



League Academy
Arts Integration + Student-Centered Learning + STEAM/PBL of Communication Arts

2018-2019 Student Handbook

League Academy of Communication Arts
125 Twin Lake Road Greenville, South Carolina 29609
Phone: 355-8100 Fax: 355-8160
<http://www.greenville.k12.sc.us/league/>

Dear Students and Parents:

Welcome to the 2018-2019 school year at League Academy, a National School to Watch. I am looking forward to an awesome year. Our teachers, administrators, and staff have worked hard to prepare a rigorous, student-centered, and arts integrated experience for our students. We continue to learn and grow in our professional learning communities by partnering with community arts organizations, learning from each other's experiences, and focusing on student learning.

As we move forward with our new school year, we will keep our mission statement at the forefront in order to provide your students with a meaningful middle school experience. The mission of League Academy of Communication Arts is to prepare students to become lifelong learners and contributing members of society through rigorous, arts-focused, standards-based instruction.

The student handbook is provided for League Academy students and parents as an informative tool to convey school personnel expectations for student life at League Academy. Please take the time to read it with your student. Please sign and return the statement on the next page to your student's advisory teacher.

I am honored to be a member of the League Community and will strive each and every day to bring the best middle school experience to our students and stakeholders. Should you need anything at any time, please feel free to contact me, members of our faculty, or staff.

Mary Leslie Anderson
Principal, League Academy

League Academy of Communication Arts
Student Handbook Statement 2018-2019

I have read and understand the League Academy of Communication Arts Student Handbook for 2018-2019 School Year.

Parent Signature: _____

Student Signature: _____

Date: _____

Section 1: Academic Information

Alphabetically listed below

As part of the middle school philosophy, League Academy endeavors to develop within its students a desire and individual responsibility for learning. To promote academic excellence, standards for academic performance are necessary. Therefore, all students are required to meet the following standards of academic performance.

Academic Grading Policy

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 50-59

The School District of Greenville County complies with statewide grading requirements. Middle school students will receive a numeric grade.

The grading scale provides consistency across South Carolina. This is especially important for determining high school students' eligibility based on grade point ratio for college and for scholarships, including a state LIFE scholarship.

Attendance

South Carolina Law requires the regular attendance of all pupils. Greenville County Schools has adopted uniform rules to assure 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 school principal. The school year consists of 180 days. To receive credit, 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. Accrued students absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year. Because 170 days are the minimum required by the state, the first ten (10) absences may be for any reason. All absences beginning with the eleventh (11th) day must be lawful and documented. A doctor's note is an example of a documented excused absence.

Lawful Absences

1. Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others. Verified by a statement from a physician. Absences for chronic or extended illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent.
3. 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.
4. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Excuses for Absences Should:

1. Be dated and give date(s) of absence.
2. Be given to attendance clerk the day student returns.
3. Be written and signed by the parent or a physician.
4. Have a phone number where a parent can be reached for verification.

Make-Up Work

In order to receive full credit for make-up work, all work must be submitted within **five** school days, immediately following the absence. In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students to arrange for make-up work. Arrangements may be made with the teacher to make-up assignments before or after school, and during advisory period thus ensuring students do not miss additional classroom instruction.

Early Dismissals

On the day a student needs to leave early, he/she should bring a note from a parent or guardian stating the reason for his/her dismissal, the phone number where parents can be reached, and the advisory teacher’s name. This note must be signed by the parent and should be in the main office no later than 8:25 A.M. The parent or legal guardian must meet the student in the office to sign him/her out. Please bring a valid picture I.D. Early dismissals count as an absence in all classes missed. The last early dismissal time is 2:30 P.M. There will be no early dismissals during statewide testing or End-of-Course exams.

Tardies

School begins at 8:25 for all grades. Students not in first period at 8:25 are tardy. If a student arrives after 8:30, he/she must report to the office for an admittance slip to be admitted to class. Students that are late to school or late to a class cause major disruptions to the school day for office personnel and classroom teachers.

- **Tardies to school:** All students are allowed three tardies to school per quarter without a referral. This allows for unusual circumstances such as an automobile accident, slow traffic, oversleeping, or flat tire. All other tardies, unless accompanied by a medical note, will be deemed unexcused. Persistent tardiness will be addressed by administration.

