

SOUTHSIDE HIGH SCHOOL

**STUDENT
HANDBOOK**

2026-2027



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Attendance

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents and guardians may choose not to send their children to kindergarten; however, they must sign a waiver, which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day students are not in school, they miss hours of valuable instruction and learning opportunities they will not have again. Students are counted present only when they are actually in school, receiving homebound instruction, or participating in an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

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

Any student who misses school must present a written excuse, signed by their parent or legal guardian or a health care professional, for all absences within three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, their absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness, and whose attendance in school would endanger their health or the health of others. These absences must be verified by a physician's statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith are approved in advance. Such requests must be made in writing to the principal.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
 - Absences due to activities that are approved in advance by the principal. This would include absences due to extreme hardship. Such approval should be prearranged when possible.

Unlawful Absences

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

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

Carnegie Credit

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

To receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent unlawful absence. (Note: the 10-unlawful-absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45-day course.) A student may have up to 10 absences excused by a

parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence. A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to attend only 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student's absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, for any subsequent absence related to an illness to be lawful, it must be supported by a physician's statement/medical note.

Student Arrival & Dismissal

Each school is responsible for overseeing the development of protocols and supervision tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code, as outlined in [Policy JCDA](#) and this handbook. Students are prohibited from using electronic devices to capture images, record or otherwise use them in a manner that harasses, humiliates, threatens, embarrasses or intimidates another person or otherwise violates the law. Students may not use electronic devices to access and/or view websites, the internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day. They must keep personal electronic devices out of others' sight unless authorized by the school to use them for school-related purposes. When outside the classroom, students can use personal electronic devices for instructional or school-related purposes, such as emailing teachers, conducting research, checking class schedules, or working on assignments. The restrictions on the use of personal electronic devices apply from 8:45 a.m. to 3:45 p.m. The instructional day for other special centers, such as the Fine Arts Center and Roper Mountain Science Center, shall be determined by the location administrator in accordance with the instructional activities of that facility. The use of personal electronic devices before and after that time is permitted, so long as such use does not violate the District's Behavior Code ([Policy JCDA](#)) or otherwise disrupt the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based on the specific trip. Students may be permitted to use personal electronic devices during the school day, if necessary, in accordance with their IEP/504/Health Plan.

The Board and the administration offer the following list of offenses and the required or recommended dispositions for the information of students, parents/legal guardians, and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that disrupts the orderly operations of the school shall be recommended for expulsion. The following is a general list of offenses and the required or recommended disciplinary actions to be taken upon their commission.

Disorderly conduct - Level I

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner that interferes with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses).
- Demerits
- Detention
- In-school, out-of-school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

Disruptive conduct is defined as activities engaged in by student(s) that are directed against persons or property and whose consequences 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.

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-spray sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, including profane language
- other disruptive acts that interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, look-alike" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use • inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources

- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to an alternative school
- expulsion
- Restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another person or property, or which pose a direct and serious threat to the safety of themselves or others in the school or to the security of District resources. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or their designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to their property, the principal or their designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat.
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. ([See Policy JCDAC](#))
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and to commit 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.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools

- possession, use, or transfer of "look-alike" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses that are outlined above.

If a student commits an offense that is not underlined, the principals may recommend expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct, which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to an alternative school
- expulsion
- Restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration.

Dress Code

Students are expected to dress and be groomed in a manner that does not distract or disrupt the educational program or the orderly operation of the school. The 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 that are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips.
- Holes in garments or exposed skin are prohibited above the required short/skirt length.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose their undergarments.
- The width of the top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline, and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- For middle and high school students, ID cards must be worn and visible.

In the event that the administration determines that a student's dress is inappropriate for school in accordance with this policy, the administration will either provide clothing to students who are in violation or permit students to bring clothing to the school to correct the dress code violation. Students will wait in a designated location until the dress code violation is remedied. Students who would like to request accommodations to the dress code due to a disability or religious belief should notify the school's administration in advance. Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact

- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Consequences

Transportation

Discipline

To ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required. 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 behave at their best while on school buses or vehicles. Violations of school bus rules will be addressed as outlined below.

The School District Behavior Code ([Board Policy JCDA](#)) is in effect for all students at all times when they are transported on school buses to and from school or school activities. Thus, while students may lose the privilege of riding the bus due to their conduct as outlined below, they may also be disciplined in accordance with the District's Behavior Code, up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow the driver's directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally 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 due to tardiness, loitering and similar issues.
- 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 up to 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 consequence.

Level II Offenses

- Use of tobacco products, e-cigarettes, or vaping devices
- Throwing objects out of the 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 up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to 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 a criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or a controlled substance
- Threatening to take the life of or inflict bodily harm on a school employee
- Ganging
- Bomb threat

Level III Consequences

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

Discipline of Students with Disabilities

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

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. To create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances regarding bullying, discrimination, harassment, intimidation, or misconduct, as provided in [Board Policy](#) and [Administrative Rule JCDAg](#). All formal complaints alleging bullying, discrimination or harassment will follow the process below, except for complaints filed based on sex (Title IX), which will follow the procedures in Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subjected to harassment, intimidation, bullying or misconduct by other students, employees of the District, or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and [Administrative Rule JCDAg](#).

All complaints should be filed with the principal or their designee within sixty days of the alleged incident, using the Complaint Form attached to Rule JCDAg. A student's parent may also file complaints. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but they must include sufficient information for the District to begin an investigation.

Additionally, students and parents should immediately report any concerns regarding employee interactions with students that are inconsistent with the requirements and expectations outlined in [Board Policy GBV](#) on staff and adult interactions with students. Concerns that should be reported immediately to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interactions or communications, including those of a sexual nature.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within 10 working days of the complaint to discuss it with the complainant. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation, but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and

TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville, SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will review the evidence presented by all parties and may hold a meeting with the complainant and the school principal or designee, if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator, the Superintendent or their designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the Coordinator's action or decision, they may appeal to the Superintendent or their designee within 10 working days of the Coordinator's decision. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in their discretion, may choose to meet with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its educational programs or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment based on sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of a student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with [Administrative Rule JCDAG](#). Even if a formal complaint is not filed regarding a Title IX concern, the District must still conduct a thorough review of the concern, implement appropriate supportive measures and disciplinary consequences, and provide a written summary to the student/parents regarding its efforts and actions.

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.

Additional information about Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the appeals process, can be found on the website. [Title IX](#)

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

- Practice: reinforces newly acquired skills taught in class
- Preparation: helps students prepare for upcoming lessons, activities, or tests
- Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. The content and duration of homework shall be personalized to accommodate students' ages, grades, abilities, and readiness. Homework shall be assigned with awareness of the home resources available to the student and the family, and, where necessary, alternative options shall be offered. Since involvement in extracurricular activities is encouraged and valued, lengthy homework assignments shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require more time and effort than daily assignments, grades for long-range assignments shall not count

toward the homework percentage. Still, they should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and, if appropriate, at the beginning of the second semester of the district's homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

[Board Policy IHB](#)

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

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

-
- WF = 50
 - FA = 50
 - P = no value
 - WP = no value
 - AU = no value
 - NP = no value

SC Uniform Grading Scale

The following grade scale will be applied to students in grades 2-12.

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59-50

For Carnegie Unit courses, please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

High School Students (Grades 9-12)

In accordance with state law, no school may adopt or utilize any type of grading system that requires a teacher to assign a minimum grade or score that exceeds a student's actual performance on required assignments.

Seat Time Recovery

Students who don't qualify for credit because they have exceeded the allowed number of absences may participate in Seat Time Recovery.

To receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be administered by the District on a case-by-case basis and only for students with approved excessive absences. General requests for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed to satisfy the 120-hour requirement.

To receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent unlawful absence. (Note: the 10-day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for a 45-day course.) A student must attend the majority of a class session during a school day to receive credit for that class.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives an access request. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will arrange access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing to the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information about the District's hearing procedures when it notifies the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to close education records to school officials with a legitimate educational interest in the information contained in the record, without the parent's or eligible student's consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record to fulfill their professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within the juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA are as follows:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

* An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without the parent/eligible student's prior written consent. The District defines directory information as a student's name, photograph, grade level, school to which they are assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of the athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires that local high schools provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish

for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accordance with the United States Constitution, the District protects private expression, including religious expression, by individual students, as long as that expression does not disrupt or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected based on genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school. It, therefore, may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

Student accident insurance is offered to parents as a service. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information are provided on the District's website.

[Insurance](#)

Voluntary student accident insurance is different from required athletic insurance.

Parents' Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information promptly.

