

# Southside High School

2019-2020

## STUDENT AGENDA



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 statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

**Principal: Mr. Andre M. Dukes**  
**6630 Frontage at White Horse Road**  
**Greenville, S. C. 29605**

**(864) 355-8700**

<http://www.greenville.k12.sc.us/shs/index.asp>

<http://www.greenville.k12.sc.us>

**Student:** \_\_\_\_\_

**First Period Teacher:** \_\_\_\_\_

**Homerom Teacher:** \_\_\_\_\_

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**Southside High School  
An International Baccalaureate High School**

**Principal: Mr. Andre M. Dukes**

**Assistant Principals:**

**Paige Baker.....Freshman Academy  
Angel Stepp.....Students' Last Name A-Ga  
Regen  Ransome.....Students' Last Name GL-Mi  
Christopher Emerson.....Students' Last Name Mo-Z**

**Vision: Every child at Southside High will graduate ready for college, career, engaged citizenship.**

**Commitment:**

1. To provide an education that opens doors for college, career and engaged citizenship for all.
2. To accelerate learning opportunities and provide a system of structured support.

**Mission:**

To stimulate lifelong learning and to promote an understanding of community and curriculum standards by providing opportunities for students to apply acquired skills and by modeling desired behavior and attitudes. We will know students are learning and becoming productive, involved, caring citizens by maintaining data that chart their progress so we can provide various levels of intervention to guide students toward success.

**Tagline:**

Celebrating Diversity. United in Learning.

**Our Goals for Students:**

1. Contribute to the well-being of the school community by fostering a safe, inclusive and supportive learning environment.
2. Graduate high school in four years, college and/or career ready.
3. Achieve and apply language and mathematical literacy.

## Bell Schedules

<b>2019-2020</b>		<b>Regular Day</b>
<b>8:35 - Exit Commons</b>		
<b>8:40- Warning Bell</b>		
1st Period		8:45am to 9:35am
2nd Period		9:40am to 10:30am
3rd Period		10:35am to 11:25am
4th Period		11:35am to 1:00pm
		announcements 11:30 – 11:33 a.m.
1st Lunch	11:35am-12:05 pm	12:05pm to 1:00pm
2nd Lunch	12:30 pm-1:00pm	11:35am to 12:25pm
5th Period		1:05pm to 1:55pm
6th Period		2:00pm to 2:50pm
7th Period		2:55pm to 3:45pm

<b>Bell Schedule 2019-2020</b>		<b>1 Hour Delay</b>
<b>9:35 - Exit Commons</b>		
<b>9:40- Warning Bell</b>		
1st Period		9:45am to 10:15am
2nd Period		10:20am to 10:50am
3rd Period		10:55am to 11:25am
4th Period		11:30am to 1:00pm
		announcements 11:30 – 11:33 a.m.
1st Lunch	11:35am-12:05pm	12:10pm to 1:00pm
2nd Lunch	12:30pm-1:00pm	11:35am to 12:25pm
5th Period		1:05pm to 1:55pm
6th Period		2:00pm to 2:50pm
7th Period		2:55pm to 3:45pm

<b>Bell Schedule 2019-2020</b>		<b>2 Hour Delay</b>
<b>10:35 - Exit Commons</b>  <b>10:40- Warning Bell</b>		
3rd Period		10:45am to 11:25am
4th Period		12:45pm to 1:45pm
1st Lunch	11:35am-12:05pm announcements 11:30 – 11:33 am	12:10pm to 1:00pm
2nd Lunch	12:30pm-1:00pm	11:35am to 12:25pm
5th Period		1:05pm to 1:55pm
6th Period		2:00pm to 2:50pm
7th Period		2:55pm to 3:45pm



<b>Bell Schedule 2019-2020</b>		<b>AM Activity</b>
9:35 - Exit Commons		
9:40- Warning Bell		
1st Period/Activity		8:45am to 9:20am
1st or 2nd Period/Activity		9:25am to 10:00am
2nd or 3rd Period /Activity		10:05am to 10:40am
3rd Period/Activity		10:45am to 11:25am
		11:30am to 1:00pm
4th Period		announcements 11:30 – 11:33 a.m.
1st Lunch	11:35am-12:05pm	12:10pm to 1:00pm
2nd Lunch	12:30pm-1:00pm	11:35am to 12:25pm
5th Period		1:05pm to 1:55pm
6th Period		2:00pm to 2:50pm
7th Period		2:55pm to 3:45pm