Consequences for Tardies to School [Per Quarter]

Tardies 1-3	No consequence/punishment
Tardies 4-5	Silent-Lunch Detention
Tardies 6-7	After-School Detention
Tardies 8-9	In-School Suspension [ISS]

Skipping School/Class

Students will not leave the school grounds during the day without permission from a parent, guardian, or administrator. Students who leave the school grounds without permission, or students who are absent without the consent of parents or guardian, shall be considered truant and may be suspended from school.

*Students will not leave class in the first or the last ten minutes of each class.

League Academy Bell Schedule

Period	Time
First	8:25 – 9:16/9:18
Second	9:20 – 10:08/10:10
Third	10:12 – 11:00/11:02
Fourth	11:04 – 11:52/11:54 [6 th Grade Advisory/Lunch]
Fifth	11:56 – 12:44/12:46 [7 th Grade Advisory/Lunch]
Sixth	12:48 – 1:36/1:38 [8 th Grade Advisory/Lunch]
Seventh	1:40 – 2:28/2:30
Eight	2:32 – 3:25

Students will remain in the classroom for the first 10 minutes and last 10 minutes of every class.

Benchmark Tests/Exams

All students will take benchmark tests at the end of each quarter to assess what they have learned during that quarter. Year-end exams are given in all high school credit classes and count as a major assessment in the corresponding academic quarter. End-of-course exams [EOC] for high school credit courses count 20% of the final grade.

Plagiarism

Presenting the work or ideas of others as one's own is plagiarism. Ideas or work taken from others—including written work, quoted or paraphrased; theories, statistics, or formulas; pictures, graphics, and other illustrative material—must be fully and properly acknowledged in students' written, visual, and oral presentations. Plagiarism is a serious offense at League Academy. Students who plagiarize the work of others will be subject to disciplinary action. Students that plagiarize will receive a grade of 50% for the assignment, test, quiz, or project.

Progress Reports

Progress reports will be issued and sent home with all students on the following dates:

Q1	September 17, 2018	Q3	February 13, 2019
Q2	November 27, 2018	Q4	April 30, 2019

Report Cards

Report cards will be available to send home with students at the conclusion of Q1, Q2, and Q3. The final report card of the year, at the conclusion of Q4, will be mailed home or picked up by a parent.

Q1	October 30, 2018	Q3	April 2, 2019
Q2	January 23, 2018	Q4	June 7, 2019

School Day

The school day for League Academy will be from 8:25 to 3:25. The school will be opened to students at 7:30 a.m. Students are expected to be seated in their first period class when it begins at 8:25. A tardy bell will sound at 8:25.

Sports Participation

In order to participate in athletics, students must meet the minimum criteria stated by the South Carolina High School League. Students wishing to participate must have an overall passing average in each of their academic classes. Each athlete is expected to conduct himself/herself in an honorable way at all times in school and in the community. In addition, students who have been suspended from school will be ineligible for participation. Students must also complete the required physical examination/parent permission forms to try out and possibly participate in a sport.

Textbooks

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

Section 2: General Information

Alphabetically listed below

Agendas

Students are given an agenda at the beginning of the year, which contains all of the student passes. Students are required to use the agenda throughout the year for planning and for leaving the classroom. If lost, students are required to purchase a new agenda from the guidance office for \$5.00.

Book Bags

Students are encouraged to use book bags to transport their books and materials to and from school. However, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags/nylon sports bags/large handbags in their lockers, until their last locker break.

League Academy Personal Electronic Device Agreement

Greenville County Schools is allowing the use of some Personal Electronic Devices in school as a pilot for educational purposes. As citizens of the 21st Century, these devices have great potential for student learning in the classroom. A Personal Electronic Device encompasses any electronic device that could be used for learning (cell phones, iPads, Laptops, e-Readers, etc.). Students must agree to the Personal Electronic Device agreement below and acknowledge that disciplinary action may be taken if students violate this agreement.

District Guidelines

1. Personal Electronic Devices are only to be used within the established guidelines of each school.

2. Personal Electronic Devices will only be allowed on the Greenville County School's protected Guest Network. PEDs may not be able to print or access all of Greenville County School's internal resources.
3. Students agree to abide by GCSD Acceptable Use Policy.
4. All PEDs are brought to school at the owner's risk. Neither GCSD nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices.
6. Use of the PED for unauthorized activities is prohibited.
7. The use of all PEDs are at the discretion of the teacher in the classroom for instructional purposes only. Should a student misuse the technology or use the technology inappropriately, he/she will be subject to discipline as outlined in the Greenville County Behavior Code.