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology appropriately and in accordance with Board Policy and Administrative [Rule EFE](#). This school technology includes District email, network, equipment, and assigned devices to students, and the District, in accordance with applicable law, may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, it cannot guarantee that these measures will detect or prevent students' inappropriate use of technology. Parents and students should immediately contact the student's school with any concerns about technology use.

Generative AI

GCS recognizes that Artificial Intelligence (AI) offers innovative opportunities to enhance learning, independent research and

problem-solving. When used appropriately, AI serves as a powerful supplemental tool to support personalized instruction. GCS has updated [Board Policy](#) and [Administrative Rule IA](#) to include specific parameters on AI use in the classroom. To ensure a safe and effective learning environment, GCS adheres to the following commitments:

- Educational Purpose: AI is used to enhance, not replace, instruction and to promote critical thinking in alignment with South Carolina Standards.
- Privacy & Security: All AI tools are rigorously evaluated for safety and comply with all laws, including the Family Educational Rights and Privacy Act (FERPA), to protect student data.
- Ethics & Accessibility: We are committed to using AI in an unbiased manner and leveraging it as assistive technology to ensure all students have equal access to learning.
- Transparency & Accountability: We believe in keeping parents and guardians informed about the specific technologies used in our classrooms.

Student Responsibility

While AI is a valuable resource, it does not replace the necessity of foundational learning and original work.

- **Guidance:** Student use of AI during school hours should occur under the direction and supervision of teachers, in accordance with specific procedures for each class or assignment.
- **Integrity:** Any inappropriate use of AI, including plagiarism or using AI to bypass learning objectives, is considered a violation of the Behavior Code (Policy JCDA) and will result in appropriate disciplinary action.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules are available on the District's [website](#).

Academic Information

To be promoted to the next grade level:

- 9th to 10th – 6 credits, including 1 English and 1 Math
- 10th to 11th – 12 credits, including 2 English, 2 Math and 1 Science
- 11th to 12th – 18 credits, including 3 English, 3 Math and 2 Science
- Students who earn credits during the school year and meet the requirement will be promoted after the 1st semester, provided they are passing all classes at that time.

A total of 24 units of work must be completed to earn a South Carolina High School Diploma.

The units required to earn a South Carolina High School Diploma.

Language Arts (English)	4 units
Mathematics	4 units
US History	1 unit
American Government	½ unit
Economics	½ unit
*Other Social Studies	1 unit
*Lab Science	3 units
Computer Science	1 unit
World Language or CATE	1 unit
Physical Education or JROTC	1 unit
Electives	7 units

TOTAL CARNEGIE UNITS 24

***Units earned beyond the required number will be counted as electives.**

Academic Honesty Policy

Background and Philosophy:

In accordance with the District's behavior code (JCDA), the Southside High School community embodies a spirit of mutual trust and intellectual honesty that is central to the school's very nature and represents the highest expression of shared values among its members. Southside students are expected to uphold the Academic Honesty Policy, which instills a sense of integrity and personal achievement that will last beyond their high school years. In our efforts to promote academic honesty, Southside High School's faculty expects students to uphold the IB Learner Profile, which includes being:

- Inquirers – who acquire the skills necessary to conduct inquiry and research
- Knowledgeable – who explore concepts, ideas and issues
- Principled – those who act with integrity and honesty and take responsibility for their own actions
- Open-minded – who are accustomed to seeking and evaluating a range of points of view
- Thinkers – who make ethical decisions

Definitions:

- **Cheating** is defined as using dishonest methods to gain an advantage. This includes using any secret means to obtain information for use on quizzes, tests, or homework.
- **Plagiarism** is defined as stealing and passing off the ideas and words of another as one's own, and/or using a created production without crediting the source.
- **Falsification/Lying** is defined as making an untrue statement verbally or in writing with the intent to deceive academically. Cheating, plagiarism and falsification/lying are serious offenses and do not reflect the high standards of character, citizenship, and integrity so highly valued at Southside High School and reflected in our school's mission statement. Academic misconduct of any kind undermines the learning environment and will not be tolerated at Southside High School.

Please be aware that the student “is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.” (IBO Academic Honesty, 2007)

Southside's expectations and best practices are set out below.

The academically honest student DOES:

- Document source material in a formal and appropriate manner
- Use direct quotations appropriately
- Paraphrase and cite others' ideas appropriately
- Understand the concept of plagiarism
- Understand the concept and consequences of cheating, plagiarism, falsification/lying regarding both school-based work and external assignments.
- Explicitly and appropriately acknowledge the help provided by another person.
- Follow all exam rules.

The academically honest student DOES NOT copy from any source without adhering to intellectual property rules.

- Copy the internal assessment work of other students
- Give another student their work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules.
- Doing homework for another student
- Present material written by another student as their own
- Purchase and submit pieces written by someone else
- Write essays for other students
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.

Violation Consequences:

The teacher and administrator will deal with violations. Academic honesty violations by IB students will be reported to the IB Coordinator as deemed necessary. Students who are caught violating the Academic Honesty Policy will receive a zero for the assignment. Parents will be contacted in these situations.

Violations include, but are not limited to:

- Copying homework/class work or allowing someone to copy homework/class work
- Looking at another's test or quiz
- Letting another student look at a test or a quiz
- Using other secretive methods of receiving or giving answers by words, signs, gestures, etc.
- Failing to use proper documentation and or draft a bibliography
- Working with others on an assignment that was meant to be done individually
- Using unauthorized notes, aids or written material in any form during an assessment unless approved by the teacher
- Unauthorized use of technological devices (cell phone, cameras, iPod, games, etc.) when taking an assessment, unless approved by the teacher
- Making an untrue statement verbally or in writing with the intent to deceive academically
- Creating false or misleading impressions
- Forgery of official signatures

- Presenting someone else's work as your own, including the copying of language, structure, programming, computer code ideas, and/or other thoughts of another, without proper citation or acknowledgment
- Taking any part of a test to use or give to others by any means
- Stealing or receiving stolen material by any methods
- Altering grades on a computer database

Some violations may be considered theft; therefore, further consequences may include suspension from the class or the IB Diploma Program. Students may also be removed from the National Honor Society, Academic Team, Tiger Ambassadors and Student Council. Repeat offenders may be deemed ineligible to represent the school in extracurricular activities.

***Academic dishonesty on State or Federal administered exams will be turned over to District Officials, State Law Enforcement Division (SLED) or the appropriate Federal agency.**

Note: *Parts of this document are modifications of policies currently used at Southside High School and in IB Schools around the world. Principal outside sources include East Hartford High School, Carson Graham High School, Southlake Carroll High School and Beijing City International School.*

Examinations

The District mandates all students to take exams during the exam period. Final exams can't be given before the regularly scheduled exam dates. Exams will be limited to two (2) per day and will last two hours. It is the student's responsibility to obtain **prior** permission from the principal to take a make-up exam due to an absence or to present a doctor's note for an unplanned illness. Do not schedule a medical appointment during an exam period. Students who miss exams will receive a zero. **Exams may be made up only with a medical note.**

End of Course Testing

The S. C. The State Department of Education mandates that an EOC exam counts as 20% of the final yearly grade. All students enrolled in English II, Biology, Algebra I, and U.S. History **must take a state exam at the end of the course** in May to demonstrate mastery of state standards in those subjects. **The EOC requires year -long preparation; therefore, parents must work closely with teachers to help students attend classes regularly.**

IB and AP Exams

IB and AP examinations are integral to both the IB and AP Programs. Students enrolled in IB and/or AP courses are expected to sit for all respective exams during the year in which the course(s) are taken. IB/AP exams are considered final exams in IB and AP courses. Students who fail to take one or more IB and/or AP exams and do not have a valid excuse as determined by the IB and AP organizations, will not be eligible for make-up exams. Students will also be required to reimburse the school district for the cost of each exam they do not take.

Additionally, students will be required to take the final exam(s) in the IB/AP course(s) in which they were enrolled before credit for the course(s) will be awarded. **All students enrolled in an AP course are required to take the AP exam. NO EARLY DISMISSALS WILL BE GRANTED DURING EXAMS.** The SHS Code of Academic Integrity will address any evidence of [academic dishonesty regarding IB exams.](#)

Grading and Report Cards

Students will receive four report cards during the year, one for each nine-week grading period. The School District of Greenville County has established the following numerical ranges representing each letter grade:

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

***Students with a final grade average of 59 or below will receive an "F," and the course must be repeated for credit. Students with excessive absences after the 10th unlawful absence will receive an "FA" (failure due to absences).**

Backpack

Backpack allows our students and parents to access personal information regarding our students online. Parents can access grades and discuss student progress with our teachers. Students can log in to the Backpack home page. Here are the steps for parents to create an account to have access:

1. Go to <http://parents.gcsbackpack.com>, and click on the “I’m a Parent” button.
2. Enter a valid email address and create a 10-character password.
3. Complete your name and click the “**Create My Parent Account**” button.
4. When you receive a confirmation email, click on “Activate Your Parent Backpack Account”.
5. Clicking will take you to the Parent Backpack login screen. Log in using your email and newly created password.
6. Click on “**My Students**” to link your account to your child(ren). Have a copy of your latest grade report handy because you will need your Student’s ID Number. If your child is in their first year in GCS and you do not know the ID number, contact the school.
7. Click “**Add a Student**” and complete the requested information. Click “**Request to Add a Student**”. You will receive a message that your request has been successfully submitted to the administrative clerk at your student’s school for review.

