

Greer High School Student and Parent Handbook 2019-2020



COMMUNITY ♦ TRADITION ♦ DETERMINATION

3000 East Gap Creek Road
Greer, SC 29651
www.greenville.k12.sc.us/greerhs

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, applicants for employment, educational programs, activities, or access to its facilities.

NAME _____

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 is advisory only to guide students, parents and faculty of Greer High School. The school 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 principal of the school. The information that you find on these sheets is supplementary to the Student Handbook.

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**** In order to ensure the best interest of students, parents, teachers, and community, the administration reserves the right to amend policies and guidelines as set forth in the student handbook throughout the school year.**

Dear Students and Parents:

Welcome to Greer High School! I am honored to be the Principal here at Greer and I look forward to doing everything I can to ensure that you have an incredible experience during the 2019-2020 school year. The beginning of a new school year is an exciting time for everyone and offers an opportunity for students, parents, and educators to commit themselves to having a successful year.

We are looking forward to an exciting year full of learning, sharing, and excitement that will become a fabric of our Greer High Pride. Our primary goal is for every student at GHS to have a great school year that will allow them the opportunity to grow both socially and educationally. We have a great high school and we are looking forward to having you and your child as a part of our community.

This Parent/Student Handbook is designed to communicate between school and home in addition to showing clear expectations and procedures for all students at Greer High School. Our purpose here is to build graduates that are college- and career-ready and are inspired to make a positive difference in society. This will drive our actions at Greer High School, every single day.

As we start the school year, I would encourage you to engage yourself in the educational process. Take time to visit Greer High School and meet the administration and school staff. I would also highly encourage you to attend back-to-school events (such as PTSA Open House) and meet your child's teachers. Stay informed of your child's academic progress, attendance, etc. through Parent Portal/Backpack. Read *Connected*, your one-stop resource from the Greenville Central Office for back-to-school information, including the school calendar, attendance requirements, student behavior code, and transportation.

I look forward to working with each of you. If there is anything that I can do to assist you or your child, please do not hesitate to contact me.

Sincerely,

Justin Ludley, Principal

Mascot
The Yellow Jacket

Colors
Black and Gold

Alma Mater
*In the state of Carolina,
Near the mountains blue,
Stately stands a noble structure
With a spirit true.*

CHORUS:
*Lift your voices
Shout your praises
Over hill and dale.
Here's to thee, our Alma Mater,
Hail thee, Greer High, Hail!*

*Now and when we have departed
From her halls afar;
May her truths and lofty ideals
Be our guiding star.*



Greer High Mission Statement

We build college- and career-ready graduates by connecting students to meaningful educational opportunities that empower them to be productive members of society and lifelong learners.

Our Vision

Students will graduate college- and career-ready, inspired to make a positive difference in society.

Philosophy

We Believe:

1. Students achieve best in a safe and inviting environment where they are engaged in learning.
2. Students must have highly competent and caring teachers, administrators, and support staff.
3. Students must have equitable and high quality educational opportunities that evolve and change to reflect the world around them.
4. A successful educational culture empowers students to communicate and collaborate effectively, solve problems competently, think critically and creatively, and act responsibly.
5. A successful educational culture develops students who are empathetic, respectful, resilient, and act with integrity.
6. Embracing diversity and inclusion leads to mutual respect and breaks down barriers.
7. Education is the shared responsibility of students, home, school, business, and community.
8. Curriculum and instruction must meet the needs of all students and prepare each student for success.
9. Having a growth mindset and demonstrating GRIT (Growth, Resilience, Integrity, Tenacity) in pursuing and achieving goals will help students and staff be successful.
10. Providing personalized learning experiences incorporating technology, real-world relevance, and innovative strategies are essential in preparing students to be successful in today's world.

Greenville County Schools

Student Acceptable Use Policy Agreement

The School District of Greenville County provides computer, network, e-mail, and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student.

GCS may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Web site visits. The district retains the right to record or inspect any and all files stored on district systems.

Students shall have no expectation of privacy with respect to district information system resource usage. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files, or electronic storage devices. Illegal activity involving district information system resource usage may be referred to appropriate authorities for prosecution.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District does not supervise individual e-mail accounts, a Parent Portal is available that permits the supervision of your child’s e-mail account.

Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class. Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement.

*Treat computer equipment with care and respect – Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

*Parents and guardians, by you and your child agreeing to this acceptable use policy you will insure that GCS computer equipment is handled with care and respect. Only GCS ETS personnel are allowed to repair or modify GCS computer equipment hardware and software.

*Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure including, but not limited to: wireless network devices, workstations, printers, servers, cabling, switches/hubs, routers, etc.

*Do not perform unauthorized access, use, or attempt unauthorized access or use of District information systems.