League Academy Guidelines

In addition to the above guidelines:

1. PEDs will not be used for non-instructional purposes.
2. PEDs may not be used to record, transmit, or post photographic images or videos of a person.
3. Students will be required to adhere to the following "NO TECH" zones: cafeteria during the morning and lunch, gymnasium, dances, stairwells, restrooms, locker rooms, and hallways. This includes the classroom during instruction based on the teacher's policy.
4. Students are responsible for charging their devices at home. Charging at school will not be allowed.
5. Students will not be penalized academically for not having a device.

League Academy Device Consequences

The following discipline actions may be taken by administration for student violation of device policy:

1. Student will receive a warning from a teacher or administrator. [First Violation]
2. A parent or guardian will be contacted. [Second Violation]
3. Student will receive a referral for device violation and refusal to obey. A parent or guardian will be contacted and one day of In-School Suspension [ISS] will be assigned. [Third Violation]
4. Consequences for any further violations will be handled at the discretion of the administration.

Pursuant to state law, persons entering school property are deemed to have consented to reasonable search of their person and property (Act 373 of 1994), this would include personal electronic devices.

Buying/Selling

The buying/selling of any goods while on school grounds is prohibited. Snacks and school supplies are available through the school store sponsored by the PTSA. Snacks can be purchased after school from the vending machines in the cafeteria and on the 8th grade hall.

Cafeteria Procedures

The following are 2018-2019 meal prices:

Daily Lunch Cost	\$2.50
Reduced Lunch Cost	\$0.40
Daily Breakfast Cost	Free
Extra Milk	\$0.65

The above lunch prices are current as of the last day of school for the 2017-18 school year. Prices are subject to change for the upcoming school year based on new district pricing guidelines.

Behavior in the cafeteria should be based on courtesy and cleanliness and should adhere to the following guidelines:

- Students are to purchase and pick up all items in the cafeteria the first time through the line.
- Students are to remain at their assigned tables until the end of the period.
- Food/drink is to be finished in the cafeteria and disposed of properly.
- Teachers will assign students to clean the table for the next lunch period.
- Bag meals must not contain any glass containers or carbonated drinks.
- Students are encouraged to eat lunch every day.

Applications for free/reduced lunch forms will be distributed at the beginning of the school year. Money may be deposited into lunch accounts between 8:00–8:20 AM each morning or online at www.myschoolbucks.com. Breakfast will be served each morning beginning at 7:30 and is provided free to all students.

Field Trips

Students on approved school field trips and approved school activities will not be considered absent from school, but must make up work missed. Students participating in field trips or any other school activity are expected to abide by the same policies as during a regular school day and will be expected to follow dress code procedures determined by the faculty. Students must have a signed field trip permission form before going on a field trip.

Access to Field Trips

- A teacher may not deny participation in a field trip as a consequence of an incident of misconduct. The principal may exclude a student from a field trip, if the period of a student's suspension covers the date(s) of the trip or the student's current pattern of behavior would disrupt the orderly execution of the trip and lessen its educational value for other students. The principal must approve all decisions to deny a student access to a field trip.
- Students who are excluded from field trips must be given appropriate assignments.
- All medications taken on field trips must have the appropriate field trip forms completed by a parent. **Medication must be brought to the nurse by a parent. Students may not bring medication on the bus.**
- Students will not be penalized academically for failure to participate in a field trip.

School Counseling Department

League Academy provides a comprehensive school-counseling program to enhance the academic, career, and personal/social development of all students. Our three counselors act as advocates on behalf of all of our students and work to ensure that League Academy students develop the attitudes, knowledge and skills needed for academic and personal success. Working with students in individual and group settings, consulting with staff, parents and community members and integrating the school's counseling program into the instructional program are among the primary responsibilities of our school counselors. Our counselors are also responsible for coordination of 504 plans, parent/teacher conferences, course registration, individual graduation plans and a successful transition into and out of League Academy.