<b>Bell Schedule 2019-2020</b>		<b>PM Activity</b>
9:35 - Exit Commons		
9:40- Warning Bell		
1st Period		8:45am to 9:37am
2nd Period		9:42am to 10:32am
3rd Period		10:37am to 11:27am
		11:30am to 1:02pm
4th Period		announcements 11:30 – 11:33 a.m.
1st Lunch	11:35am-12:08pm	12:13pm to 1:02pm
2nd Lunch	12:30pm-1:02pm	11:35am to 12:25am
5th Period/Activity		1:07pm to 1:41pm
5th or 6th Period/Activity		1:46pm to 2:21pm
6th or 7th Period/ Activity		2:26pm to 3:01pm
7th Period/Activity		3:06pm to 3:45pm

**Special schedules, state testing, and unforeseen events will be published on the daily bulletin on the school website.  
The SHS Monthly Calendars are on the Faculty Google Classroom**

**Attendance**

Parents have the legal responsibility of sending their children to school.

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.

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 that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

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/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. If a student brings a false or forged excuse, he or she will be referred to the school administration for appropriate action. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

**I. Lawful Absences**

- A. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- B. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- C. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- D. 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.
- E. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

**II. Unlawful Absences**

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

### **III. Approval of Absences in Excess of Ten (10) Days and Approval Credit**

#### **A. 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. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence.

#### **B. Carnegie Credit**

The school year consists of 180 school days. To receive credit, high school or students in middle school 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 year course, as well as meet all minimum requirements for each course.

In order 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 who have excessive absences that have been approved. 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 in order to satisfy the 120-hour requirement. In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (*Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.*) A student must attend the majority of a class session during a school day to receive credit for that class.

### **IV. Procedures for Makeup Work**

Examples of make-up work may include: (1) after-school and/or weekend make-up programs that address both time and academic requirements of the course(s), or (2) extended-year programs that address both time and academic requirements of the course(s). All make-up time and work must be completed within thirty (30) days from the last day of the course(s) unless approved by principal as a result of extenuating circumstances. Make-up requirements that extend beyond thirty days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

- A. Provision for make up of school work missed during lawful absences shall be worked out with the teacher(s) concerned at the earliest time possible, but should not exceed five (5) school days after the student returns to school.
- B. Make up of school work missed during unlawful absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.
- C. These Procedures for Make-up Work apply to all schools in the district.
- D. In addition to the above, each school will develop procedures to handle absences consistent with the following:
  1. The status of all student absences shall be communicated to the teacher(s) concerned within three (3) days of the student's return to school
  2. Student absences for school activities or college visitation may be excused by the principal. The effect that the student's absence has on his or her education should be taken into consideration when decisions are made with regard to individual student class absences for school activities.
  3. Each school will review its procedures for dealing with absences on an annual basis and make appropriate adjustments consistent with this administrative rule. Each school will also place its plan for dealing with absences in its student handbook (if applicable) and communicate this plan to parents/guardians through newsletters or other means early in the school year.



## Truancy

The School District recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

### **I. Truant**

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

### **II. Habitual Truant**

A "habitual" truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two (2) or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of noncompliance, must be attached to the truancy petition asking for court intervention.

### **III. Chronic Truant**

A "chronic" truant is a child, ages 12 to 17 years, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

## Intervention

In accordance with state laws and regulations, school officials shall immediately intervene to encourage the student's future attendance when the student has three consecutive unlawful absences or a total of five unlawful absences. According to S.C. Code of Laws Ann. §59-65-90, "'intervene' means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his [or her] parent or guardian to improve his [or her] future attendance."

**I.** Attendance clerks shall make daily contact (phone/phone messenger, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. To ensure that attendance is coordinated at all levels, each school must utilize its attendance committee or implement other strategies on a regular basis to address issues of student attendance. **The school attendance committee should be chaired and coordinated at each level by the following staff:**

1. Elementary: Assistant Principal or other certified and/or licensed staff designated by the Principal;
2. Middle: Grade Level Administrator; and
3. High: Assistant Principal

**Other members of the attendance committee may include, but are not limited to, the following staff:**

- School Social Worker;
- School Resource Officer;
- In-School Suspension Supervisor;
- Parent/Legal Guardian Educator;
- Database Specialist and Attendance Clerk

**II.** After a student has accumulated three (3) consecutive or a total of five (5) unlawful absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:

- A. Make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reason(s) for the student's continued absence. These efforts should include telephone calls and home visits, both during and after normal business hours, as well as written messages and e-mails.
- B. Identify reasons for the student's unlawful absences.
- C. Develop a written "intervention plan" to address the student's continued absence in conjunction with the student and the parent(s)/guardian(s) to improve attendance. The intervention plan must include, but is not limited to, the following:



- a. Reasons for the unlawful absences;
  - b. Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
  - c. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs;
  - d. Actions to be taken by intervention team members;
  - e. Actions to be taken in the event unlawful absences continue;
  - f. Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
  - g. Documentation of involvement of the intervention team members; and
  - h. Guidelines for making revisions to the intervention plan.
- D. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
- E. Document the conference and involvement of team members by having all appropriate conferees sign and date a *Student Attendance Intervention Plan Form* in the spaces provided.