*“Hacking tools” which may be used for “computer hacking” as defined in the South Carolina Computer Crime Act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. This is an automatic recommendation for expulsion.

*Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.

*Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards.

*Do not use school computers for commercial purposes.

*Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or

media specialist for school counseling.

*Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you will be held responsible.

*Do not allow another person to use the computer under your district login.

*All online communication must be polite and not threatening or offensive in any way – All students in grades 3-12 are issued e-mail accounts. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. E-mail accounts should be used for educational and district purposes only.

*Do not give out personal information or photos through online communications (i.e. e-mail, cell phone, PDA, etc). Never give out your phone number, social security number, full name, age, home address, or any other personal information.

*Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory.

Please contact your school if you do not want your child to have access to the Internet and e-mail.

About the Greer High School Personalized Learning Program

The policies, procedures, and information contained in this document apply to all Chromebooks used at Greer High School as well as any other device which the GHS Administration determines falls under the umbrella of these policies and procedures. The GHS Administration and Greenville County Schools reserves the right to alter, edit, and update this policy throughout the year. Students and Parents will be notified of these changes and updates as they happen via phone message and web page updates.

Link to the full GHS Chromebook:

<https://drive.google.com/file/d/1ywxNi3-FebK8eKNqBgFV4XBtrtCrK-lx/view?usp=sharing>

Technology Fee

Because the Chromebook is an integral part of the educational process, all students will receive a Chromebook. In addition, all GHS Students will pay an annual Technology Fee that will serve, in part, to protect students who have accidental damages occur with the device. The Technology Fee is based upon where students fall under the Pupils in Poverty System (PIP).

- Full Pay Students will have a \$25 Yearly Technology Fee
- Students qualifying under PIP will have a \$5 Yearly Technology Fee

Students should pay for this Technology Fee at the Upperclassmen schedule pick up day, Orientation, or during the first week of school. Students who do not pay the Technology Fee prior to being issued their Chromebook will have the Technology Fee added to their School Debt list and that debt will carry all applicable restrictions associated with debts for students.

- *For instance, students that owe debts may not purchase a Parking Pass, cannot attend Prom, cannot walk at Graduation, cannot have records forwarded to another school in the event of a transfer, etc. until that debt is cleared in full.*

Taking Care Of Your Assigned Chromebook

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Chromebooks that are broken or fail to work properly must be taken to the Technology Assistance Room with Mrs. Kicker in the Media Center between 8:00 a.m. and 8:45 a.m. the next school day after the Chromebook is damaged or lost. Failure to report these damages or lost Chromebooks by the next school day could result in the Technology Fee agreement being altered by GHS Administration.

- **Damaged Chromebooks**

- The GHS Administration understands that with any technology device, honest accidents can happen. Our procedures include protections for students who incur damages to their Chromebook (broken screen, keyboard malfunction, etc.).
- Any student that *unintentionally* damages their Chromebook will not incur any additional expense for the first accident. In addition, the student will not go without the use of a Chromebook as it will either be repaired on site by Mrs. Kicker or a replacement will be checked out to the student immediately.
- Students are responsible for the Chromebook assigned to them. Therefore, students should not loan their Chromebook to other students or other family members. Ultimately, the student is responsible for the Chromebook assigned to them regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred.

- **Procedure For Accidental Damage:**

- 1st Offense of Accidental Damage:
 - Parent Contact, Warning, Replacement At No Cost To Student
- 2nd Offense of Accidental Damage:
 - Parent Contact, full replacement cost of parts or full replacement cost of Chromebook as applicable will be charged to student
 - A new Chromebook will be issued upon payment of the replacement cost.
- *Note: GHS reserves the right to revoke use of Chromebook for students at any time*
- Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) will not fall under the accidental damage procedure listed above.

- **Procedure For Deliberate Damage:**
 - 1st Offense of Deliberate Damage:
 - Disciplinary Referral, Parent Conference, Pay all replacement costs
 - 2nd Offense of Deliberate Damage:
 - Disciplinary Referral, Revoke Rights of student to use Chromebook for Remainder of School Year and pay all replacement costs.
- Lost/Stolen Chromebooks
 - Please note that students who leave Chromebook unattended are being negligent. It is the student's responsibility to ensure the safety of their device at all times, much as they would with their wallet/purse or other valuable items.
 - The Technology Fee covers Chromebook repairs but does not include the cost for the replacement of a lost or missing Chromebook.
 - Students should report missing Chromebooks to Mrs. Kicker in the Media Center.
 - Students who are unable to locate their missing Chromebooks are required to complete a missing Chromebook form which includes checking with each of the student's teachers, obtaining teachers' signatures and a parental or guardian signature verifying steps have been taken to retrieve or locate the device.
 - Once the missing Chromebook form is completed and submitted, students will need to meet with Mrs. Kicker to discuss possible Chromebook replacement options.
 - Students who lose their Chromebook or fail to turn in their Chromebook at the end of the year will be charged the full replacement cost.
 - Students will not be provided a replacement Chromebook until all the aforementioned steps have been taken.