Graduation

Participation in the Graduation Exercise is a privilege, and certain guidelines must be followed:

- Students must have caps, gowns and a diploma cover to participate. Cap and gown must be purchased from the school's vendor during the current school year. No other graduation paraphernalia is acceptable. The principal or designee must approve honor cords/stoles.
- Only those seniors receiving state or district diplomas or certificates are eligible to participate.
- All practices are mandatory. If students do not attend practices, they cannot participate unless approved by the principal. Students must be on time for rehearsals.
- All school rules and district discipline procedures are in effect at all practices and at graduation exercises.
- Graduation is a dignified ceremony, and dignified behavior is expected from students and guests. Detailed information will be given to seniors in the spring outlining appropriate dress and behavior.
- Students may not decorate their graduation caps.
- Students qualify as High Honor graduates if they achieve a cumulative GPA of 4.00, and those with a cumulative GPA between 3.75 and 3.99 qualify as Honor graduates.
- **All debts must be cleared before a student can participate in graduation.**

Honor Roll

Criteria for the Honor Roll: 3.00 GPA with no D’s or F’s

Criteria for the Principal’s Honor Roll: 4.00 GPA with no D’s or F’s

In an effort to recognize the excellent academic achievements of all Southside High School students, the Guidance Department will list the names of students qualifying for either the Principal’s Honor Roll or the Honor Roll at the end of each grading period. These lists will be posted in designated areas throughout the building.

Alma Mater

Hail, Alma Mater,
Southside High School, Hail!
Long may you reign victorious,
Long, your Honor shine.

Refrain
Hail, Alma Mater,
Laurels carried high;
Southside High School, we praise thee
With heart and hand and voice!

As we tread our pathway
Striving for our goal,
Let God’s guiding hand be
Ever ours to hold.
Loyal to our colors,
Loyal to our creed,
Loyal to our dear Southside,
Ever will we be.

Bell Schedule 2026-27

Daily bell schedules may be modified to adjust for scheduled events during the school year.

Doors Open	7:45
First Bell	8:35
Warning Bell	8:40
1st Block (90)	8:45-10:15
2nd Block (90)	10:20-11:50
3rd Block (2hr 10min)	11:55-2:05
1st Lunch	12:00-12:35
<i>A Lunch Returns to Class</i>	<i>12:35-12:40</i>
2nd Lunch	12:45-1:20
<i>B Lunch Returns to Class</i>	<i>1:20 - 1:25</i>
3rd Lunch	1:30-2:05
4th Block (95 min)	2:10-3:45

Lunch Schedule

- A Lunch 12:00-12:35
- B Lunch 12:45-1:20
- C Lunch 1:30-2:05

Restroom Usage

During Class

- Students are only allowed access to the restrooms by a teacher or staff member.
- Students must have an active smart pass to access the restrooms during class.
- Students are not allowed access to restrooms during the first or last 15 minutes of class.
- Students may not have cellphones/headphones or bookbags with them while accessing restrooms during class.
- A teacher/staff member may deny Student access to restrooms at any time.
- Students must only access restrooms in their hallway (unless given permission otherwise)

Before School and Lunch (cafeteria)

- Only one student is allowed access to the cafeteria restrooms at a time.
- Students may not take backpacks into the cafeteria restrooms.

Campus Safety

Southside High School is a closed campus. Students are not allowed to leave campus during normal school hours. **Students are not allowed to have food delivered to the school during school hours.** Commercial foods and gifts are not allowed to be delivered to the school. **Balloons, flowers or other celebratory paraphernalia may NOT be delivered to students during school hours.**

All visitors must sign in. Parents are allowed to visit with appointments with administration and guidance. Persons entering the campus without legitimate business may be arrested and prosecuted for trespassing. **Students may go to the parking lot during the school day only with administrative approval.** Students in the parking lot without administrative approval will receive disciplinary actions.

After School Activities and Athletic Events

1. All Southside fans are expected to treat visiting teams and officials as guests and to extend to them our every courtesy. Students are expected to follow school rules at all times while attending a school-sponsored activity.
2. The Southside staff and administration strive to ensure the safety and security of all students. The school, therefore, asks that students be picked up promptly after evening activities. Football games are generally over by 10:00 P.M. All students are expected to be off campus by 10:15 P.M. Basketball games are generally over by 9:45 P.M. **All students are expected to be off campus by 10:00 P.M.**
3. **Any student who is suspended cannot attend sporting events and or extracurricular activities.**

Please speak with the sponsors of any after-school or evening activity to get information on the start and end times for the activity or field trip. **We expect all students to be picked up within 15 minutes of the end time of any activity or field trip. Students who fail to leave the activity within 15 minutes of the event's closing will be banned from future events.**

Before and After School Policy

Students will not be allowed to enter the building before **7:45 A.M.** Students are to remain in the Cafeteria until the first tardy bell rings at **8:35 A.M.** Once the school day has ended, students will exit the building via the **exit to the student parking lot.** Students are to be **out of the building by 4:00 P.M.** The only exceptions are tutoring and after-school activities, such as sports, clubs, and band. Students must be at their tutoring location or with their activity sponsor by **4:00 P.M.** If students are found wandering the building or loitering in the cafeteria, they will be asked to leave, and if the issue persists, disciplinary action will be taken. **Students are not allowed in the building after school unless supervised by a teacher for safety reasons.**

These riders and walkers are expected to leave the building when called for dismissal. Once students are outside, they may not return to the building. All riders are expected to be outside by **3:45 P.M.** If a rider refuses to exit the building or causes a disturbance either inside or outside, disciplinary action will be taken. **ONLY BUS RIDERS SHOULD COME TO THE BUS LOADING AREA.**

Career, Innovation, and Fine Arts Centers

Students may choose to attend the Career, Innovation, or the Fine Arts Center. These students must adhere to school rules and school district policy when en route to and from school or when in attendance at the Centers.

Transportation is provided based on need and demand. Morning bus riders are to board at the bus parking lot at **8:40 A.M.**, and afternoon bus riders are to board at **12:35 P.M.** Any students who return before the class change are to report to the cafeteria until the period ends. Students who return in the afternoon are not to enter the building until after **3:45 P.M.**

Students may apply for permission to drive or ride to the Career, Innovation, and Fine Arts Centers. Drivers may receive permission to report directly to these Centers. Principals at both schools must grant this permission. Students who drive to a center in the afternoon may leave Southside at **11:50 A.M.** Students who drive are expected to report directly to the center or the school. **Career Center and FAC students will not attend all assemblies and pep rallies. Attendance at assemblies will be left to the discretion of the administration at these Centers and Southside High School.**

Cell Phone Policy

In accordance with state law and Board Policy/Administrative Rule JCDA, personal electronic devices cannot be used during the school day unless specifically authorized in writing by the school. Students cannot wear personal electronic devices, such as smart watches, during the school day. They must keep personal electronic devices out of others' sight unless authorized by the school to use them for school-related purposes. Students can use personal electronic devices for instructional reasons or for school-related purposes, such as emailing teachers, conducting research, checking class schedules, or working on assignments...Before School, After School, During Lunch, and During Class Transitions. (Students MAY NOT access their phones, listening devices, Bluetooth devices, or smart watches during class time. This includes leaving class for a restroom break, going to meet with another staff member, etc.)

Personal Electronic Devices Include:

- | | |
|---------------|--|
| * Cell Phones | * Bluetooth Devices |
| * AirPods | * Smart watches |
| * Earbuds | * Tablets |
| * Headphones | * Meta Glasses and Google Lens (Smart Glasses) |

The restrictions on the use of personal electronic devices apply from 8:45 a.m. to 3:45 p.m. The use of personal electronic devices before and after that time is permitted so long as that use does not violate the District's Behavior Code (Policy JCDA) or

is otherwise disruptive to the school environment. For field trips, students will be provided additional information regarding the use of personal electronic devices based on the specific trip. Students may be permitted to use personal electronic devices during the school day, if necessary, in accordance with their IEP/504/Health Plan.