Students may seek out the assistance of their school counselor or they may be referred to their counselor by their parent, teacher or another faculty member. Parents and students may find additional information and resources on the counseling page of the League Academy website and are encouraged to contact their counselor at any time for assistance.

Health Room

- Students are allowed to visit the health room, after obtaining a health room pass from their teacher.
- All health related phone calls to parents should be made in the health room. Dismissals due to illness must first be seen in the health room or they will be considered unexcused.
- Parents are required to bring medications into the school in their original container and fill out the appropriate form. This includes cough drops.
- The use of crutches requires a note from your doctor stating the number of days they need to be used.
- Emergency phone numbers need to be updated with the health room if changes occur during the year.
- If a student is ill and has a fever, the student must be fever free for 24 hours without the use of fever reducing medications, before returning to school.
- If a student wears contacts, parents are responsible for bringing in a small bottle of contact solution to the health room for use during school hours if needed.
- When a prescription medication is required to be used during school hours, the Parent/Physician form for prescription medication must be submitted at the same time the medication is submitted to the health room.
- Students who are going to self-administer a medication, such as an inhaler or an epi-pen, must obtain signed permission from the parent and physician. Additional back-up medications are strongly encouraged to be kept in the health room with the nurse. These “self-administer medications” must have the proof of permission taped to the medication. This may be obtained from the health room when all forms have been turned in.

Please refer to the Greenville County Schools website (<http://www.greenville.k12.sc.us>) for more in depth explanation of Health Services information, policies, and permission forms. This information can be found under the Student Services – Health Services heading.

Locks and Lockers

Students will be issued a locker at the beginning of the school year. Due to enrollment numbers, some students may be required to share lockers. Do not share combinations with anyone not assigned to that locker. Students may use only their assigned lockers. Students are responsible for lockers and their contents. Always lock the lock securely. If a student has a locker problem, report it to the advisory teacher. Articles of value are best left at home. If a student needs a lock to replace the failed lock that is part of the locker, a school-issued lock will be provided. Students are responsible for the lock and are required to pay a replacement fee of \$5.00 if lost.

Media Center Guidelines

- The media center is open to students from 7:45 A.M. to 3:45 P.M. on school days. If students need extended hours, please notify one of the media specialists in advance to make arrangements.
- Students may come to the media center during school hours with a pass in their agenda, signed by the supervising teacher and which indicates the purpose and length of time for the visit. Students should come prepared for their task with all materials required to complete it.
- Books may be renewed one time to extend the loan period. If the book is overdue, the student must have the book with him in order to renew it.
- Fines for late library materials must be paid with exact change.
- Chewing gum, food products, and drinks are not allowed in the media center.

Office Hours

The school office will be open from 7:30 A.M. until 4:00 P.M. Monday through Friday. Exceptions are noted on the school district calendar. Bus students arriving early and/or staying late will be supervised. Students must be picked up from the school grounds by 4:00 each day.

Phone Messages

Students are expected to make all daily school and after school arrangements, prior to coming to school each day. Messages should be kept to a minimum. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages. Students will only be allowed to call home with a pass from a teacher. If a student has a change in transportation, parents must send in a written note to the front office.

Parent-Teacher-Student Association

The PTSA is an organization that works to improve League Academy. Through the Fall Open House program, parents are provided an opportunity to meet faculty and staff, to learn first-hand knowledge of the school program, and to tour the facilities. Through the publication of the newsletter, the PTSA alerts the school community about activities and needs of the school. Membership in the organization is open to all parents, community members, teachers and students at a cost of \$5 per membership.

League Academy of Communication Arts Dismissal Plan

Bus Riders

Students that ride the bus will be called directly from classrooms to the bus loop as busses arrive. They will be announced over the intercom at the end of the daily announcements.

Walkers

Walkers are considered to be any student who is walking off campus—even to meet a car on the street. Car riders are considered to be those students who are picked up from the carline. Bike riders should use the walkways. Do not ride along the driveways or ride bikes on the sidewalk when traffic is heavy. Bikes must also be secured daily to the rack provided at the front of the school. All walkers should use the walkways. Running, horseplay, skateboards and rollerblades are prohibited.