IMPORTANT DISTRICT SCHOOL CALENDAR DATES

4K-12 School Start/End Dates

First DayAug. 20
Half Days June 2-4
Last Day June 4

Student Holidays

Labor DaySept. 2
Teacher PD/Workdays . Oct. 28-29, Mar. 20
Thanksgiving Break Nov. 27-29
Winter Break Dec. 23–Jan 3
MLK Day Jan. 20
Presidents’ DayFeb. 17
Spring BreakApril 13-17
Memorial Day May 25

Makeup Days (In Order of Use)

*Makeup Day 1Mar. 24
*Makeup Day 2 Apr. 10
*Makeup Day 3Mar. 23
*(*If day not needed, it becomes a student holiday.)*

Grading Periods

End 1st Quarter Oct. 22
End 2nd Quarter Jan. 14
End 3rd QuarterMar. 19
End 4th Quarter June 4

Report Cards

1st Report Card Oct. 30
2nd Report Card Jan. 24
3rd Report CardMar. 27
4th Report Card June 8

2019-2020 Bell Schedules

Regular Bell Schedule

Block	Time	Class
1	8:45-10:15	Academic Class
Class Change 10:15-10:20		
2	10:20-11:50	Academic Class
Class Change 11:50-11:55		
3	11:55-2:10	Lunches Included
1 st lunch	11:55-12:20	
2 nd lunch	12:25-12:55	
3 rd lunch	1:00-1:30	
Advisory-Wednesdays	1:40-2:10	Advisory
Class Change 2:10-2:15		
4	2:15- 3:45	Academic Class

Daily announcements will be made at 10:20am and 2:15pm

2 Hour Delay Schedule

Block	Time	Class
1	10:45-11:15	Academic Class
Class Change 11:15-11:20		
2	11:20-11:50	Academic Class
Class Change 11:50-11:55		
3	11:55-2:10	Lunches Included
1 st lunch	11:55-12:20	
2 nd lunch	12:25-12:55	
3 rd lunch	1:00-1:30	
Advisory-Wednesdays	1:40-2:10	Advisory
Class Change 2:10-2:15		
4	2:15- 3:45	Academic Class

PM Activity Schedule

Block	Time	Class
1	8:45-10:15	Academic Class
Class Change 10:15-10:20		
2	10:20-11:50	Academic Class
Class Change 11:50-11:55		
3	11:55-1:50	Lunches Included
1 st lunch	11:55-12:20	
2 nd lunch	12:25-12:55	
3 rd lunch	1:00-1:30	
Class Change 1:50-1:55		
4	1:55- 3:05	Academic Class
PM ACTIVITY	3:05-3:45	

ACADEMICS

The curriculum philosophy of Greer High School is based on the belief that all students have access to a wide range of courses in all departments. Students are encouraged to explore many avenues of personal, career, and academic interests. Greer High School strives to offer a variety of elective courses that foster growth in academic studies, personal growth, life skills, fine arts, physical fitness and other areas.

Graduation Requirements

The following chart outlines the minimum requirements for graduation as determined by the State Department of Education and the South Carolina legislature.

English/Language Arts	4 units
Mathematics	4 units
Science	3 units
US History	1 unit
Economics	1/2 unit
Government	1/2 unit
Other Social Studies	1 unit
Physical Education	1 unit
Computer Science (may include 1/2 unit of keyboarding)	1 unit
Foreign Language or Career and Tech Ed Course	1 unit
Electives	7 units
TOTAL	24 units

Grading Scale

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

ATTENDANCE

Guidelines

In accordance with the South Carolina School Attendance Law, 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 miss hours of valuable instruction and opportunities for learning they will not have again. Students are responsible for tracking their attendance in order to ensure that they receive credit for all of their courses. There is no guarantee of Seat Time Recovery so students should strive to be in each class on time.

Students are counted present only when they are actually in classes at least one-half of the class period, are on homebound instruction, or are present at an activity authorized by the school principal. The official record of attendance in class will be recorded by the teacher.

- A. The school year consists of two 90-day semesters. To receive credit in 90-day semester courses, students must attend at least 85 days of each 90-day semester course as well as meet all of the minimum requirements for each course. Because 85 days are the minimum required by state law for a 90-day course, the first five absences may be lawful, unlawful, or a combination. Any absence in excess of five days may cause the student to lose credit for the course.

- B. For a 180-day course, the student must attend at least 170 days to receive credit. In this case, any absence in excess of ten days may cause the student to lose credit for the course. The first ten absences may be lawful, unlawful, or a combination.