The consequences for cell phone violations are as follows:

- 1st Offense - Detention
- 2nd Offense - ISS
- 3rd Offense - OSS

Class Dues

Class dues are as follows:

9th Grade-\$20.00	10th Grade-\$20.00
11th Grade-\$25.00	12th Grade-\$45.00

Dues cover postage, class expenses, and commencement costs.

Counseling Department

The School Counseling Department provides every student with the opportunity for individual and group counseling throughout the school year. Students applying to post-high school educational institutions should see their counselor for transcripts. Any transferring student must return all textbooks and Chromebooks upon completing the withdrawal form.

Mrs. Erica Solon.....	Students' Last Name A - D
Mr. Rashiid Johnson.....	Students' Last Name E - J
Ms. Morgan Rains.....	Students' Last Name K - P
Ms. Chelsea Breen.	Students' Last Name Q - V
Dr. Rachel Saunders.....	Students' Last Name W - Z, All Employability Students

Discipline Policies: Southside High School Rules and Expectations

An atmosphere of mutual respect between students and teachers is expected. The general responsibility of discipline rests with the faculty. Each teacher has the authority to enforce discipline. Student cooperation and self-discipline are expected. Teachers will discuss the conduct policies with their students, as outlined in the Code of Discipline adopted by the School District of Greenville County, a copy of which is included in this handbook and on the District website.

Persistent or uncontrollable misconduct will be referred to an assistant principal for disciplinary action. Strong and consistent measures will be taken to eliminate undesirable conduct. A discipline referral indicates serious misbehavior. **Students being removed from a classroom for major disruptions will face disciplinary action.**

ONCE ARRIVING ON CAMPUS. STUDENTS WILL BE EXPECTED TO ADHERE TO ALL RULES AND POLICIES SET FORTH BY GREENVILLE COUNTY SCHOOL DISTRICT AND SOUTHSIDE HIGH SCHOOL ADMINISTRATION.

- All students are to remain in their seats unless otherwise instructed by the teacher. The teacher, not the bell, will dismiss class.
- Students will not deface/or destroy any school property and will be held accountable for payment of any damages.
- Students will not be allowed to leave class except for the following (with the teacher's authorization):
 - Health Room Visits
 - Restroom
 - Called by Guidance or Administration

Students are expected to be quiet during announcements, the moment of silence, and attendance.

Refusal to relinquish contraband items will result in an automatic suspension. (i.e., cards, dice, etc.)

Southside High School Disciplinary Rubric 2026-2027

Offense	Description	Consequence
Alcohol Consumption, Possession, Under Influence/ Illegal Drugs, Controlled Substances, Distribution, Medications, Intoxicating Inhalants, and Drug Paraphernalia	The following are prohibited: • Possession, sale, or distribution of alcoholic beverages, illegal drugs and narcotics, toxic substances, and drug paraphernalia. • Unauthorized possession, use, or distribution of a controlled substance or medication (prescription and over-the-counter) and intoxicating inhalant. • Coming onto school property at any time after use of any alcoholic beverage, illegal drug, controlled substance, or intoxicating inhalant as evidenced by scent, actions, or admission.	Students will be recommended for expulsion.
Assault, Fighting or Inciting a Fight	Any hostile verbal or physical conflict between individuals or inciting a fight is forbidden on school property. This includes variable forms of communication regarding conflict. In cases where these events disturb school operations, consequences may be more severe.	• 1st offense: Suspension/Involve SRO/Probation/ Possible Recommendation for expulsion • 2nd offense: Recommendation for expulsion
Cell Phone / Earbuds	Per board policy, students are not allowed to use cellular devices in the classroom. This includes iPads, AirPods, Bluetooth headphones, smart watches and other PEDs. Phones should be out of sight and sound in the classroom. *Please note: Refusal to store cell phone, headphones, Airpods as requested will result in a “Refusal to Obey” referral and 1 day OSS.	• 1st - Lunch Detention • 2nd - ISS • 3rd - OSS Refusal to Obey = OSS
Cheating or Plagiarism	The School District of Greenville County expects students to maintain integrity in all schoolwork and to refrain from any action that would bring dishonor to themselves or their schools. Copying the work of others and submitting it as one's own or securing or providing answers dishonestly is forbidden. Plagiarism from the Internet and the use of AI are included in this offense.	Zero on the assignment/Parent contact. Final exams and majors will be marked as zeros in PowerSchool. The student will be able to retake a makeup exam and receive no higher than a “60”. Students who use a cell phone or electronic device to cheat or plagiarize on the EOC may be recommended for expulsion.
Chromebook Damage and Misuse	Read Student Handbook p. 30 to see Chromebook Offenses and Consequences - Level 1, Level 2	Disciplinary actions will be administered
Consensual Participation in Sexual Misconduct	Consensual participation in any sex act involving physical contact.	Students will be recommended for expulsion.

Cutting Class or Leaving Class	Students are required to be in the classroom unless given a Smart Pass by a staff member. If a student is over 5 minutes late to class, it is considered cutting class.	• 1st - ISS - 1 day • 2nd -ISS - 2 days • 3rd- OSS
Display of Affection	Students will refrain from excessive displays of affection while on school property. Failure to comply will result in disciplinary action and communication with parents.	• 1st - Warning • 2nd - ISS (½ day) • 3rd - ISS
Disrespect Disrupting Class	• Students are required to obey school rules and to respect the authority of teachers and other school personnel. Failure to do so constitutes a disciplinary offense. • Disrupting class could be, but is not limited to, excessive talking, horseplay, or making noises. • Use of profanity, offensive, or inappropriate language/gestures inside or outside of class.	• 1st - ISS • 2nd - ISS • 3rd - OSS
Distribution of Unauthorized Materials	The distribution of unauthorized material, whether digital or in physical form, is prohibited. Distribution of explicit material will result in an automatic recommendation for expulsion.	• 1st - OSS • 2nd - OSS and potential recommendation for expulsion
Dress Code	• Students in violation of the dress code will be sent to ISS, and parents may bring a change of clothes. Students will remain in ISS until a parent delivers the clothing, and the student will receive a referral. • <u>Dress code rules do apply when a student is assigned ISS. Failure to comply could result in suspension. Multiple infractions will result in a referral for Refusal to Obey.</u>	Students will have an opportunity to correct their violation and return to class when possible. • 1-5 = Warning • 6-10 = ISS • 11+ = OSS
Explicit Dress Code Violation:n Inappropriate Clothing	Clothing and/or accessories that advertise gang/neighborhood-related groups involving drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and/or illegal -- may not be worn or brought to school. Items that violate the dress code policy may be confiscated.	• 1st - ISS, parent contact • 2nd - Referral / 1 day OSS • 3rd - Referral / 3 days OSS
Forgery	Using an individual's name without their consent is not allowed.	• 1st - ISS • 2nd - OSS
Gambling	Any participation in games of chance for money or other items of value is forbidden on school property.	• 1st - ISS • 2nd - OSS • 3rd - OSS
Ganging/Lynching	"Ganging" or participating as a member of a gang to inflict a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together	Students will be suspended and recommended for expulsion.

	for and to commit 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.	
Horseplay/Hit-Kick-Push	Intentional rough or boisterous actions that could be disruptive, cause injury, or create conflict inside or outside of class.	• 1st - ISS - 1 day • 2nd -ISS - 2 days • 3rd- OSS
IDs	Upon arrival, students must display their current ID badge on a lanyard around their neck at all times during the school day. Any student refusing to wear their ID will receive a referral for Refusal to Obey. Note: The discipline matrix for IDs applies only when a student is unable to pay \$1 for a temporary ID.	The discipline matrix is as follows: • 1st - 4th = Warning; No ID charge • 5th = New ID Charge • 6th - 7th = Warning • 8th = 1 Block ISS • 9th = 1 Day ISS • 10+ = OSS
Lying/Dishonesty	Students should be truthful at all times when questioned by adults in the building.	ISS/OSS, depending on the level of the offense as deemed by the administrator.
Misuse of District Technology Resources	District Technology Resources in Greenville County schools include equipment, networks, and Internet access. Student access to Technology Resources is a privilege and not a right. Students violating the Acceptable Use Policy or other District regulations are subject to disciplinary action.	Restrictions or loss of privileges, and other disciplinary actions, which may include parent notification, counseling, suspension, or a recommendation for expulsion, are possible consequences.
Off Limits Area	Students are not allowed in off-limits areas. Failure to follow SmartPass destinations or time limits will result in school consequences.	• 1st - ISS • 2nd - ISS • 3rd - OSS
Off Limits Area–Two or more students in one stall at the same time	Students are not allowed to be in off-limits areas	• 1st Offense: OSS (3 day) • 2nd Offense: OSS (5 days) • 3rd Offense: OSS 10-day)
Possession or use of Unauthorized Materials	Fireworks, smoke bombs, pepper spray and other similar devices or materials are inappropriate for school and can cause severe injury.	Suspension/Recommendation for expulsion are possible consequences.
Refusal to Obey	Students are required to comply with the directives of teachers and adults in the building. Failure to do so will result in a disciplinary referral. Refusal to report to ISS will result in suspension. This includes students bringing their Chromebook to school daily.	• 1 day OSS • Additional OSS days
Sexual Harassment/Misconduct of a Sexual Nature	Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or	Student counseling, parent notification, restriction from extracurricular participation, in-school suspension, suspension, referral to the SRO, and recommendation for expulsion are possible consequences.