Car Riders

League Academy utilizes the Carline Monitor System. Parents are assigned a number. Each day a person enters that number into the system and the students can see on their teacher's promethean board that their ride is ready to pick them up. At that time, students are released to go to the carline. Car riders should load and unload in the carline or designated pick-up areas only. For safety reasons, students may not be dropped off/picked up in the faculty parking lot, bus loop, or any other non-designated pick-up area. To insure student safety, law enforcement may be contacted in instances of violations. Students arriving at school before 8:15 AM must report to the designated holding area. No students may be dropped off before 7:30 AM, as there is no supervision and it presents a safety hazard. Students should be picked up no later than 4:00 PM. Habitual offenders may be assigned to a bus for home transportation.

School Improvement Council

The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. Unlike PTA and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina. Our SIC plays a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school.

Technology

Children's Online Privacy Protection Act (COPPA) Internet Permission Form - COPPA requires verifiable parental consent before a child under the age of 13 can access a commercial web site or use a commercial mobile/tablet application (app). The law permits school districts to obtain this consent thereby eliminating the need for each website operator or app owner to request consent from each parent which is difficult to do in a classroom setting. This form will be sent home in the first day of school package for parent signature and is required if the student is to access the Internet at school.

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

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

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

Students are prohibited from:

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

Agreement of Use:

- Students, parents and guardians agree that GCS computer equipment must be handled with care and respect. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

- Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only.
- Follow copyright laws at all times – See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- Keep your password secret – You will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way. All students in grades 3-12 are issued email accounts. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.

Personal Electronic Safety:

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 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.

The District may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email.
- Monitor an individual's use on the District's systems.
- Confiscate and/or search District-owned software or equipment.
- The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

Valuables

Students are cautioned to never leave money or other possessions unprotected at any time on campus. The school does not assume any responsibility for lost articles. Students are asked to refrain from bringing large sums of money, valuable jewelry, or other items of value to school.

School Visitor and Volunteer Guidelines

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must submit an application to the school and receive clearance from the district before interacting with children in the school or chaperoning any school field trip. Volunteers are now identified by two different categories: Level I or Level II. Please review the details below:

Level I—This level requires the presence and supervision of a GCS employee at all times.

Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center, and participate in school activities on campus as long as staff members are present.

Level I application process:

- Complete the Volunteer Application Form checking the box for Level I on the left side of the form.
- The applicant prints the completed Volunteer Application Form and returns it in person to the main office of the school. Applicants must present a photo identification and the information will be entered into the system.
- Level I volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Level II—This level allows interaction with students without a GCS employee present.

Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. **Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.**

Level II application process:

- Complete the Volunteer Application Form, checking the box for Level II on the right side of the form.
- The applicant must also click on the link <https://gcsd-is.Quickapp.pro/> on the application and complete the required information for the background check.
- The applicant prints the completed Volunteer Application Form and returns it in person to the main office of the school. Applicants must present a photo identification, and the information will be submitted to the district office by school personnel.
- Applicants will be notified of the approval by school personnel. This process will only need to be completed once a school year for level II access. Schools are not provided details of the check other than approved or denied to assure confidentiality of the applicants. This process could take up to two weeks to complete.
- Level II volunteers must sign in each time they volunteer. Photo identification must be presented each time for verification.

Withdrawals

If a student's family changes residence outside the League attendance area, the following steps should be taken. Records will be sent to the new school once a request for records has been received.

- Notify the student's teachers of the upcoming move
- Request a withdrawal form from the counseling clerk at least two days prior to the student's last day
- Clean out locker and return all textbooks to the media center
- Pay all outstanding fees and fines (media center and cafeteria)
- Sign withdrawal form along with counselor and principal

Section 3: Behavioral Expectations

Alphabetically Listed Below

Student Identification Badge Policy

The purpose of this policy is to ensure safety and security of League Academy students who are on the campus each day. One student identification badge and a breakaway lanyard will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID badge authorizes a student to be on campus. Every student must wear the ID badge at all times while on school grounds. It is crucial that we are able to identify everyone on campus. Identification badges help us in identifying students and staff, as well as trespassers. Please be advised, I. D. badges are the property of the school district and must not be defaced or lost without being replaced at the expense of the student/parent.