Students and parents should pay special attention to the attendance guidelines. Credit for classes may depend on it! Attendance at the high school level is counted differently than at the elementary and middle school levels.

1. Class attendance is counted by each individual class. The student should be present for at least half of a class to be counted present. Example: a student may have 5 absences in first period, 2 in second, and none for the rest of the day.
2. Students are allowed 10 absences in year- long classes and 5 absences in semester classes. Absences in excess of this may result in loss of credit for the class.
3. Teachers are not required to allow students to makeup work when the absence was a result of a cutting activity.
4. All parent notes, regardless of the reason, count against the 5 day/10 day absence guideline. Absences are not excused to makeup work just because a parent writes a note. (Depends on the reason; see guidelines below or on the GHS website.)
5. Always bring a doctor's note, if available.
6. If an early dismissal has been confirmed (see below), your student may meet you outside at the time of dismissal. You do not have to come into the school. Absolutely no phone, fax, or email early dismissals are allowed.
7. No walk-in parent pickups for early dismissal after 3:00 PM.
8. Students must check in with the attendance office if he/she arrives after 8:45.
9. Always turn in excuse notes within 2 days of your return to school.

Remember, all absences except doctor's note, court note, bereavement (3 days), or administrative approval count toward the 5/10 maximum that cannot be exceeded to earn credit for a course.

Lawful absences are defined as:

1. Serious, chronic, or extended illness of the student verified by a doctor's statement within two days of the student's return to school. Doctors' statements will be valid only when the student has been examined by the doctor. Doctors' excuses will not be accepted past the second day of return to school. Greer High School does not accept blanket medical excuses. Remember, all excuses must be turned in within two days of return to school.
2. Absences for religious holidays when approved in advance by a written request to the principal and prearranged with teachers five days in advance.
3. Extreme hardships at the discretion of the principal.
4. Death in the immediate family or death of a classmate.

Truancy

A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term "unlawful absence" shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written "intervention plan" must be developed with the parent(s) or guardian(s) to improve the student's attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;

- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.
- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student's attendance. Absences, the student is considered to be a "chronic" truant and should be referred to the attendance supervisor again. The Attendance Supervisor will make a decision regarding a possible referral back to Family Court based on the circumstances.

Transfer of Attendance Intervention Plans

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

Prearranged Absences

Many times students know they are going to be out of school because of family trips or other normally unexcused reasons. GHS will work with students who plan ahead and wish to get their assignments so that they will not miss class work. In order to get a Prearranged Absence, follow this procedure: five days before the absence the student should have their parent/guardian write a note explaining the reason for being out of school, the date of absence, home and work telephone numbers for us to verify the information, and parent signature. Then, the student should go to the attendance office and pick up a PREARRANGED ABSENCE FORM, attach it on top of your note, and take it to all teachers for their signatures. Return the completed form and note to the attendance office for final approval and verification. It is the student's responsibility to make arrangements for make-up work with your teachers, who may require the work missed to be made up either before or after the absence. NOTE: A PREARRANGED ABSENCE STILL COUNTS AS AN UNEXCUSED ABSENCE, BUT IT DOES ALLOW YOU TO MAKE UP WORK AND TESTS.

College Days Prearranged

Juniors and seniors may request up to two college visits each year. Each visit must be to a different institution. In order for a college day to count as a field trip, you must bring a note from your parents at least five days before the college visit and follow the procedure outlined under prearranged absence. The college visit form can be obtained from the attendance clerk in the attendance office.

Early Dismissals

Bring a written request from your parents giving the reason, time to leave, and parents' work, home, and cell phone numbers to the attendance office before 8:45 AM. Waiting in line to turn in an Early Dismissal slip will not excuse a tardy if the 8:45 AM bell rings. **NO EARLY DISMISSALS AFTER 3:00PM!** **Once the early**

dismissal has been confirmed, you will need to pick up your yellow slip and check out with the front office clerk before leaving school grounds. All early dismissals must exit from the front office.

Early dismissals from the Health room are handled as any early dismissal except that you must return slips to the attendance office. Health room dismissals are considered parent notes, not doctor's notes, and are not excused until the paperwork is turned in to the attendance office.

Returning from an Absence

It is the student's responsibility to present a parent or doctor's note explaining the absence to the attendance clerk and to secure an admission slip. The attendance clerk or administrator will decide if the absence counts as excused or unexcused and will indicate this on your admission slip.

Tardies

Students will have five minutes between classes to help them manage the hallways, go to lockers, visit restrooms and move from one end of campus to the other. Uninterrupted time on task is vital to the educational process and is one of the major goals at Greer High School. Students coming into class late disrupt that process. Greer High School expects students to be in class on time.