	other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes they have been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior.	
Smoking, Tobacco Products, Lighters, Vapes	Smoking and possession or use of tobacco products and smoking paraphernalia on school property is prohibited. Students under the age of 18 may be subject to fines as outlined by the Greenville County Sheriff's Department.	• 1st Offense: OSS (3 day) • 2nd Offense: OSS (5 days) • 3rd Offense: OSS (8 days) Each offense is subject to a possible fine by the Greenville County Sheriff's Department
Tardy to School	A student who arrives late to school or to class is tardy. Excessive tardiness will result in disciplinary action and loss of driving privilege. The classroom teacher records tardies.	• 1-5 (Warning) • 6-10 (ISS) • 11+ (OSS)
Theft	Taking the property of another without permission is forbidden. This statement applies whether the property belongs to another student, a staff member or the school district.	• 1st - OSS - 1 day • 2nd - OSS - 3 days • 3rd - OSS - 5 days
Threats, Bullying, Harassment, Hazing, Intimidation or Blackmail	Threats of force, threats of injury, bullying, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.	• 1st - ISS • 2nd - OSS/Probation • 3rd - Recommendations for expulsion are possible consequences.
Threats and Assaults Against School Personnel	Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.	Students will be recommended for expulsion.
Leaving School, Unauthorized Walk-Out	Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms, the school building, or the campus without permission from the school.	• 1st - OSS - 1 day • 2nd - OSS - 2 days • 3rd - OSS - 3 days
Weapons on School or District Property	Possession of any kind of weapon or facsimile of a weapon is not permitted on school or district property. "Weapon" includes, but is not limited to, guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over 2" long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.	The student will be recommended for expulsion.
The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items that lead to, or may foreseeably result in, the disruption of or interference with the school environment. The student may be placed in ISS until a change of clothing is available or for the remainder of the school day. Students will also be informed not to wear the garment to school again. Defiance or refusal to change clothing, along with repeated offenses, may result in an out-of-school suspension.		

Due Process

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This process includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation. Students have the

right to appeal decisions that result in major disciplinary action, such as suspension from school or transportation, expulsion, or transfer to an alternative program.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located [here](#). You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

Removal of Students from School:

Disruptive or disorderly student conduct may result in removal from school.

1. Suspension

- a. **SUSPENSION IS THE TEMPORARY REMOVAL OF A STUDENT FROM SCHOOL OR CLASS** to correct unacceptable behavior. No student may be suspended for more than 10 days for any one offense unless expulsion is recommended.
- b. To suspend a student, the appropriate administrator shall inform the student of the specific charge against him and of the evidence supporting it. The student must be allowed to refute the charge. If the student challenges the charge and the administrator believes further investigation is warranted, he should conduct it. If the administrator determines the student has committed an offense for which suspension is appropriate, the administrator shall suspend the student from school and notify the student's parents or legal guardian in writing of the reason for the suspension, its length and of a time and place when the administrator will be available for a conference.

The conference shall be set within two school days of the start of the suspension. Requests for review of suspensions may be made to the principal, then to the superintendent (or designee), and then to the Board.

****SUSPENSIONS WILL BEGIN AT 3:45 PM ON THE DAY THE ADMINISTRATOR NOTIFIES THE STUDENT.****

NO STUDENT MAY RETURN TO SCHOOL AFTER A SUSPENSION UNLESS A RE-ENTRANCE CONFERENCE IS HELD. RE-ENTERING SCHOOL WITHOUT A PARENT CONFERENCE WILL RESULT IN THE STUDENT BEING PLACED IN ISS AND SUSPENDED EACH DAY THEREAFTER UNTIL THE PARENT CONFERENCE IS HELD.

2. Expulsion

- a. In accordance with its discipline code outlined in Policy JD, the Board authorizes the administration to initiate expulsion proceedings against any student. In most cases, expulsion means removing a student from school. The superintendent shall contract with a retired superintendent or a school-level administrator who shall rotate in serving as the hearing officer to conduct, on behalf of the board, any hearing requested regarding a recommendation for expulsion. Except for the special circumstances outlined in the next paragraph, expulsion means the removal of a student from school and the cessation of educational services for the remainder of the school year or summer school, after which the student may petition for readmission as provided below. Unless the board or its authorized hearing officer makes a specific exception, expulsion shall also prohibit a student from coming onto school property, entering school buses, or attending any school event except for prearranged conferences with an administrator.
- b. Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year, except that for disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis. The board may permanently expel any incorrigible student. The board will only consider the permanent expulsion of those students so recommended by its hearing officer.

Criminal Prosecution

Any student who commits a breach of the Disciplinary Code that may also constitute a crime will, in addition to District disciplinary action, be referred to appropriate law enforcement officials for possible criminal prosecution. No plea bargain or other type of agreement arising from such a referral, regardless of the assent of any District employee, will be binding on the Board.

Non-Students on School Grounds

The building principal is authorized to take appropriate action against unassigned or unauthorized students, as well as non-students who enter the buildings or school grounds or other school property without permission. Students who are suspended or expelled shall not be allowed to come onto school grounds or school buses, to interfere with students or district staff, or to disturb school in any way. **ANY PERSON COMING ON SCHOOL GROUNDS IS SUBJECT TO BEING SEARCHED.**

Non-aggravated Assault

State law requires that student handbooks contain this notice.

Any student who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1000.00, imprisoned for not more than one year, or both.

Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, of the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the student's permanent record. The student's teachers will be notified annually of convictions for these crimes. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

[South Carolina Code § 59-63-390 – Student handbook requirement](#)

[South Carolina Code § 16-3-612 – Assault and Battery Against School Personnel](#)

[South Carolina Code § 59-63-370 – Notification of convictions and permanent records](#)

Early Dismissals

Early dismissals before the end of the regular school day are discouraged. A student should arrange appointments around school hours. All early dismissals will be classified as excused or unexcused by the Attendance Clerk. Unexcused early dismissals will count against a student's attendance record.

The following will be classified as excused dismissals:

1. Medical appointments (must bring a doctor's statement).
2. Legal appointments (must bring in court documentation).
3. Illness of the student or immediate family.
4. Death in the immediate family.
5. Prearranged absence by parent and administrator.

Early Dismissal Procedure

1. Early Dismissal Requests must be submitted via Google Form by 12:00 p.m. The front office secretary will verify your submission by matching phone numbers on the request form with the PowerSchool information on file for your student. It is the parents' responsibility to update contact numbers in PowerSchool. The link will not be monitored after 12:00 p.m.
2. Students must be picked up by their parents, unless they have student driver privileges. These students MUST report to the Front Office to sign out at the designated dismissal time. Early Dismissals DO NOT constitute an excuse for any missed class time. If someone other than the parent will be picking up the student, their name must be featured in the PowerSchool contact list. All individuals must have a valid form of ID to complete the pick-up process.
3. After 12:00 p.m., a parent or emergency contact must come to the office to sign your student out. We will not accept phone calls for early dismissals. As always, early dismissals are not permitted after 3 p.m.
4. [Early Dismissal Request Link](#)

Seniors Early Out/Late In

Seniors with permanent early dismissals are expected to leave campus within 5 minutes after the end of their last class. Seniors are expected to exit through the front office doors. Students who arrive late must stay in the cafeteria until the start of their class. Seniors requesting early out or late scheduling must be College and Career Ready and complete the required completion pathway. Students found loitering in the building will face disciplinary action or enrollment in a class course.

Early Dismissals Due to Illness

Any student who becomes ill at school must secure a pass from the teacher and report to the Health Room. If a student is too ill to return to class, the nurse will contact the parents and dismiss the student. Students are to come to the Health Room from class with a signed and timed pass from the teacher. Students are not to come to the Health Room between classes. **Students who are ill are not to use a school phone or a cell phone to call a parent about dismissal; the nurse will call the parents.** Dismissals from the Health Room are considered lawful absences.