**III.** If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The referral form, a summary of the student's attendance and the intervention plan will be sent to the attendance supervisor from the school.

**IV.** Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include, but not be limited to:

- A. Convene a conference with the parent(s)/guardian(s) and the student.
- B. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
- C. Follow-up on recommendations made by the intervention team.
- D. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
- E. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
- F. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.

**V.** Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

**VI.** After not more than nine (9) consecutive or total unlawful absences, the appropriate attendance supervisor shall make a determination whether the case is one of educational neglect or truancy. The case shall then be referred, in accordance with state law and district attendance procedures, to the appropriate agency for disposition.

### **Referrals and Judicial Intervention**

A school must attempt to implement a written intervention plan prior to referring a student to Family Court for judicial intervention. A consent order must not be used as an intervention plan from the District. Should the parent(s) or guardian(s) refuse to cooperate with the intervention planning to remedy the attendance problem, the District is authorized to refer the student to Family Court in accordance with S.C. Code Ann. §59-65-50, and a report shall be filed against the parent(s) or guardian(s) with the Department of Social Services in accordance with state law.

Each referral must include a copy of the plan and specify any corrective action regarding the student and/or the parent(s) or guardian(s) that the District recommends that the court adopt as well as any other available programs or alternatives identified by the District. The intervention plan must be attached to the petition to the Family Court and served on the student and the parent(s) or guardian(s).

Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a "chronic" truant and school officials may refer the case back to Family Court. However, the school and District must exhaust all reasonable alternatives prior to petitioning the Family Court to hold the student and/or parent(s) or guardian(s) in contempt of court. Any petition for contempt of court must include a

written report indicating the corrective actions that were attempted by the District. The District must include in the written report its recommendation to the court should the student and/or parent(s) or guardian(s) be found in contempt of court.

### **Transfer of Plans**

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

### **Early Dismissals**

Early dismissals before the end of the regular school day are discouraged. Whenever possible, a student should try to arrange appointments around school hours. All early dismissals will be classified as excused or unexcused by the Attendance Office.

**\*Failure to leave campus immediately after dismissal time may result in disciplinary action.**

### **The following will be classified as excused dismissals:**

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

**\*Classes missed due to early dismissals will count against a student's attendance record.**

Forgery of a written request for early dismissal will result in disciplinary action.

### **Early Dismissal Procedure:**

1. A written request must be provided stating the reason for dismissal, time of dismissal, a telephone number where the parent can be contacted before 10 a.m., and signed by the parent or guardian.
2. **\*This note must be brought to the front office before 8:45 A.M. on the day of early dismissal.** The office staff will contact the parent to verify the dismissal.
3. After verification, an early dismissal card should be picked up from the front office during class change. **IF NO VERIFICATION CAN BE MADE, THE STUDENT WILL NOT BE RELEASED.**
4. Students must sign out in the front office when leaving or the absence will be classified as a cut.
5. **Parents who do not send a note in advance must come in and sign the student out. No early dismissals will be approved over the phone. Students are not released to anyone whose name is not in POWERSCHOOL and who does not have proper identification.**

**Students, including seniors who have a permanent early dismissal, are expected to leave campus within 10 minutes of their last class. Students found loitering in the building will be sent to ISS.**

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

### **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 a class and have 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 for sickness; the nurse will call the parents.** Dismissals from the Health Room are considered lawful absences.

### **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, he/she is 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 who have more than five (5) unverified absences in a semester 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 a field trip will be given 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 prior to 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 to the appropriate administrator in writing 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, the sophomore trip to Donaldson, etc.

### **Student Absences and Participation in Extra-Curricular Events**

**Students are not eligible to participate in any extracurricular events unless they are present at least 4 periods (1/2 of the school day) that day.**

This participation includes athletic events, band or choral performances, club activities, competitions, Miss Southside pageant, etc. **Suspended students are ineligible for participation in or attendance at any school activity during their suspension.**

### **Absence from Exams**

All students are mandated by the District to take exams during the exam period. It is the student's responsibility to obtain **prior** permission from the principal to take a make-up exam for any absence or to bring 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.**

### **Absence from IB and AP Exams**

IB and AP examinations are an integral part of 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 exam 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 not taken. 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.**

### **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.



## Tardiness

### Tardiness to school:

Students are expected to report to first period 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 tardies 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 to school after 9:10 a.m. will be considered absent from 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 for class. Repeat offenders will be subject to the school's disciplinary guidelines.

