, Wade Hampton High School, or the Fine Arts Center can NOT be held responsible for any accident, misconduct, vandalism, or stolen property that may occur in the operation of a vehicle by the student.
- The parent must retain the responsibility of their child while in transit to and from the high school and the Fine Arts Center campus.
- Students who continually violate the student discipline code may have their driving privileges suspended or revoked.

PARKING PERMITS AND REGULATIONS

In order to purchase a FAC parking permit, students must:

- Possess a parking permit from their home high school and maintain compliance with the parking policy and protocols of their home high school.
- Complete the Fine Arts Center Parking Application Form and Policy via Google Form.
- Pay the required parking fees.

Failure to have the correct documentation on file with the school at any point throughout the year could result in the denial of parking privileges.

Parking Regulations

Parking spaces at the Fine Arts Center are facilitated in cooperation with Wade Hampton High School. NO FAC PARKING PERMITS CAN BE SOLD TO WADE HAMPTON STUDENTS. THESE PERMITS MUST BE PURCHASED AT WADE HAMPTON HIGH SCHOOL.

- Each vehicle that is on the Fine Arts Center campus must have a parking tag displayed.

- **Do not park in areas specified for staff, visitors, or the handicapped.** Park only in the assigned space located in the designated parking lot.
 - Students will receive one warning regarding a parking violation. After the warning, driving privileges will be suspended. Repeated parking violations will result in the complete removal of driving privileges.
- Cars are to be kept locked at all times during the school day.
- Students may not return to their car until they intend to leave campus unless granted permission from a FAC Administrator.

3. PERMISSION TO RIDE IN A CAR DRIVEN BY A STUDENT

Under certain circumstances, students are permitted to ride in a car driven by another student to and from the Center. However, a permission form must be completed by the riding student and signed by the student's parent, the principal at the home school, and the director of the Fine Arts Center. This form is available on the Fine Arts Center website. **Students transporting an unapproved rider will result in the suspension of driving privileges.**

VISITORS

Parents are always welcome to visit the Fine Arts Center. To visit or meet with a Faculty member or Administrator, appointments must be made in advance. All visitors must have a visitor badge/sticker, which is given out by our Security Officer after the visitor is signed in on our computer system. The visitor badge must be worn for the duration of the visit. Students are not allowed to invite or bring guests to visit classes.

III. ACADEMIC INFORMATION

ACADEMIC INTEGRITY

CHEATING or PLAGIARISM - Copying the work of others and submitting it as one's own, securing or providing answers in a dishonest way, and plagiarism from the Internet are forbidden. By the time a student has entered high school, they will have received enough training in the Elementary and Middle Schools to know how to behave with academic integrity. Since the Fine Arts Center is a select, auditioned program, our expectations for academic integrity are arguably higher than a standard high school.

Due process will always be offered to the student, and full cooperation from the student is expected.

Consequences: A grade of "zero" will be given for the assignment/text/exam. The teacher will notify both the FAC Administration and the Parent. The parent may request a conference to discuss the infraction. Following the parent conference, a referral may be written. The student's home base school will be notified of the infraction so that consequences can be coordinated. Repeated Academic Integrity violations will result in the removal of the student from the Fine Arts Center. Please see [Policy JCDA - Behavior Code](#) - for more information.

EXAM POLICY

Examinations are considered an important part of the instructional program as they provide a valuable learning experience. Exams will be given on a formal exam schedule; however, some of the Faculty may choose to have the end-of-year performance serve as the Final Exam. All teachers will give semester and final exams. No exams will be given early without the Director's approval (medical emergencies only).

GRADING DATES

QUARTER	REPORT CARD DATES
1st: August 17-October 15, 2021	October 21, 2021
2nd: October 20, 2021-January 13, 2022	January 20, 2022
3rd: January 18-March 17, 2022	March 30, 2022
4th: March 28-June 3, 2022	Mailed/emailed to OOD Students

* Progress reports will be given out at the midpoint of each quarter

GRADING PROCEDURES

Specific procedures will be outlined in each Instructor's Course Syllabus, which will be posted on the Instructor's Website.

GRADING SCALE

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

HONOR CODE

The Fine Arts Center expects all students to be honest in academic matters. The faculty and administration are dedicated to maintaining an academic environment that is impartial, rewarding genuine achievement and true scholastic advancement. We believe that academic dishonesty compromises this environment. We also believe that cheating is an individual choice and that students who cheat are responsible for their actions and the consequences. The Fine Arts Center students are required to refrain from all forms of academic dishonesty: cheating, plagiarizing, lying, and other forms of trickery.

LATE OR MAKE-UP WORK

Late Work

Late Work Scenarios:

- Student attended class and failed to submit a required assignment on time
- Student has an unexcused absence as coded in PowerSchool

Major Grades	Minor Grades	Homework
<ul style="list-style-type: none"> ● Accepted up to 3 days late ● 15 point deduction per day ● Grade will become and remain a zero (0) after 3 days 	<ul style="list-style-type: none"> ● Accepted up to 1 day late ● 15 point deduction per day ● Grade will become and remain a zero (0) after 1 day 	<ul style="list-style-type: none"> ● Not accepted late

Make-up Work

Students who miss classwork or tests due to illness or suspension must have the opportunity to make up the work. Students will request make-up work through the teacher. Instructors should respond within 24 hours to ensure that assignments are completed in a timely manner. **Students have five school days to make up any work that was missed regardless of the reason for absence.** Extended illness should be handled on an individual basis with the student's illness and workload in mind.