No early dismissals granted after 3:00 P.M. or during exams.

Hall Passes

Students are not permitted in the halls during class periods unless they have a Smart Pass logged in the system from the teacher. The student's name, date, time and destination will be electronically accessible by any member of the administrator team. The pass allows the student to proceed directly to the destination without stopping at intermediate points. Repeat offenders will be placed on the "no hall pass" list. **Teachers are not allowed to issue hall passes during the first or last 15 minutes of class.**

Restricted Areas

Any student in an off-limits area without written permission will be referred to the administration. Restricted areas include:

1. **All parking lots (students must receive administrative approval before visiting the parking lot to retrieve items)**
2. All classroom wings or athletic areas during any lunch period (Food may be consumed only in the cafeteria.)
3. Unassigned classrooms during instructional time. Students are not permitted to visit their classmates in other classes during instructional time.
4. Any areas behind the counter in the main office, guidance office, as well as all administrative offices and halls.
5. All areas outside of the school during school hours (excluding teacher-supervised excursions). All stairwell fire exits.
6. Any restrooms before **8:30 a.m.** are restricted (except for the Cafeteria).
7. **Any faculty workrooms**

Note: The bus loading area is limited to bus riders only.

Health Room

The purpose of the Health Room is to provide short-term care in the event a student becomes ill/injured while at school. It is not intended to replace a physician's office. Every effort is made to keep a student at school whenever possible. If it is determined that a student is too ill to stay in school, arrangements will be made to pick them up as soon as possible.

Health Room Guidelines

If a student needs to visit the health room, please review the following procedure:

1. If a student needs to visit the health room, the student's teacher must contact the Health Room **first** to see if the school nurse is available.
2. Send the student to the Health Room with a pass and all of their belongings in case they are unable to return.

Student Emergency Forms

Student emergency forms can help the school nurse expedite contact with parents and provide medical assistance. At the beginning of the school year, we will need students to perform the following tasks:

1. Complete the form, date it, sign it, and return it immediately. These forms are available for download or printing on the school website.
2. Update (by sending a note or calling the school office) when changes occur.
3. Indicate who your emergency people listed are (friend, grandparent, etc.).
4. It is important to tell your child who has been listed on the emergency form to pick them up if you are absent.

Medications

1. All prescription drugs must be given to the school nurse or office staff to be administered to the student. **Permission forms will need to be signed.**
2. If your child must take medication at school, please obtain a Parent or Physician's Authorization Form. These forms must be submitted before cataloging the drugs. **To catalog all prescription drugs, a doctor's note must accompany the request and the drugs when submitted to the nurse. Forms are available** in the Health Room and on the school website.

* **Long-Term Medicines** (to be given at school for 2 weeks or longer) must have a Parent's Authorization Form completed and signed by the parent or legal guardian. A Physician's Authorization Form must be completed and signed by the doctor who has prescribed this medicine for your child.

* **Short-Term Medicines** (to be given at school with less than a two-week duration) must have a Parent's Authorization Form filled out and signed by the parent/guardian or a written note provided with the medicine stating: the name of the

medicine, the amount to be taken, and the time to be given. Also include the student's name. **NO MEDICATION WILL BE GIVEN WITHOUT THIS WRITTEN PERMISSION!**

3. **STUDENTS ARE NOT TO GIVE THEMSELVES ANY MEDICINE AT SCHOOL.** ALL medicines must be given through the Health Room. This policy is for the safety of the students.
 - Students may keep inhalers or EPI-Pens if a parent and the physician have provided written permission indicating that the students must have the medication with them at all times.
 - An additional inhaler/EpiPen should be kept in the Health Room.
 - **Due to School District policy, medications containing aspirin (Pepto-Bismol, many menstrual cramp medications) and medications containing PPA (Dimetapp, Contac, Triaminic, etc.) will not be given.**
4. All medications must be in their original containers with labels. This includes prescription and over-the-counter drugs. **Medications that the container cannot identify will not be given and will be discarded immediately.**
5. The school will not administer medication that is reportedly missed at home. We will only administer doses scheduled during school hours. A parent may bring a missed dose of medication to school and may administer it to the student.
6. If your child experiences frequent headaches, upset stomach, or menstrual pain, you may provide the Health Room with the appropriate over-the-counter medications so that your child can remain in class.
7. Medications that are past their expiration date will not be given.

Guidelines for School Medication Administration

When a student is required to take medication during the school day, the following guidelines will be followed:

1. Written permission from the parent/legal guardian for each medication, along with the doctor's verification, will be required and maintained in the Health Room.
2. The medication will be stored in a locked container and administered by the school nurse or staff designated by the principal, who will record this information on the student's medication record. A list of staff designated by the principal to assist with medications in the nurse's absence will be posted in the health room. Schedules should be arranged so that the school nurse can administer all medications, if possible. The nurse will verify the medication and the parent's signature if the parent does not come in.
3. Any errors or incidents involving medication will be reported on form Med-4, with copies provided to the principal and nurse supervisor.

When a student leaves the school for a field trip, their medication will be secured in a container labeled with the student's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying students on trips with the information needed regarding the medication, its purpose, and any potential side effects. **It is the parents' responsibility to notify the school nurse when a field trip occurs.**

Emergency Medication

Students who are known reactors and require emergency treatment for an allergic response should have medication, written parental permission and the physician's instructions for administering it. If the student has emergency medication in the Health Room, **this medication does not follow them to the career centers. When this occurs, the student will need permission to carry the medication. An Emergency Health Care Plan must be completed for these students. These forms can be obtained from the Health Room or from the SHS website.**

Note: Injured students requiring use of the elevator must bring medical documentation to their administrator.

ID Badge Policy

If a student does not have a regular ID, they will not be allowed to attend extracurricular activities, such as pep rallies and buyouts, or buy tickets. For safety and identification, all faculty, staff, and students must wear school-issued photo ID badges and school-issued lanyards around their necks.

- A. Each student will be issued an ID badge and a lanyard at the beginning of the **2026-2027** school year. These badges are loaned to the students. **Students must display their Southside ID badge around their necks at all times and keep it visible while on campus** (unless involved in an extracurricular activity that requires a particular dress code). **Old ID badges from previous years will not be acceptable.**
- B. To attend class, students must wear an ID badge. Students who arrive at school without an ID badge must purchase a new ID for \$5.00 or a temporary ID for \$1.00.
- C. **Students are not to cover their ID with stickers of any kind.**

- D. **Any student who uses another student's ID will be sent to ISS.**
- E. Students can purchase a temporary ID without purchase, but will be subject to consequences outlined in the discipline matrix (ID - Temporary) found on page 23.
- F. A student must surrender their ID badge upon request by a faculty or staff member.
- G. **Students who have an ID but are not wearing it around their necks will be subject to the consequences outlined in the discipline matrix (ID) on page 23.**

ISS

ISS is an intermediary setting that allows students to serve consequences for Level 1 offenses and access academic content in proximity to their classroom teachers. Students are expected to adhere to all expectations as directed by the ISS Coordinator. Students who fail to adhere to ISS expectations will be subject to disciplinary consequences.

Late Work Policy

To better serve our students' educational needs and provide consistency across the school, Southside High School will adhere to the following late work policy. Late work is defined as:

- The student attended class and failed to submit a required assignment
- The student has an unexcused absence as coded in PowerSchool

Additionally,

- Teachers define/classify assignments as "Major" & "Minor"
- At the teacher's discretion, and due to the nature of some assignments, certain assignments may not be eligible for make-up (e.g., discussions, labs, etc.). These assignments may be exempted OR replaced with an alternative assignment.
- Special consideration will be given to quarter/9-week classes (Gov't/Econ, LawEd, History of Minorities, Psychology, and Sociology).
- Assignments will be counted as **late** if they are submitted after 12:00 a.m. (midnight) on the due date.

	Majors - Assignments in this category, as defined by the teacher (do not include tests)	Minors - Assignments in this category, as defined by the teacher, do not include tests)	Tests- Missed through excused OR unexcused absences
Honors/CP Courses (Courses do not earn college credit)	Late work in the major category will be accepted within 5 school days of the due date, and 10 points will be deducted per day from the grade. After the 5 school days have passed, the grade becomes a zero.	Late work in the minor category will be accepted until the major/summative assessment at the end of the unit, and is subject to a penalty of 10%	Tests can be made up for full credit if made up within five days of returning to school. Students must arrange a make-up test session with the teacher. After 5 school days have passed, make-up tests should still be available within the quarter, but are subject to a penalty
IB / AP Courses (Courses eligible for college credit)	Late work in the major category will be accepted within 5 school days of the due date, with a 10-point deduction per day. After 5 school days have passed, the grade becomes a zero.	Late work in the minor category will be accepted within 3 school days of the due date with a 10-point deduction per day. After the 3 school days have passed, the grade becomes a zero.	Tests can be made up for full credit, subject to an alternative test, if made up within 5 days of returning to school. Students must arrange a make-up test session with the teacher. After 5 school days have passed, make-up tests are subject to a 25 % deduction. No makeup tests will be given after 10 school days following the students' return to school.