### Consequences per Semester

- 1<sup>st</sup> – 2<sup>nd</sup> Offense .....Parent Contact  
3<sup>rd</sup> Offense:.....Referral to Administrator, Warning, Parent Contact  
4<sup>th</sup> Offense:.....1 hour detention  
5<sup>th</sup> Offense:.....2 hour detention  
6<sup>th</sup> Offense:.....OSS

### Closed Campus Policy

Students are reminded that we operate under a closed campus policy and that students are not allowed to leave campus during normal school days (**8:45 A.M.– 3:45 P.M.**) without following the early dismissal procedures. Students who leave without permission will be disciplined. Persons entering campus without legitimate business could be subject to arrest and prosecuted for trespassing. **Students can only go to the parking lot during the school day with administrative approval.** **Students in the parking lot without administrative approval will receive a detention.**

### Visitors

Parents and community members are always welcome. So that we can better serve our visitors, **all visitors must check in at the front office** when they arrive at school to obtain permission to be on campus. **Visitors must have an escort to enter the academic and/or athletic wings.** Students are not to invite friends and visiting relatives to visit them during the school day or during lunch unless approved by administration. Unauthorized visitors on campus are subject to trespassing charges and/or arrest.

**Students are not to bring children to school. SEE GRADE LEVEL ADMINISTRATOR FOR GUIDELINES FOR PARENT VISITS. Food is not to be delivered to students at school or brought on campus by students returning from Career Centers/FAC or School-to-Work activities.**



## Visits to the Health Room

**\*Students must have a signed pass in their agenda and must sign in upon arrival in the 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 if at all possible. If it is determined that your student is too ill to stay in school, please make arrangements to pick him/her up as soon as possible.

## Health Room Guidelines

### Student Emergency Forms

1. Complete form, date, sign, and return immediately. These forms are available for downloading/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 him/her up in your absence.

### 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 prior to cataloguing the drugs. **In order 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 completely 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.
  - Inhalers or epi-pens may be kept by students if written permission has been provided by a parent and the physician indicating that it is necessary for the students to have the medication with them at all times.
  - An additional inhaler/epi-pen 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 the original container with a label. This includes prescription and over-the-counter drugs as well. **Medications that cannot be identified by the container 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 those doses that are 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 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 in addition to 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 absence of the nurse will be posted in the health room. Schedules should be arranged so that the school nurse administers all medications if possible. The nurse will verify medication and signature of the parent 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, his/her 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 the trips with the information needed regarding the medication, its purpose, and side effects that may occur. **It is the parent's 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 physician's instructions for administering the medication. If the student has emergency medication in the Health Room, **this medication does not follow him/her to the career centers. When this occurs, the student will need permission to carry the medication with him/her. It is required that an Emergency Health Care Plan be completed on these students. These forms can be obtained from the Health Room or from the SHS website.**

**Students who are injured and require use of the elevator must bring medical documentation to their administrator who will forward it to the nurse.**



## **Discipline Policies**

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 with their students the conduct policies 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 disruptive behavior will be escorted to ISS.**

## **Rules for Southside High School**

**UPON ENTERING THE BUILDING AT 7:45 A.M. STUDENTS WILL BE EXPECTED TO ADHERE TO ALL RULES AND POLICIES SET FORTH BY GREENVILLE COUNTY SCHOOL DISTRICT AND SOUTHSIDE HIGH SCHOOL ADMINISTRATION.**

1. All students are to remain in their seats unless otherwise instructed by the teacher. The teacher, not the bell, will dismiss class.
2. Students will not deface and/or destroy any property at school and will be held accountable for damage payment.
3. Students will not be allowed to leave class except for the following:
  - a. Health Room Visits
  - b. Restroom
  - c. Called by Guidance or Administration
4. Students are expected to be quiet during announcements, the moment of silence, and attendance.
5. Refusal to relinquish contraband items will result in an automatic suspension. (i.e. cards, dice, etc.)

## **Teacher Detention**

Teachers will assign detention for infractions in accordance with school policy.

## **Personal Electronic Devices**

A PED is any personal electronic device. This can include, but is not limited to laptops, tablets, and smartphones.

## **District Policy Regarding Electronic Devices**

### **Paging Devices, Telecommunications Devices, and Cell Phones**

Cell phones and other electronic devices used inappropriately by students such as texting during class will be disciplined accordingly.

Students will be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy. For example, if a student refuses to put away a cell phone when asked then that student would be disciplined for failing to follow the teacher's directive.

The policy revision was based on recommendations from a committee of principals and administrators. The group also concluded that cell phones and other electronic devices can be important educational tools for classroom instruction if the devices are used appropriately.