- School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
- If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- The ID Badge must be presented to any school staff member or person of authority when seeking student identification.
- The front and back of the ID must remain visible, plain and free of stickers, markings, other photos, etc.
- IDs that are lost, stolen, altered, damaged, broken, worn, or defaced in any way must be replaced IMMEDIATELY.
- Cost for replacement is \$5.00 for a new ID.
- Replacement lanyards are available for \$2.00.

Teachers will do an ID check at the beginning of each class period each day. Proper IDs and lanyards must be visible upon entering the building. For a student who does not have his/her ID badge on the correct lanyard, they will adhere to the following procedures:

1. Student will receive a warning from a teacher or administrator. [First Violation]
2. A parent or guardian will be contacted. [Second Violation]
3. Student will receive a referral for I.D. violation and refusal to obey. A parent or guardian will be contacted and one day of In-School Suspension [ISS] will be assigned. [Third Violation]

4. Consequences for any further violations will be handled at the discretion of the administration.

Bullying, Discrimination, Harassment and Intimidation

League Academy and Greenville County Schools are committed to fostering an environment that both promotes learning and prevents disruptions in 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 or intimidation 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. A student's parent may also file reports. 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.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, 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, 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.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

League Academy Dress Code Policy 2017-2018

In accordance with Greenville County School District's Policy JCDAF, 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 principal may create further guidelines regarding student dress, which are consistent with this policy. Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related—may not be worn or brought to school. Items that violate the dress code policy may be confiscated.

In order to promote safety and an educational environment students at League Academy:

- Must wear the school ID at all times on campus.
- The length of shorts, skirts, dresses must meet the length of a student's ID above the knee. This applies to when a student is wearing leggings and/or tights.
- May not wear head coverings including: bandanas, hats, toboggans, earmuffs. Hoods on coats, shirts, or sweat shirts may not be worn over the head while in the building.
- Sunglasses covering the eyes may not be worn in the building or classroom.
- No tube tops, halter tops, or spaghetti strap tops may be worn. Sleeveless jerseys should be worn with a t-shirt underneath.
- Undergarments should not be visible at any time.
- Blankets are not to be used to stay warm while in the building. They are to be left home.

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 items which lead to or may foreseeably result in the disruption of or interference with the school environment.

Consequences for Dress Code Violation:

Send student to Mrs. Fowler to pick up a change of clothing and/or to call a parent.

1. Student will receive a warning from a teacher or administrator. [First Violation]
2. A parent or guardian will be contacted. [Second Violation]
3. Student will receive a referral for dress code violation and refusal to obey. A parent or guardian will be contacted and one day of In-School Suspension [ISS] will be assigned. [Third Violation]

Any consequences for violations beyond the third will be determined by the administration based on the student's overall compliance with the student conduct code.

Discipline Policy

In order to maintain the tradition of academic excellence, League Academy will be a safe and orderly environment where all students will have the opportunity to learn. Acts that impair the ability of the school staff, teachers, and administrators to maintain a safe school environment will result in consequences. The discipline policy of League Academy will reflect the Code of Conduct that has been approved by the Greenville County School Board. Principals will reserve the right to adjust consequences based on the severity of the incident. However, the consequences below will represent the minimum consequence for particular offenses.

Potential Consequences

Lunch Detention (LD) - Assigned by the classroom teacher as an intermediary step to a disciplinary referral. Students should heed this strong warning and modify the behavior so as to avoid a disciplinary referral.

Principal Detention (PD) - Assigned by an administrator as a result of a disciplinary referral. Principal Detention is held every Tuesday and Thursday from 3:25-4:00.

In-School Suspension (ISS) - Assigned by an administrator. Students will report to the ISS room and remain the entire school day (including lunch). Student will be given assignments from their classes to complete. Students in ISS are not allowed to talk, sleep, or work on computers (unless for school purposes). Disruptions in ISS will automatically result in students being sent home as an OSS consequence. ISS does not count against student attendance.

Out of School Suspension (OSS) - Students will not be allowed on campus during OSS. This includes times during the school day and during after school sporting events, dances, talent shows, etc. Additionally, students are not allowed at any other GCS event while they are suspended from school.

Expulsion (EXP) - Expulsion from school in most cases means the removal of a student from school and the cessation of educational services for the remainder of the school year. School administration may make a recommendation for expulsion; however, final decisions are made by a school board representative.