PERFORMANCE EXPECTATIONS IN CORE ACADEMICS

The Fine Arts Center expects students to graduate on time, and in order to do that, students are expected to maintain good academic standing at the home base high school in all core academic areas. FAC Administration and the Guidance Team will regularly monitor student progress and attendance at both the FAC and GCS High Schools. Failure in one or more core courses may result in removal from the FAC program.

PROBATIONARY STATUS AT THE FAC

Students who are new to the learning environment at the Fine Arts Center may go through a brief adjustment period as they get used to the high level of rigor and expectations. While returning students should already be adjusted to the environment, some students may fall off-track during their time as a student at the FAC. For these reasons, we have in place procedures to assign students "Probationary" status in order to help them get back on track. After one academic quarter of poor performance by a student, an Instructor may place the student on probation. Expectations for improvement will be communicated to the student and parent, and the student will have one academic quarter to improve their performance. If the performance does not improve, the student may lose their roster spot at the Fine Arts Center. This can occur at the end of Semester 1 or Semester 2.

SCHOOL COUNSELING

The School Counselor at the Fine Arts Center works closely with counselors at the home high schools and Out-of-District academic placements to meet the needs of students and their families. The School Counselor provides support for students in regard to academic planning, college and career information, and social/emotional issues.

The School Counselor at the Fine Arts Center provides academic guidance, college and career guidance, and personal/social development support as follows:

- Supports school efforts in recruiting new students into the FAC program.
- Supports the application system from the initial student application to the program through the final scheduling of students into PowerSchool.
- Understands academic parameters for high school graduation, common core standards, EOC exit examination requirements, etc.
- Supports students and families through the college application process, especially as it relates to arts colleges and careers.
- Assists students with the college and scholarship application process.
- Maintains relationships with college representatives about admission requirements and educational opportunities in the arts.
- Assists in arranging presentations by visiting college representatives.
- Assists students in maintaining satisfactory relationships through conflict resolution and social skills development.

- Participates in student conferences when requested by teacher, parent or administration.
- Supports individual students who may be experiencing academic and/or personal issues.
- Provides support to students with 504 or IEP accommodation plans

SCHEDULE CHANGES - DROPPING OR CHANGING PROGRAMS

When a student accepts the offer to attend the Fine Arts Center, they are making a year-long commitment to attend the school. The process of applying to and auditioning for the FAC indicates the desire of the student to engage in rigorous, pre-professional arts training. Due to class size limitations, students who are offered admittance to the FAC have been chosen over other applicants for the privilege to study here. Therefore, we expect our students to complete the year of study with a committed mind, body, and soul.

The South Carolina Uniform Grading Policy does allow for students to drop classes within a prescribed timeframe. That timeframe is as follows:

With the first day of enrollment in the course as the baseline, students who withdraw from a course within five days in a 90-day course (Visual Arts courses ONLY) or ten days in a 180-day course (all other FAC courses) will do so without penalty. The drop dates for the 2021-2022 school year are as follows:

- Semester Courses (Visual Arts ONLY) - August 23, 2021, for Semester 1 and January 24, 2022, for Semester 2
- Year-long Courses (ALL other FAC courses) - August 30, 2021

The five and ten-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. Students who withdraw from a course with administrative approval will be given a WP for the course. Students who withdraw from a course after the specified time of five days in a 90-day course, or ten days in a 180-day course without administrative approval, shall be assigned a WF/50. The WF/50 will be calculated in the student's overall grade point average.

FAC students who wish to change programs may do so only by auditioning for the program through the prescribed audition process. Being a current FAC student does not guarantee acceptance into another FAC program. The student must apply during the application window, engage in the audition process with the rest of the candidates, and earn an offer for admission. FAC students may maintain their assignment to the FAC in their current program even if they choose to audition for another program and do so by meeting and/or exceeding the academic, behavioral, and performance expectations of their program.

SCOPE AND SEQUENCE EXPECTATIONS

Students who attend the Fine Arts Center do so with the commitment to the following:

- Maintaining a grade of at least a B in all FAC Classes
- Attending the FAC for the full school year*
 - Students who are placed on Probation and do not respond to interventions may be moved back to their home base high school for full-day instruction at the discretion of the FAC Director
 - Students who make poor behavioral choices may be moved back to their home base high school for full-day instruction at the discretion of the FAC Director

- Students in the Music Studios - Jazz, Percussion, Strings Chamber, Winds Chamber, Voice - commit to taking their studio class and a theory/recording arts class for all years of study at the FAC. Electives at the home base high school may not be substituted for the theory class.

All FAC Students and Parents are required to read this Handbook and acknowledge completion of that task. This is achieved by completing the following Google Form.

<https://forms.gle/xgpJGJgPiGwBp5y7>

This task must be completed by August 16, 2021, in order to attend the Fine Arts Center.