## **Southside High School's Personal Electronic Device Policy**

To use your personal electronic device (PED\*) during the school day, you agree to abide by the following requirements. A violation of this agreement may result in suspension of this privilege and/or disciplinary action.

**The school day begins when you enter the building and ends when you leave the building.**

1. During Instructional Time: You may use your PED for educational purposes during class time with the express permission of the classroom teacher. You understand that the teacher may ask to inspect your work on the device at any time.
2. You may not use the camera feature of your PED to capture, record, or transmit audio, video, or still photos of other students, faculty or staff without explicit permission given by the teacher and subject of the photo or video.





3. You will be given access to the School District’s online resources via the school’s wireless network. The PED will not be connected to any printer, directly or indirectly.
4. The Greenville County School District will NOT service, repair or maintain PED’s at any time.
5. You acknowledge that you know, understand, and agree to abide by GCS D Acceptable Use Policy while connected to the school’s network.
6. All PED’s are brought to school at the owner’s risk. The GCS D of Southside High School is not responsible for theft or damage to the PED.
7. Students are not allowed to charge their devices in the school building.

**8. Earbuds and headphones will NOT be allowed in the building at any time.**

**Personal Electronic Device Consequences**

Offense	Teacher Procedure	Consequence
1st offense	Teacher warning with parent contact	Not applicable
2nd offense	Discipline referral with parent contact	After School Detention 2 hours
3rd and subsequent offenses	Discipline referral with parent contact	1 day OSS

**For every offense, the student will be expected to put their Personal Electronic Device away.**

**Note #1:** If a student is caught using a device at an inappropriate time and the teacher gives a consequence based on the above matrix, and the students put the phone away as directed, but then gets the phone out later in the class and is caught using it again:

**Teacher will treat the infraction as a 2nd offense and write a discipline referral to administrator.**

**Note #2:** If a student is caught using a device at an inappropriate time and the teacher gives a consequence based on the above matrix and the student refuses to put the phone away and continues to use it directly in front of the teacher: Student will be removed from the class, a referral for refusal to obey will be written with the consequences up to suspension from school.

**Drugs and Alcohol**

Any student coming to school under the influence of drugs or illegal substances, bringing alcohol, drugs, paraphernalia, illegal substances, selling, giving or exchanging such items will be recommended for expulsion.

**Tobacco and Lighters**

Students under the age of 18 may be subject to fines as outlined by the Greenville County Sheriff’s Department. Possession and use of tobacco product to include electronic cigarettes lighters, and matches while in the school building, on school grounds, on school buses, or any other time that the students are under direct administrative jurisdiction of the school, is prohibited. Items will be confiscated and students disciplined.

**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.

**Hall Passes**

**Students are not permitted in the halls during class periods or the school day unless they are accompanied by a teacher or have their agenda signed by a teacher or administrator.** Hall passes are in the back of the Student Agenda. The student’s name, date, time, destination, and teacher signature must be present and legible. The pass gives the student permission to go straight to the destination without stopping at points along the way. An agenda used as a pass which belongs to another student will be confiscated. **Teachers are not allowed to issue hall passes the first 15 minutes of class or the 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 to include bus, student and teacher (Students in the parking lot without administrative approval will receive a detention.)**
2. All classroom wings/halls during lunch periods or gym areas for a class unless scheduled (Food may be consumed only in cafeteria.)
3. The area behind the counter in the main office, guidance office, as well as all administrative offices and hall.
4. All areas outside of the school.
5. The second floor rail i.e., **Students are to move directly to class and not loiter at the rail.** Restrooms are restricted (except for the Cafeteria) before **8:30 A.M.** During class time students should not be at the snack machines or the Cafeteria restrooms.
6. **Faculty workrooms are off limits at all times.**
7. **The bus loading area is limited to bus riders only.**
8. **Fire exit doors/vacant space under stair wells.**

### 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 **8:35 A.M.** bell rings. Once the school day has ended, students are to be **out of the building by 4:00 P.M.**; the only exception being that of tutoring or after school activities; i.e, sports, clubs, band (students must be with their activity sponsor by **4:00 P.M.**). Students are to report to them directly after school and not to be anywhere else. If students are found wandering the building or loitering in the cafeteria, they will be asked to leave and if it continues to be a problem, disciplinary action may be taken. **Students are not allowed in the building after school unless supervised by a teacher due to teacher meetings. Seniors with permanent early dismissals will receive a green sticker to place on their ID, sign out in the front office, and exit through the front door.**

### Car Riders and Bus Riders

These riders are also expected to leave the building after school. If students need to use the bathroom or purchase a snack, they should do so before **4:00 P.M.** Once students are outside, students may not come back into the building. All riders are expected to be outside by **4:00 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.**

### 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 causes a disruption to the school.

### Greenville County Discipline Code Philosophy

The District is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education, nor will improper conduct be tolerated. The District will make every reasonable effort to keep students within the school's sphere of influence and suspension and/or expulsion will be used only as a last resort. Nevertheless, any student conduct that disrupts class work, brings disorder to the school, or infringes upon the rights or safety of others is a basis for suspension and/or expulsion of student.