Referral to Law Enforcement (RLE) - In cases of criminal misconduct, League Academy will notify law enforcement. Law enforcement decisions/consequences are separate from school-based consequences and will have no impact on the consequences imposed by the school.

Level I—Disorderly Conduct

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Notification may be via phone, email, or a copy of the referral sent home via the student. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Classroom and/or school tardiness	Verbal Warning by Teacher	Verbal Warning & Parent Contact	Verbal Warning & Parent Contact	Consequences range from Principal Det. to ISS depending on severity
Cutting class	PD	1 Day ISS	1 Day OSS	2 days OSS
Leaving campus without signing out properly	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Illegally walking out of class w/out permission	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Acting in a manner so as to interfere with the instructional process in the classroom	Consequences range from Principal Detention to OSS depending on severity			
Excessive talking that interferes with the instructional process in the classroom	PD	PD	1Day ISS	1 Day ISS
Misuse of cell phone/ electronic devices (CD Players, walk man, iPod, MP3 players, Game Boy, etc.) at school in violation of the terms of the BYOD agreement.	See League Academy device policy			
Failure to attend a Teacher Detention	PD	PD	PD	PD
Failure to attend a Principal Detention	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS
Refusing to attend ISS	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Disruptive behavior and/or refusing to work in ISS	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Abusive language/gestures/written/electronic communication between or among students, to include profane language	Consequences range from Principal Detention to 5 Days OSS depending on severity			
Being in an unauthorized area (parking lots, etc.)	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Violation of Dress Code	Warning	PD	PD	1 Day ISS
	Holding in ISS /Change to appropriate dress.			
Possession of food or drink in the hallways or classrooms	PD	PD	1 Day ISS	1 Day ISS
Leaving trash or food in the building	PD	PD	1 Day ISS	1 Day OSS
Misuse of lunch account	Handled at the discretion of the principals			
Cheating	50 on Assignment	50 on Assignment	50 on Assignment	50 on Assignment
Giving false information to a school official (lying)	PD	1 Day ISS	1 Day OSS	3 Days OSS
Use of forged notes or excuses	PD	1 Day ISS	1 Day OSS	2 Days OSS

Level II—Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s), which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense.

Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Inciting a fight (including passing notes and conversations)	1-10 Days OSS			
Possession or use of unauthorized substances, including tobacco and tobacco products, lighters, e-cigarettes (or components, or cartridges) e-liquids, smoking cessation aids, non-prescription drugs, “look alike” drugs, and drug paraphernalia, including rolling papers	1 – 5 Days OSS			
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature.	PD	1 Day ISS	1 Day ISS	1 Day OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.	Range from ISS to 10 days OSS			
Misuse of District technology resources	Range from ISS to 5 days OSS Technology privileges may be revoked for school year			
Horseplay (Including running, physical contact, and “shanking”)	Range from ISS to 5 days OSS			
Stealing	1-5 Days OSS			
Gambling on school property	1-5 Days OSS			
Unlawful assembly	1-10 Days OSS			
Vandalism (minor)	1-10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities			
Verbal Confrontation	1-5 Days OSS			
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	1-5 Days OSS			
Abusive language or gestures to staff member, including but not limited to profane language	3-5 Days OSS			
Inappropriate behavior resulting in removal from class by a Principal	1 Day ISS to 5 Days OSS			
Threats, harassment, intimidation, or bullying	1-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Deliberate refusal to obey school personnel or agents whose responsibilities include supervision of students.	1 Day OSS	2 Day OSS	3 Day OSS	5 Days OSS
On campus while under suspension (trespass)	1-5 Days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion			
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	3-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			

Fighting (Fighting is defined as any physical contact in an aggressive manner)	5-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal	1-10 Days OSS

Level III—Criminal Conduct

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another’s person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board. Acts of criminal conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense.

Violation	1st Offense
Bomb threat	5-10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Possession, use, or transfer of “look alike” weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 Days OSS Restitution and possible referral to law enforcement authorities
Possession, use, or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death)	10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	1-10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Disturbing School	1-10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Sexual Offenses	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Ganging. A “gang” shall consist of two or more persons acting together for the purpose of committing an act of violence against another person. “Participation” also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Assault and Battery	10 Days OSS, referral to law enforcement, possible recommendation for expulsion

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.

Discipline of Disable Students

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.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.