



# League Academy

Arts Integration \* Student-Centered Learning \* STEAM/PBL of Communication Arts

**2019-2020 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 2019-2020 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 collaborating 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 2019-2020

I have read and understand the League Academy of Communication Arts Student Handbook for 2019-2020 School Year.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## League Academy

### Bell Schedule

| Period | Time  |
|--------|---|
| 1st    | 8:25 – 9:16/9:18  |
| 2nd    | 9:20 – 10:08/10:10  |
| 3rd    | 10:12 – 11:00/11:02   |
| 4th    | 11:04 – 11:52/11:54<br>[7 <sup>th</sup> Grade Advisory/Lunch] |
| 5th    | 11:56 – 12:44/12:46<br>[6 <sup>th</sup> Grade Advisory/Lunch] |
| 6th    | 12:48 – 1:36/1:38<br>[8 <sup>th</sup> Grade Advisory/Lunch]   |
| 7th    | 1:40 – 2:28/2:30  |
| 8th    | 2:32 – 3:25   |

### Academic Information

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.

### **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 be expected to re-do the assignment in the timeline deemed appropriate by the teacher.

### **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.

|           |                  |           |                |
|-----------|------------------|-----------|----------------|
| <b>Q1</b> | October 30, 2019 | <b>Q3</b> | March 27, 2020 |
| <b>Q2</b> | January 24, 2020 | <b>Q4</b> | June 8, 2020   |

## **General Information**

### **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 in the school counseling 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.

### **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.

### **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.

### **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.

### **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.

### **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.

#### **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.

## Student Behavioral Expectations

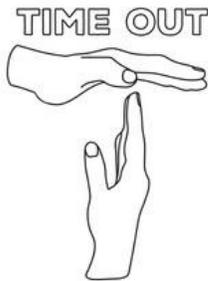
### Capturing Kids' Hearts Philosophy

*The Four Questions:*

- *What are you doing?*
- *What are you supposed to be doing?*
- *Are you doing it?*
- *What are we going to do about it?*

*CKH Hand Signals:*

*Time Out*



*Check*



*Foul*



### 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#>

### **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.

## Arrival

The school day for League Academy will be from 8:25 to 3:25.

Students may enter the school as early as 7:30 a.m. Breakfast will be served each morning beginning at 7:30 and is provided free to all students.

Each grade level has a designated and supervised holding area for students. Students are expected to report to this area immediately after having breakfast.

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.

## Dismissal

Afternoon announcements and dismissals will begin at approximately 3:25 p.m. All students must remain in their 8th period classes until their specific method of transportation is called over the intercom.

- Car riders will be dismissed through the dismissal app.
- Bus riders will be dismissed by individual bus numbers.
- Walkers will be dismissed by grade level.
- After-school programs report to designated area when called.
- Student athletes report to designated area when called.

**Until dismissed, all students must remain in their 8th period classrooms.**

When dismissed, students must move directly to the front of the school to exit the building.

With the exception of students dismissed to the front of the building, no students should be in the hallways, stairwells or other areas of the building outside the designated classroom.

During Dismissal, students are expected to remain seated and maintain a reasonable indoor volume. When announcements are being made, students must be silent so that announcements can be heard. Teachers are expected to keep their students in their classrooms until students are dismissed. Students should not be roaming the halls or going to other parts of the building during dismissal.

**Expectations for Students**  
League 5

|   |  |
|---|--|
| 1 | Come to class on time, prepared to learn. *Students will not leave class during the first ten or the last 10 minutes of class. |
| 2 | Wear your student ID at all times.   |
| 3 | Lock personal devices, bookbags and other belongings in your locker.   |
| 4 | Be kind to others; follow all social contracts.  |
| 5 | Stay on task and do your work.   |

**Consequences**

|     |                                |
|-----|--------------------------------|
| 1st | Name on the board              |
| 2nd | Lunch Detention                |
| 3rd | 2nd Detention + Parent Contact |
| 4th | Referral                       |

**Immediate Referral**

Certain actions by students will result in an immediate referral. This list of actions includes, but is not limited to, the following:

- **Refusal to obey** teachers or other school personnel responsible for students
- **Inciting or engaging in a fight** or other acts of violence
- **Bullying**
- **Horseplay**
- **Disruptive behavior that interferes with the learning of others**
- **Cutting class** or other failure to report to assigned teacher/location
- **Failure to serve teacher-assigned detention**
- **Inappropriate use of GCS technology**

- **Use of personal electronic device** during school hours
- **Using drugs, alcohol or other banned substances** while at school
- **Theft, vandalism, or destruction of property**

This is a partial list. A comprehensive list can be found online in the League Student Handbook, available on the League Academy website.