### Responsibilities

Principals and teachers are authorized by the Board of Trustees to maintain and preserve order and discipline in schools and classrooms. Parents of students enrolled in the schools of Greenville County are urged to read the Discipline Code and discuss its contents with their children. If students or parents have questions regarding the Discipline Code, please contact the school principal.

### Misconduct for Which Disciplinary Action is Applicable:

- Commission of crimes
- Gross misbehavior
- Possession on school property of any alcoholic beverage, illegal drugs or narcotic, or toxic or controlled substance
- Violation of any written rules or regulations
- Threatening to inflict or inflicting any bodily harm on any district staff member
- Gross immorality

- Fighting
- "Ganging" or participation as a member of a gang in inflicting harm or threatening to inflict harm on another person
- Arrival on school property after using any alcoholic beverage, illegal drug or narcotic, or toxic substance
- Conduct away from school that is detrimental to the best interest of the school
- Use of a paging device or mobile phone is in violation of the Code of Conduct

**Students may be subject to suspension and/or expulsion when they are guilty of repeating offenses that would not result in such sanction for the first offense.**

### **Specific Disciplinary Sanctions for Serious Misconduct**

Breaches of conduct, if they occur on school grounds, school buses, or school property or at any school-related function at any time, will result in the principal's recommendation for expulsion of middle and high school students:

- Possession of any kind of weapon. "Weapon" includes, but is not limited to, guns, blackjacks, brass knuckles, razors, box openers, knives, with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death
- Possession, sale, or distribution of an alcoholic beverage, illegal drug or narcotics, toxic substance, or drug paraphernalia.
- Unauthorized possession, use, or distribution of a controlled substance or medication.
- "Ganging" or participating as a member of a gang in threats to inflict or the infliction of bodily harm, however slight, upon another person. A "gang" shall consist of two or more persons acting together. "Participation" may include any act that interferes with or hinders a staff member from stopping threats or the infliction of bodily injury that was taking place.

In addition, principals may recommend high school and middle school students for expulsion for the following misconduct:

Fighting

- Threatening to or inflicting bodily harm, however slight, upon another person
- Other offenses that disrupt the educational process and operation of a school, such as stealing, obscene language or gestures, disobedience, unauthorized walkouts, blackmail, destruction of property, repeated offenses of any degree and other similar offenses.

### **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JC DAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### **Investigations and Consequences**

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

### Removal of Students from School

Disruptive or disorderly student conduct may result in removal from school

#### **A. Suspension**

**SUSPENSION IS THE TEMPORARY REMOVAL OF A STUDENT FROM SCHOOL OR CLASS** to correct unacceptable behavior. No student may be suspended in excess of ten days for any one offense unless expulsion is recommended. No student may be suspended for more than thirty days any one-school year unless expulsion is recommended. No student may be suspended during the last ten days of a school year if the suspension will make the student ineligible to receive credit for the school year without approval of the School Board unless the presence of the student constitutes an actual threat to a class or school, or a hearing is granted within twenty-four hours of the suspension.

In order to suspend a student, the appropriate administrator shall inform the student of the specific charge against him and notify him of the evidence in support of this charge. The student must be given an opportunity to refute the charge. If the student challenges the charge and the administrator feels that further investigation is warranted, he should make such investigation. 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 for the reason of the suspension and 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.**

#### **B. Expulsion**

In accordance with its discipline code set forth in Policy JD, the Board authorizes the administration to initiate expulsion proceedings against any student. In most cases expulsion means the removal of a student from school. The

superintendent shall contract with retired superintendent or school-level administrators who shall rotate in serving as the hearing officer to conduct on behalf of the board any hearing requested on a recommendation for expulsion. Except for the special circumstances set forth 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 the remainder of summer school, after which point 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 busses, or attending any school event except for prearranged conferences with an administrator.

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.

Except for students permanently expelled, every expelled student shall have the right to petition the board for readmission for the succeeding school year. A student expelled for an offense committed during the last quarter of the school year or during a summer program, however, shall not be readmitted prior to the second semester of the school year following his or her expulsion. Unless waived by the board, all expelled students will be required to present evidence of successfully completed counseling or other appropriate intervention prior to readmission. Taking into consideration the recommendation of the superintendent in each case, the board will act on these requests as it deems appropriate. All students readmitted to the district will be on probation for the semester in which they are readmitted.