Dual Credit Courses (Courses eligible for college credit)	Follows the late work policy from Greenville Technical College.
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Makeup Work (per GCSD Board Policy)

- Students have an **excused** absence as coded in PowerSchool (i.e., medically documented illness or appointment, bereavement, or court date).
- Students have five (5) school days from the date of their return to complete assignments for full credit.

Meal Program

- Breakfast: No Charge for Students
- Lunch: No charge for Students
- Extra snacks, milk, and drinks are not free

Breakfast/Lunch Procedures

Students are reminded that we have a closed-campus policy and students are not allowed to leave campus for lunch. Any outside lunch items delivered by the parents will be consumed in the school office area. **Any items ordered by a mobile food courier will be confiscated.** During breakfast and lunch, students are expected to remain in the lunchroom area. Students may eat only in the lunchroom. **NO FOOD, DRINKS, OR ICE CUPS MAY BE TAKEN INTO THE HALLWAY OR INTO CLASSROOMS.** Students are expected to be considerate of fellow students waiting in line for their lunches. Line breaking or saving places in line is not allowed. Always be courteous and place your trash in the proper place.

Media Center

The Media Center provides a large collection of print and non-print materials for use in doing research for your classes as well as for your enjoyment. Passes are required at all times. For students' convenience, there is a photocopier in the Media Center. Students may make Black-and-White copies for 15 cents each. A Color printer is available with copies costing 50 cents a page. Upon arrival in the Media Center, file the pass and sign the attendance register. Students may not leave the Media Center without permission after having signed in. Students will not be allowed to go to the bathroom, water fountain, telephone, or to the nurse except in an emergency. Bring all necessary materials and be prepared to work.

Food and drinks are not allowed in the Media Center. Students who talk excessively or disturb others will be sent back to class. Usage privileges may be suspended, or other disciplinary action may be taken for misbehavior or failure to follow Media Center rules.

Chromebooks

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook and charger, which are checked out to individual students in the media center. (Bar codes are scanned into their accounts - similar to a textbook.) We encourage students to charge their Chromebooks at home to prevent the theft of their chargers. The replacement cost of a Chromebook charger is \$30.

Chromebooks that are broken or fail to work properly must be turned in to the library clerk. If it is during class time, students must have a pass from the teacher. Failure to report damaged or lost Chromebooks by the next school day may result in payment of the Chromebook's full cost.

Procedure for Accidental Damage

→ 1st Offense of Accidental Damage: Parent Contact, Warning, Repair at no cost.

→ 2nd Offense of Accidental Damage: Parent Conference, Warning, Repair for damages.

Note: SHS reserves the right to revoke students' use of Chromebooks at any time. Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) will not fall under the accidental damage procedure listed above.

Procedure for Deliberate Damage

- 1st Offense of Deliberate Damage: **Disciplinary Referral, Parent Conference, Pay Additional Technology Fee to repair or replace**
- 2nd Offense of Deliberate Damage: **Disciplinary Referral, Parent Conference, Repair/Replace Device, Revoke Student Chromebook Rights.**

Lost/Stolen Chromebooks

→ Please note that students who leave Chromebooks unattended are being negligent. It is the student's responsibility to ensure the device's safety at all times, much as they would with their wallet/purse or other valuable items.

Students who are unable to locate their missing Chromebooks are required to complete a [missing Chromebook form](#), which includes checking with each of the student's teachers, obtaining teachers' signatures, and obtaining a parent or guardian's signature verifying that steps have been taken to locate or retrieve the device.

Once the missing Chromebook form is completed and submitted, students will need to have a parent conference with an Administrator. Students are encouraged to file a police report with the Southside High School SRO to help recover the Chromebook. Students whose Chromebooks are not recovered will need to pay a replacement fee before a new Chromebook is issued.

Students will not be provided with a replacement until the conference is completed and fees are paid.

Chromebook Offenses and Consequences

Examples of Level I Offenses · Sharing passwords · Plagiarism · Defacing computers (e.g., stickers, markers, destruction of serial numbers) · Removing district labels or tags · Failure to charge the battery daily · Clearing web browser history · Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time · Accessing chat rooms, bulletin boards, or non-educational blogs without teacher/administration permission · Failure to follow teacher directives · Failure to be polite digital citizens · Repeated failure to bring the device to class · Horseplay with the device (e.g., running, throwing, mishandling, etc.)	Examples of Level II Offenses · Accessing, downloading, posting, or distributing materials that: - Are harmful or prejudicial to others (e.g., defamatory, libelous) - o Are pornographic, obscene, sexually explicit or profane (including photos and music) - o Are illegal (e.g., copyrighted materials) - o Refer to weapons, alcohol, drugs, guns, or gangs - o Constitute gambling - o Are restricted · Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames · Intentionally destroying hardware or software (including attempting to disassemble any part of the device) · Engaging in theft · Engaging in any illegal activity · Harming or destroying another user's data · Creating or sharing a computer virus · Disrupting the network or the educational process · Hacking of any kind
Consequences Violations of these policies may result in one of the following, but are not limited to, these disciplinary actions:	
· Student/parent conference or call (1st) · Restitution · Removal of unauthorized files and folders · Restriction of Internet privileges* · Restriction of district-issued Chromebook use privileges** · Suspension · ISS/OSS · Persistent violations will result in the loss of the Chromebook for the school year	· Student/parent conference/call (1st) · Restitution · Removal of unauthorized files and folders · Restriction of Internet privileges* · Restriction of district-issued Chromebook use privileges** · Suspension · Court referral/criminal charges · Alternative school placement/ISS · Expulsion
Three Level I offenses may result in the restriction of Internet privileges and/or device privileges, or the loss of the Chromebook.	

School Closing

In the case of inclement weather or other emergencies, students/parents are asked not to call the school but to tune in to local radio or television stations for an official announcement from the District Office.

Student Activities

Student participation in extracurricular activities is a privilege (not a right) that students earn through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of Southside High School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, student council, and attendance at any school function outside of the normal school day. **Students are not eligible to participate in any extracurricular events unless they are present for at least 2 periods (1/2 of the school**

day) on that day. Suspended students are ineligible for participation in or attendance at any school activity during their suspension.

Athletics

The athletic program is a vital part of our school. It provides physical and mental training for participants, and recreational and social outlets for students, parents, and visitors. The program is supported entirely by gate receipts, making it important for everyone to help make our athletic contests desirable events for both students and visitors.

Students interested in going out for athletic teams should check with coaches about six weeks before a particular sports season to begin practice on time and establish eligibility. In general, a student must have a physical, a birth certificate, meet eligibility requirements, have insurance, and not play on any team other than the school team during the season of the sport for which they have been certified. **Auditing a class does not establish eligibility.** Students cannot quit one sport to join another before the season for the first sport ends. Also, if students are dismissed from one sport for disciplinary reasons, they may not join another sport before the season for the first sport ends. A complete list of eligibility requirements is available from the Athletic Director.

The following sports may be provided (if funded):

- Cross Country (Boys & Girls) middle & high school
- Golf (Boys & Girls)9, 10, 11, 12
- Soccer (Boys & Girls)middle & high school
- Swimming.....9,10,11,12
- JV Cheerleading.....9,10,11,12
- Varsity Cheerleading.....middle & high school
- JV Football..... 9, 10, 11, 12
- Varsity Football.....8, 9, 10,11,12
- JV Basketball (Boys & Girls)middle & high school
- Varsity Basketball (Boys & Girls)8, 9, 10, 11, 12
- Varsity Baseball.....9, 10, 11, 12
- Varsity Tennis (Boys & Girls)middle & high school
- Varsity Track (Boys & Girls)middle & high school
- Volleyball (Girls).....middle & high school
- Varsity Softball (Girls).....middle & high school

Band

The Southside High School band program consists of the marching band, concert band, and color guard. All students are required to audition for placement in each ensemble. In addition, each student is expected to provide their own instrument. All band members are required to be enrolled in a band class that meets during the school day in addition to attending required after-school rehearsals. Band is a co-curricular activity, meaning that after-school rehearsals and performances that meet outside the normal school day are an extension of the classroom. Membership in the band program is comprehensive. Students are required to participate in both marching and concert band. All questions should be directed to Mr. Bruce (864) 355-8780.