### **Dress Code**

League Academy adheres to the Greenville County Schools Dress Code policy. Students are expected to dress for the educational setting and not the recreational one. In order to promote safety and an educational environment students at League Academy:

- Must wear the school ID at all times
- May not wear hats, hoods, or other head coverings
- May not wear bandanas or scarves
- May not wear sunglasses in the building
- May not wear any clothing or accessory that advertises drugs, alcohol, violence, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related
- Should leave blankets at home
- Shorts/skirts must be no shorter than mid-thigh
- May not wear clothing that exposes the midriff or shows undergarments

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.

### **Student ID Badges**

At the start of the school year, each student is provided with a GCS student identification badge and a breakaway lanyard. For safety and security, students must wear their student ID at all times.

- School IDs should be worn on the provided breakaway lanyard at all times on school grounds.

- ID and lanyard should be worn around student's neck. IDs can not 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.

**If you do not wear your ID to school,**

You must visit the front office and obtain a temporary ID sticker. This must be done before going to class.

The temporary ID sticker must be worn throughout the entire day.

Students without IDs

- Will be unable to use vending machines at school.
- Will not be able to participate in any outside reward time.
- Must go through the lunch line last and serve lunch detention.

Each student ID violation will follow school consequences leading to referral for repeated violations.

## **Chromebook Procedures**

Beginning this school year, League Academy is a Personalized Learning school. Each student will be provided with a Lenovo Chromebook to use at home and at school.

### **Core Expectations for Students**

- Bring a fully charged Chromebook to school each morning.
- Leave chargers at home.
- Never loan your Chromebook to others.
- Never leave your Chromebook unattended.
- Never carry the Chromebook by the screen.
- Chromebook must be closed during class transitions.
- You are responsible for caring for your Chromebook.
- Practice responsible digital citizenship at all times.
- Do not deface the Chromebook in any way (writing, stickers, removal of barcodes, school labels or parts).
- Report lost or damaged Chromebooks immediately to Ms. Joseph.
- File a police report if your Chromebook is stolen or vandalized

A loaner Chromebook will be provided ONLY to students whose Chromebooks must be repaired, not students whose Chromebooks are left at home.

The school may revoke student use of the Chromebook at any time it deems appropriate.

Students must return the Chromebook and accessories to League Academy before the last day of school term, their last day of enrollment, or on request at any time. Chromebooks should be returned in the same condition as issued by the school.

**A detailed League Academy Chromebook Handbook is available on the League Academy website.**

### **Digital Learning Platform**

Teachers and students at League Academy use Google Classroom as a digital learning platform. Each student has an @greenvilleschools.us Google account. This account is used to login to GCS devices and to access Google Classroom.

For each class, students may access a class syllabus, assignments, announcements and other resources through Google Classroom.

- When absent from class, students should check Google Classroom for missing information and assignments.
- Unless otherwise instructed, students should use GSuite, the Google suite of products including Google Docs, Google Slides and Google Sheets when creating and turning in work.
- Students should save all school-related work on their associated Google Drive.

### **Parent Access to Google Classroom**

Parents and guardians with current email addresses in PowerSchool will receive an invitation to receive Guardian Email Summaries from Google Classroom. These Guardian Email Summaries provide information for ALL Google Classrooms in which the student is enrolled.

- Guardians who accept may choose daily or weekly summaries.
- Summaries provide information on missing work, upcoming work and class activity.

### **Personal Electronic Devices**

With 1-to-1 access to Chromebooks, students will no longer need personal devices at school.

**Students are not permitted to possess personal electronic devices, including cell phones, during the school day.**

- All personal electronic devices, including cell phones, should be turned off and **stored in a locked locker** between the 8:25 a.m. bell and the student's last locker break.
- After the last locker break, they should remain turned off and **stored in a backpack**.
- Smart watches may be worn during the day, but are only permitted to be used to keep time.
- To keep all students safe while being supervised, **students are not permitted to wear headphones/earbuds unless directed to do so by a teacher**. This includes **arrival, dismissal and transitions** between classes.

## Health Room

League Academy has a full-time nurse on site to remove health-related barriers to the learning process and to promote wellness.

- 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.

### Notes for Parents

- Please make sure emergency phone numbers are updated with the health room if changes occur during the year.
- The use of crutches requires a note from your doctor stating the number of days they need to be used.
- Parents are required to bring medications into the school in their original container and fill out the appropriate form. **This includes cough drops.**
- 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.

For more details regarding Health Services, refer to Greenville County Schools website, Student Services, Health Services.