### **Suspension/Expulsion Procedures**

1. The principal will ensure compliance with the procedures for suspension set forth in policy JDD.
2. Having concluded that a recommendation for expulsion is warranted for the offense, the principal will notify parents or legal guardian in the notice of suspension that he is initiating expulsion proceedings. The notice shall also specify the reason for the recommendation and shall set a place and time for a conference. The conference shall be set within two school days of the start of the suspension. The suspension shall remain in effect until the expulsion proceedings are terminated.
3. If the principal determines after the conference that a recommendation of expulsion is appropriate, he will so notify the parents within three school days of the incident that precipitated the expulsion recommendation.
4. Within two school days of receipt of the recommendations, the superintendent (or designee) will review each recommendation and either remand it to the principal for alternative disciplinary action, impose alternative disciplinary action (with parental consent), or forward it to the Board's hearing panel for a decision on the recommendation. He will notify the parents or legal guardian by letter of his action, and, if he forwards the recommendation to the panel, of the student's right to a hearing and the hearing rights described in Step 5(b). Any parent desiring a hearing must inform the superintendent (or designee) upon receipt of the letter.
5.
  - a. Within ten days of the mailing of the letter required in Step 4, the hearing panel, acting for and under the authority of the Board, will review the recommendations for expulsion and will conduct any hearing requested. The hearing panel shall consist of three persons appointed by the superintendent from among District-level administrators and principals serving at the same school level as the student recommended for expulsion, but no person shall serve on a hearing panel appointed to hear a case arising from a school over which that administrator has supervisory authority. The superintendent (or designee) will attend meetings of the hearing panel.
  - b. At the hearing, the parents or legal guardian shall have the right to legal counsel and all other regular rights, including the rights to call witnesses on the student's behalf and to question all witnesses. The hearing will be closed to the public. The superintendent will ensure that the panel is convened and that its proceedings are appropriately recorded. The Hearing panel may remand the case to the principal for alternative disciplinary action, impose alternative disciplinary action itself, or expel the student.
  - c. Within five days of its review and any hearing, the panel shall render a written decision and send it to the parents. If the decision is for expulsion, the letter will include the right to appeal to the Board as described in Step 6 and the reasons described in Step 7 that will cause the Board not to affirm the decision of its hearing panel.



6. Parents may appeal the decision of the hearing to the Board by sending to either the superintendent (or designee) or to the Board chairman a notice of appeal within ten days of receipt of the decision of the hearing panel. The notice of appeal must be in writing and must state the precise basis, consistent with the grounds set forth in Step 7, for overturning the decision of the hearing panel.
7. Parents filing a notice of appeal will be scheduled to present their appeals to the Board at or before its next monthly meeting following receipt of the notice of appeal.

The Board shall consider the notice of appeal, its hearing panel's decision letter, all materials submitted to the panel, and any response by the superintendent (or designee) to the appeal, either party may be represented by legal counsel.

The Board will affirm the decision of its hearing panel unless the parents demonstrate to the Board that:

- a) The decision of the hearing panel is not supported by substantial evidence
- b) The decision is not consistent with policy jdd
- c) The student's rights to notice and a fair hearing, consistent with this policy and with relevant statutory and constitutional requirements, were not ensured in the expulsion process
- d) The decision was motivated by illegal discrimination or arbitrariness.

If the Board determines that the parents have demonstrated any of the four situations set forth in the previous paragraph, it will reverse or modify the panel's decision, or for sufficient reason, it may order a new hearing or elect to conduct its own hearing. Within five days of its decision, the Board will notify the parents or legal guardian and the superintendent in writing of its decision. The Board will not hear witnesses in reaching its decision.

8. The action of the Board may be appealed to the proper court.

### **Criminal Prosecution**

Any student committing a breach of the Disciplinary Code that may also constitute a crime will, in addition to District disciplinary action, also 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 come into the buildings or onto the 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.**

### **Corporal Punishment**

Corporal punishment is not to be administered in District schools. This prohibition shall not be construed to prohibit:

1. Use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property
2. Use of reasonable and necessary force to prevent a student from inflicting physical harm to himself.
3. Use of reasonable and necessary force for self-defense or the defense of others.
4. Use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia, which are upon the person of the student, or within his control.

### **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 that \$1000.00, imprisoned for not more that 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 conviction of 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.