- First Tardy – Warning
- Second Tardy – Warning
- Third Tardy – Final Warning, Parent Contact
- Fourth Tardy – Referral, Administrator Assigned Detention
- Fifth Tardy – Referral, Administrator Assigned ISS
- Sixth Tardy – Referral, Administrator Assigned ISS
- Seventh and Subsequent Tardies – Referral, Administrator Assigned OSS

STUDENT SERVICES

School Counseling

The goal of the School Counseling Department is to work with and serve students, staff, and parents in the most effective way possible as students plan careers, establish goals, and prepare for post-secondary education.

Please see the school counseling website on the school web page for more information about services.
<https://sites.google.com/a/greenvilleschools.us/greer-high-school-counseling-department/home>

Media Center

Hours

Monday - Friday: 8:00 a.m. – 4:00 p.m.

Media Center passes are not needed before school and after school.

Please see the media center website on the school web page for more information.

<https://www.greenville.k12.sc.us/greerhs/main.asp?titleid=media>

Textbooks

- Upon checking out your textbooks, you have established an account in which you are indebted for the cost of each textbook until the textbooks are checked in at the end of each semester, upon graduation, or withdrawal from Greer High School.
- Upon receiving your textbooks, you should immediately check for excessive damage or wear such as water damage, mold & torn pages. It is the student's responsibility to report such damage at checkout

& to return the textbook so that a replacement can be provided. Failure to report such damage could result in the student being liable for the cost of the text book.

- The barcode on the back cover of each of your textbooks is specifically assigned to you & your student account. The name in the front cover (nor possession) does not determine ownership; scanning the barcode does. If there is a question of ownership, see Mrs. Allen.
- DO NOT EVER REMOVE THE BARCODE! Textbooks without barcodes cannot be credited to your account. You will be expected to pay the replacement cost of the book.
- If you receive a schedule change, it is your responsibility to return any textbook from any class in which you are no longer enrolled. You are expected to return books promptly after each quarter class ends, at the semester end, & at the end of the school year.
- Don't leave your textbooks unattended! Teachers cannot store your textbooks and they cannot be responsible for your textbooks.
- Lost & damaged textbooks will be assessed per the replacement cost.
- If you have problems with your textbooks, contact Mrs. Allen, the administrator in charge of textbooks.
- If you miss your class textbook checkout day, complete a textbook request form which is located in the front office.

Lockers

Students will be issued a locker upon request. Requests must be made to Mr. Phillips, the administrator in charge of lockers.

Students have the responsibility to maintain locks and lockers according to the following:

1. Student will be responsible for any damage to his/her assigned locker.
2. Damaged, lost or stolen locks will be replaced at a cost of \$5.00 to the student
3. Student is not to mark inside the locker nor place any stickers or decals inside or outside the locker.
4. Drinks, candy, or any food should not be left in lockers overnight.
5. Lockers are for textbooks, coats and school materials only.
6. Students may not trade lockers that have been assigned to them.
7. Students should keep their lockers locked at all times and should not leave money in their lockers.

Cafeteria

The cost of breakfast: FREE to students, Adult \$2.20

The cost of lunch: Student \$2.50/Adult \$3.85, Reduced Student \$.40
Extra milk costs \$.65.

The Free and Reduced School Meal application should be completed each year by each student. This form should be completed and submitted within the first ten days of school.

Classes will be in session during all three lunch shifts. It is important that these classes are not disturbed. Consequently, the only area where students may enjoy their lunch period is in the commons. All areas behind the gymnasiums, lower campus, front campus, parking lots, classrooms, are ALWAYS off limits. Please be considerate of the custodial staff and use proper receptacles to dispose of trash and food items.

Vending Machines and PSTA School Store

We provide vending machines for the benefit of our students before school, during lunch, and after school. You, the students, have the responsibility to follow all guidelines for food and drinks in the building (see above) and to throw all trash in garbage cans. VENDING MACHINES ARE OFF-LIMITS DURING

CLASSES. PHYSICAL ABUSE OR MISUSE OF VENDING MACHINES WILL LEAD TO DISCIPLINARY ACTION.

In addition, the PSTA sells snacks during all three lunch shifts. Students can purchase snacks during the lunch shift, however sales end when the bell to end the lunch shift rings. Snacks should not be purchased to take into hallways and classrooms. Students should not jeopardize being tardy to class trying to purchase snacks at the end of the lunch shift.

Health Room

Student Emergency Forms

Forms will be given to all students during the first week of school. Please have parents complete and sign, and return to school. It is very important that this information is on file in the Health room in case of an emergency.

Passes

Students must have a pass from their teacher in order to visit the health room. (Exception: emergencies or during lunch)

Medication Guidelines:

- All medication must be kept in the health room. (Any exception needs written authorization from school nurse.)
- All medications (prescription and over-the-counter) brought to school must have written parent permission on file in the health room. All prescription medications and any medication that a student self-administers must also have written physician permission on file in the health room. Permission forms can be obtained from the school nurse
- All medication must be provided in the original container.
- Prescription medication must be delivered to the school by a parent/legal guardian.