Chorus

Southside High School Choral students are required to purchase a chorus uniform. Please see the Chorus instructor.

Girls: White blouse, black skirt or pants, black hose and shoes.

Guys: White collared shirt, black pants, black shoes and socks.

All choral members are required to be enrolled in a choral class that meets during the school day in addition to attending required after-school rehearsals and performances. These rehearsals and performances are an extension of the classroom.

Clubs and Organizations

The following clubs and organizations may be available for students who wish to become involved and who meet the non-athletic eligibility requirements when necessary:

Academic Team, Band, Bowling Club, Drama Club, Foreign Language Honor Societies, Gardening Club, IB Mentoring Club, Interact, Kitty Hawk Honor Society, JROTC Explorers, Model Rocketry/Airplane Club, Mu Alpha Theta (Math), National Art Honor Society, BETA Club, National Forensics League (NFL), National Honor Society (NHS), Poetry Club, STEAM TEAM, Spirit Club, STEP Team, Youth in Government, and Tiger Ambassadors. Others may be offered with teacher sponsorship. Please check the SHS website for more information.

Field Trips

Student Access to Field Trips: Students will be denied participation in field trips for the following reasons:

1. **Academics:** If a student is failing a class, they are not eligible to attend the field trip.
2. **Behavior:** (a) If assigned OSS on the date of the field trip, (b) if the person heading the field trip, with approval of the principal, determines eligibility should be denied based on a pattern of misconduct, and (c) if the student fails to turn in all required documentation by the deadlines.
3. **Attendance: Students with more than five (5) unverified absences in a semester-long class are not eligible to participate in a field trip. Students who have more than ten (10) unverified absences in a year-long class are not eligible to participate in a field trip.**
4. Students unable to attend the field trip will receive an alternative assignment to replace the field trip grade.
5. Students who are driving to an off-campus, school-sponsored event must have a parent permission form on file before the event.

Competitions are considered field trips, so only students competing should attend. Students are encouraged to maintain their academic performance in classes. A limited number of courses have district- and state-mandated field trips as part of the defined curriculum. These must be submitted in writing to the appropriate administrator at the beginning of the school year for verification. If approved, they will not be included in the semester class absences count. This also applies to programs such as college fairs and the sophomore trip to Donaldson.

Fraternities, Sororities and Secret Organizations

Fraternities, sororities and secret organizations and their activities are strictly forbidden in high school. Any attire associated with such groups is forbidden when it disrupts the school.

National Honor Society

1. National Honor Society (NHS) is an honorary organization dedicated to the achievement of the highest levels of scholarship, service, character, and leadership.
2. Members are chosen based on scholarship, service, character, and leadership. Procedures for choosing an NHS member:
 - A. During the summer of each year, the advisor will examine the permanent record cards of all juniors to determine eligibility. Juniors with a 3.5 GPA or higher (not rounded) in academic subjects only will be considered. (Academic subjects include English, math, science, social studies, and foreign language. No electives such as journalism, art, music, business, or home economics will be counted.) Students must be enrolled in regular, advanced, or honors-level classes.
 - B. The student's disciplinary record will be reviewed for approval. A student must have had no suspensions (in or out of school) or documented disciplinary problems that would reflect on their character (e.g., cheating or theft).
 - C. Those eligible students will then be invited to complete an application detailing their leadership and service background, which the advisor will evaluate using a point system.
 - D. The list of eligible students will be submitted to a faculty council for approval. The principal appoints the five-member faculty council and may not include an administrator or advisor. (The advisor is a nonvoting member.) A student who receives four votes will be invited to join. See the webpage and/or sponsor for details.

Prom

The date and time of the Southside High School Prom for 2027 is TBA. Formal or semi-formal attire is required. Juniors and seniors may purchase a ticket for themselves and **one** guest. Any person who attends the prom must have a ticket. **There will be no refunds if a person later decides not to attend.** The tickets to the prom will be distributed upon purchase. Announcements will be made about the deadline for purchasing tickets. After the deadline passes, no ticket will be sold. Tickets must be presented at the door to enter the prom. The ticket is valid only for the prom. Junior class officers will assist the sponsor(s) in making decisions about the prom. Junior and Senior students will vote on the theme and the colors for prom. **No student with outstanding debt will be allowed to purchase tickets or attend the prom. No bar access is allowed.**

Student Parking

Any student driving to Southside High School (SHS) must have a current SHS parking decal. Parking decals cost \$20 and will be sold during early registration/orientation and throughout the school year. To purchase a parking decal, the student must present their driver's license and proof of insurance for the vehicle they will be driving to SHS.

Parking decals are to be placed on the inside of the windshield in the left corner near the driver's side windshield wiper. After the parking decal has been issued, the student is permitted to park in the student lot. Any deviation from this assigned area will result in disciplinary action, a fine or the possibility of the vehicle being towed. In addition, the student may lose driving privileges. Also,

any student driving to school without a valid parking decal will be subject to disciplinary action, the possibility of the vehicle being towed, a fine, and/or the loss of driving privileges altogether.

Special Considerations:

1. If a student has an SHS parking decal on a vehicle and that vehicle is taken out of service (sold, traded, wrecked, etc.), the student can purchase a replacement decal for another vehicle for **\$5.00**. The student must show proof of insurance for the second vehicle.
2. If a vehicle with a decal is temporarily out of service (for repairs, being used by another family member, etc.), a temporary parking pass will be issued at no charge until the vehicle is back in service. However, if the situation extends past one week, the student must purchase a new parking decal for the other vehicle for \$5.00.
3. If early dismissal students aid other students to skip school for any reason, the student will jeopardize their parking privileges.
4. On the sixth (6th) tardy to class, students may lose their parking privilege for the remainder of the semester.

Additionally, no one is permitted to drive into the student parking lot to pick up or let out a student. Students are not to park in designated faculty/staff parking or behind the school. No vehicles are to enter the bus driveway from Jacobs Road. Athletes may not park in the bus loading area until after 5:00 pm.

Consequences for parking and driving violations are as follows.

- Level 1 - Warning sticker/disciplinary consequence if warranted
- Level 2 - Fine (\$10.00)/disciplinary consequence if warranted
- Level 3 - Parking privileges revoked for the remainder of the semester. 4 - Parking privileges revoked for the remainder of the year

NOTE: The administration reserves the right to remain at a given level for more than one offense if extenuating circumstances exist. The administration also reserves the right to advance to a level higher than Level 1 in the first situation if it is severe.

It is the student's responsibility to arrive at school on time. Students are expected to leave their cars as soon as they arrive on campus. No student is to remain in their vehicle or stand around vehicles after arriving at school. Students are not to loiter in the parking lot after dismissal. **STUDENTS ARE NOT TO RETURN TO THEIR VEHICLES DURING THE SCHOOL DAY.** Going into the student parking lot during the school day without administrative approval will result in disciplinary consequences. SHS is not responsible for theft or vandalism. No money, valuables or other items should be left visible.

Tardiness

- **Tardiness to School**
 - Students are expected to report to their first-period class by **8:45 A.M. Students must be in their classrooms when the tardy bell rings. Any student reporting after 8:45 A.M. must report to the attendance office.** All tardiness will be classified as unexcused except for:
 1. Doctor or dentist appointment (Parent notes will not be accepted, only medical notes.)
 2. Administrative approval
 3. Arriving on a late school bus (Those arriving late will receive a color-coded bus pass.)
 4. Any student arriving at school after 9:10 a.m. will be considered absent from their first period.
- **All others will receive an unexcused tardy slip. Tardiness to school infractions will be recorded, and repeat offenders will be subject to the school's disciplinary guidelines.**
- **Tardiness to Class**
 - Students are expected to be in the classroom before the tardy bell rings. Repeat offenders will be subject to the school's disciplinary guidelines.
- **Consequences**
 - 1st – 5th OffenseWarning/Parent Conference
 - 6th - 10th Offense.....ISS
 - 10th+ Offense.....OSS

Textbooks

- Each student is responsible for their books. If a book is lost, stolen, or damaged, the student is held responsible and must pay for it before another can be issued to them. Payment for the lost books should be made to the AP responsible for textbooks.

Responsibility and Disclaimer

Student Responsibility for Handbook

Students are responsible for reading this handbook and knowing its contents. All students at Southside High School are instructed to share this handbook with their parents/guardians. Any parent wishing to obtain a copy of the handbook can access it on the school's website. All students will have access to the handbook.

Disclaimer

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Southside High School. The school reserves the right to make changes or exceptions to the statements in this handbook. The final interpretation of all school rules and regulations is left to the school principal. Discipline policies included in this publication are based on information at the time of publication.