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

STUDENT ACTIVITIES

Eligibility

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Greer High School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

In order to participate in extra-curricular activities, students must be academically eligible.

Clubs

The meeting times for established clubs is before or after school.

Athletics

There is an excellent tradition of both academics and extra-curricular activities at Greer High School. The extra-curricular program is an integral part of the total educational experience. The intent of the program is to

enrich a student’s life while preparing him/her for future endeavors. Students must be enrolled in a minimum of two courses each semester to maintain SCHSL eligibility.

High School Athletic Insurance

All participants of high school athletic programs are required to purchase athletic insurance through the school. Students will not be allowed to either practice or become a member of the team without this coverage. Because this policy is mandatory it covers only injuries received during practice for or participating in a high school sport. Athletic Insurance is provided by BB&T. **The cost for insurance will be \$43 for the 2019-2020 school year.**

This required policy should not be confused with the school time/24-hour plan that is optional and covers all school time injuries including all athletic injuries except football. Again, the athletic insurance is mandatory while the school time/24 hour plan is optional.

**ADMISSION PRICES TO EXTRACURRICULAR EVENTS
2019-2020**

Event	Adult/Student	Price
Football (Varsity)	All Spectators	\$6.00
Football (Other Levels)	All Spectators	\$5.00
Basketball (Varsity)	All Spectators	\$6.00
Basketball (Other Levels)	All Spectators	\$5.00
Wrestling	All Spectators	\$5.00
Volleyball	All Spectators	\$5.00
Soccer	All Spectators	\$5.00
Spring Sports	All Spectators	\$5.00
JV Spring Sports	All Spectators	\$5.00

Note: doubleheaders involving junior varsity and varsity teams will cost same as varsity game.

POLICIES

Student Responsibilities

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

All students have the responsibility to:

- **Attend school to receive an education**
- **Attend school daily.**
- **Be on time for all classes**
- **Come to class with necessary materials**
- **Complete all in-class and homework assignments and meet deadlines.** The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.
- **Obey school rules and school personnel** No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
- **Cooperate with school staff.** Every community depends upon its citizens to uphold the rules by

which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

- **Respect the person and property of others**
- **Respect public property**
- **See that school correspondence to parents reaches home.** Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

Student and Parent Responsibilities

Receipts

You must retain the white receipt issued from the teacher's school district receipt book in order to obtain a refund and as proof of your purchase for yearbooks, dues, prom tickets, etc. THERE WILL BE A \$25.00 CHARGE ON ANY RETURNED CHECK.

Make-up Work

Students are responsible for talking with each teacher to arrange a time schedule for making up the missed work due to an absence.

Personal Property

The school cannot be responsible for any personal items that are broken, stolen or misplaced including but not limited to cell phones or any other electronic devices. It is therefore necessary that you take the following precautions:

1. Label the things that are yours.
2. Be advised that if you loan expensive or valuable items to another person they may lose or damage it.
3. Do not bring more money than you need for the day.
4. Keep your personal belongings locked up or on your person.
5. Promptly report all missing items to the front office.
6. Be sure your primary and/or gym locker is locked.

Student Messages

Only emergency messages from a parent or guardian will be given to students.

After-School Lock Down

All students are required to vacate the building by 4:00 PM. unless they are participating in a supervised school event/activity.

All bus riders and car riders must immediately report to the designated areas following the end of school. Students should dress appropriately for the weather when designated areas are outdoors. Both the bus loop and parent loop waiting areas are outside areas. Both have covers for protection from rain.

Deliveries

Deliveries such as food, flowers, cakes, cookies, gifts, and any other non-school related items will not be made. Students may pick items up after school hours. Classes will not be interrupted to call students to the front office to pick up items. Lunch from outside vendors may not be dropped off for students. For school safety reasons, parents should not attempt to deliver lunch to students in the atrium during the lunch period.

Data Security and Use of Technology

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Cell Phone and Electronic Device Policy

Cell phones are allowed during class for use with instructional activities at the discretion of the teacher. When phone use is allowed, the teacher will display the GREEN “BYOD is a GO” sign in the classroom. When cell phone use is not allowed and should be put away during the class period, the teacher will display the RED “BYOD is a NO” sign in the classroom. Students who either use cell phones during RED periods or improperly use cell phones during GREEN periods should be asked to put their phones away. Referrals should be submitted for class disruption or refusing to obey in relation to improper cell phone use during class.

External speakers are not allowed. If electronic devices are being used by individuals in the hallways, music should not be audible to others (nobody should hear your music except you). Students should only use one earbud or one side of the headphones if listening to music. Students should be able to hear and are expected to respond to staff members in the hallways at all times.

ID Policy

All students, staff and faculty must correctly wear a school issued ID at all times during the designated school day, from 7:30 a.m. to 3:45 p.m. **NO EXCEPTIONS!**

- 1) No temporary ID’s will be issued to students, staff or faculty at any time.
- 2) All ID’s are the property of Greer High School and Greenville County Schools. Damaging, defacing or altering the ID’s in any way will result in a \$5.00 replacement charge for the ID. Only acceptable wear and tear is permissible.
- 3) ID’s are required for students to receive textbooks and lunch. Not having your ID could result in you not receiving these items.
- 4) If a student comes to school before the 8:45 tardy bell without an ID, they will have the option to purchase an ID for \$5.00. Refusal to purchase and ID will result in an ISS assignment for 1 full school day. Purchasing an ID is not an excused tardy for 1st block.
- 5) Once a student enters the school with their ID being properly worn, he or she must wear it for the remainder of the day. No exceptions.
- 6) Any student, who is found during the school day without wearing their ID correctly, will be considered insubordinate and disciplined according to the school’s discipline policy.
- 7) “Three Strikes” Policy – Students can only be assigned to ISS for a maximum of three (3) times per school year for ID violations. After three times, students will be suspended from school and a parent conference will be conducted before the student is allowed to return.

Dress Code

Students are expected to dress in an appropriate manner while on school district 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.

The following Greer High School Dress Code standards will apply and be vigorously enforced.

- Student dress and grooming must be **neat and clean**. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- **Shirts/blouses** should be an appropriate length and not inappropriately expose body parts. At no time should the student’s midriff be visible while standing, sitting, or participating in normal school activities, e.g. raising hand. **ALL shirts/blouses MUST have a shoulder strap** including straps

worn underneath see-through garments. Shoulder straps must be at least one inch. No shirt/blouse should overexpose any part of the body's torso. **(NO tank tops with spaghetti straps).** Undergarments must not be visible at any time.

- **Pants, shorts, and skirts** must be worn at the waist level. Underclothing must not be partially or totally exposed. Skirts, shorts and dresses must be properly fitted and the hem should not be more than ID length (horizontally) above the knee. Excessively baggy and excessively tight clothing is not permitted. **Leggings, jeggings, and workout fitting pants may be worn if a t-shirt, blouse or sweater worn on top is long enough to meet the ID length standard.** Pajamas, night clothes, or lounging pants may not be worn. Torn clothing or pants with holes an ID length above the knee may not be worn. No jeans with holes above the knees are permitted.
- **Accessories** such as hats, hoods, sunglasses, hair curlers, skullies, do-rags, bandanas or head scarfs or head/hair wraps may **NOT** be worn. Bandanas will be confiscated and not returned. Extraneous articles hanging from clothing such as chains are not permitted. Facial jewelry that causes a distraction is not permitted.
- **Blankets** cannot be worn or used in lieu of a sweater, jacket, or coat.
- **Shoes** or sandals (with a back strap) must be worn. Slippers, flip flops and house/bedroom shoes are not allowed. Athletic slides are acceptable.

Dress Code Violation Consequences:

1st violation: Warning/ISS until violation is corrected

2nd violation: ISS

3rd violation: OSS

*** Time missed from classes due to dress code infractions is unexcused. Students will be asked to sit in ISS while waiting on proper attire. Multiple offenses will result in suspension.**

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.

Disciplinary Offenses and Consequences-Quick Reference Guide

While administration reserves the right to make changes or exceptions when assigning discipline, the following is a general guideline for the most common offenses and the range of consequences

ID Violation	Purchase new ID to ISS
Dress Code	ISS to OSS
Tardy to class	Detention to OSS
Refusal to obey (including cell/electronic devices)	ISS to OSS
Fighting	OSS and refer to law enforcement
Inciting a fight	OSS
Cutting class	ISS to OSS
Leaving campus without school’s permission	ISS to OSS
Tobacco possession/use	OSS
Cheating/Plagiarism	Zero on assignment and parent conference
Larceny/Theft	OSS and refer to law enforcement
Profanity	Warning to OSS
Profanity toward staff	OSS
Disruptive/Major class disruption	Warning to OSS
Drug/Alcohol Possession, Consumption or Under the Influence of	Recommendation for expulsion
Lewd Conduct	Detention to Recommendation for expulsion

Detention

Detention assigned by a school administrator will be served during an assigned lunch period. Failure to report to detention will result in reassignment or ISS as determined by the administrator.

Suspension

Suspension is the temporary removal of a student from school to correct unacceptable behavior. No student is to be on school grounds or attend any school event while on suspension.

Expulsion

In most cases, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year. Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. The superintendent will ensure the timely processing of all expulsion cases.

Discipline of Students with Disabilities

In implementing this code, school administrators shall follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.

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

Bus Transportation Policies

Each bus rider is expected to:

- Follow the driver's directions
- Sit in the assigned seat
- Keep hands, arms, legs, and objects to himself and inside the bus
- Refrain from cursing, name calling, gestures, or loud talking
- Refrain from pushing, shoving, or annoying other students
- Refrain from eating, drinking, chewing gum, or littering
- Obey all points of the Code of Conduct

Greenville County Schools Code of Conduct on School Buses

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Behavior Code, up to and including suspension, recommendation for expulsion and notification to law enforcement.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay

- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

*The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

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

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or Intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus

*The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

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

Level III Offenses

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

Level III Consequences

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

Driving Privileges

Parking a vehicle on school property is a privilege, not a right. This privilege may be revoked as a result of parking lot rules violations or poor conduct within the school. Any display of recklessness, irresponsibility, disregard for safety, or parking in an off-limit area may result in revocation of a student's parking privilege. Student drivers are expected to be on time to school and may lose their parking privileges due to excessive late arrivals.

Purchasing a Student Parking Permit

The cost of an annual permit each school year is **\$30.00 with the option to purchase a reserved parking location for \$40.00**. Only a limited number of reserved locations are available. Student parking permits may be obtained from Mr. Matt Phillips, Assistant Principal or Mr. Miller.

Driving/Parking Regulations

Students applying for and receiving decals fully understand their responsibility in following these rules/regulations. Greer High School reserves the rights to amend, delete, or add to regulations during the course of the school year.

1. Any student who has a valid South Carolina driver's license may park in the student parking lot upon registering the automobile and completing the Alive @ 25 class. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Suspension of parking privilege, towing of vehicle and/or suspension out of school may occur when violation of these regulations occurs.
2. The Alive at 25 class is a **MANDATORY** requirement in order to purchase a permit. All students must be licensed and covered by insurance.
3. Permits are non-transferable. Only the student who registers for the permit may use it to park. There will be NO refund if the student leaves Greer High School for any reason during the year.
4. All automobiles parked on the school grounds must be registered with the school and must display the current decal on the rear view mirror. Decals cannot be placed on the dash.
5. Vehicles not properly registered with the school may be towed at the owner's expense.
6. The cost to reissue a permit if lost or damaged will be **\$30.00**.
7. Students will obey all traffic signals, signs, road lines, and the directions of the administrator in the parking lot and all other school ground areas. Reckless driving will not be tolerated and will result in the loss of driving/parking privileges for the remainder of the year. **The 5-mile per hour speed limit is strictly enforced.**
8. Student parking is strictly limited to the student parking lot and must be in a designated space. Faculty parking is marked accordingly in the front of the building.
9. There is to be no loitering or visiting cars in the parking lot before or after school. Upon arriving on campus, students are to get out of their cars and report to the building area.
10. Vehicles may not produce excessive noise. This includes all radios that can be heard outside of the vehicle, horns, loud mufflers, etc.
11. Students may not return to their vehicles during the school day without written permission from an administrator. All Parking Lots are Off-Limits to students during the school day

12. Any vehicle on school grounds may be subject to a search by administration if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in the vehicle.
13. Although the student parking lot will be monitored by closed-circuit cameras, students are reminded to use common sense with regard to securing vehicles. Vehicles should be locked with valuables placed out of sight. The school is not responsible for the automobile or its contents. Any theft or vandalism that occurs to vehicles parked on school grounds is the responsibility of the owner.
14. All parking violations will be subjected to vehicle towing at owner's expense.
15. Excessive tardiness could result in your driving privilege being suspended for one semester.
16. Any student who leaves campus in an automobile without administrative permission will have their driving privilege revoked for one semester.
17. Greenville County Schools provides bus transportation between the regular high school campus and the Career Centers. The District prefers that all students take advantage of this transportation. Students attending morning vocational school must return to Greer High School by 11:45 am. Failure to comply will result in your driving privilege to the career center being revoked. Afternoon career center students cannot leave Greer High School to attend Bonds Career Center until 12:20 pm. Failure to comply will result in your driving privilege to the career center being revoked.

Parking Fines and Consequences

The following fines will be charged for violations of parking and driving regulations:

Each Offense will result in a \$25.00 fine and could result on loss of driving/parking privileges.

***Greer High has the right to revoke driving privileges as a result of poor conduct.**

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>

Visitors

Per board policy, Greer High School operates as a closed campus. Visitors who have official business with the school must report to the main office. Visitors must be able to show identification and sign-in as a visitor. Visitors will be given a nametag that must be worn at all times. Visitors may not interrupt classrooms. Those without official business with Greer High School, such as former student who simply want to visit, are not allowed.

At times during the school year it may become necessary to update/modify the information found in

this handbook. Please refer to the Greer High School website for the most current information or contact your grade level administrator.