## Southside High School's 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 very nature of the school and represents the highest expression of shared values among the members of the school community. Southside students are expected to uphold the Academic Honesty Policy that instills a sense of integrity and personal achievement that will last beyond the student's 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 – 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 utilizing any kind of secretive means of gaining 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 offences 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
- Acknowledge explicitly and appropriately the help provided by another person
- Follow all exam rules

### **The academically honest student DOES NOT:**

- Copy from any source without adhering to rules that govern intellectual property
- Copy the internal assessment work of other students
- Give another student his/her work to copy
- Use notes during a test unless allowed by the teacher or permitted by the examination rules
- Do homework for another student
- Present material written by another student as his/her 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:**

Violations will be dealt with by the teacher and administrator. 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/classwork or allowing someone to copy homework/classwork
- Looking on another's test or quiz
- Letting another student look on 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, ipods, 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 the use of any methods
- Stealing or receiving stolen material by any methods
- Altering grades on a computer database

**Some violations can be considered theft; therefore, further consequences may include suspension from the class or suspension from the IB Diploma Programme. Students may also be removed from 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 itself are a modification of policies currently used at Southside High School as well as in IB Schools around the world. Principle outside sources include East Hartford High School, Carson Graham High School, South Lake Carroll High School and Beijing City International School.*





## Student Dress and Appearance

### **DRESS CODE (POLICY JCDAF)**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting not the recreational. The principal may create further guidelines regarding student dress, which are consistent with this policy.

Clothing and/or accessories that advertise drugs, alcohol, weapons, anything suggestively profane, obscene, racial, and illegal or gang/neighborhood related --may not be worn or brought to school. Items that violate the dress code policy may be confiscated.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats, head coverings and sunglasses may not be worn in the building, except for religious purposes.
- Proper shoes must be worn at all times. Proper shoes are defined as shoes with a rubber or hard sole.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. The length of properly worn shorts, skirts, and skorts must meet the length of the student's ID above the knee when sitting and standing. Pants cannot have holes above the knee.
- **Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or tight fitting spandex type-pants will not be worn.**
- Shoulder straps must meet the width of the ID.
- 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.

#### • **ITEMS NOT ALLOWED IN THE BUILDING:**

<b>Hats, Beanies, Caps, Bandanas</b>	<b>Nike/Reebok/Adidas Flip Flops</b>
<b>Head Wraps</b>	<b>Furry Slippers</b>
<b>Sweat Bands</b>	<b>Holes above knee</b>
<b>Wave Caps</b>	<b>Crop tops (midriffs)</b>
<b>Bonnets</b>	<b>Pajamas (flannels)</b>
<b>Do-rags</b>	<b>Biker shorts</b>
<b>Hair curlers</b>	<b>Blankets</b>
<b>Flip Flops (thong shoes without strap)</b>	<b>Earbuds/AirPods/Headphones</b>
	<b>Outside Food</b>

### DRESS CODE CONSEQUENCES

- Students in violation of the dress code will be sent to ISS and parent may bring a change of clothes. Student will remain in ISS until a parent delivers the clothing and the student will receive a referral.

Offense	Teacher Procedure	Consequences
1st offense	Referral to Admin. with Parent contact	Warning
2nd offense	Discipline referral with parent contact	After School Detention - 1 hour
3rd offense	Discipline referral with parent contact	ISS
4th and subsequent offenses	Discipline referral with parent contact	1 day OSS (out of school suspension)

- The following will be followed for violations of the dress code policy:

**For each offense the Student will remain in ISS until a change of clothing is provided.**

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 which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change, request that the student 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. Repeated violations of the Dress Code will be treated as disruptive behavior and in violation of the District's Behavior Code. Defiance or refusal to change clothing and repeated offenses may result in out of school suspension.

### **DRESS CODE CONSEQUENCES**

1. Students in violation of the dress code for the first time will be sent to ISS and parent may bring a change of clothes. Student will remain in ISS until parents deliver the clothing.
2. Consequences for dress codes are enforced year round.

### **ID Badge Policy**

**If a student does not have a regular ID, you will not be allowed to attend extracurricular activities such as pep rallies, buy-outs, etc. For safety and identification, all faculty, staff and students must wear school-issued picture ID badges and school issued lanyards around the neck.**

- A. Each student will be issued an ID badge and a breakaway lanyard at the beginning of the **2019-2020** school year. These badges are loaned to the students. **Students must display their Southside ID badge around the neck at all times while on campus** (unless involved in an extracurricular activity that requires particular dress). **ID badges must be clearly visible and worn around the neck on a lanyard for the 2019-2020 school year. Old ID badges from previous years will not be acceptable.**
- B. In order to attend class, students must wear an ID badge. Those students who arrive at school without an ID badge will report to ISS. **On the 3<sup>rd</sup> violation, students will receive OSS.**
- 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 must pay \$5.00 to replace lost or defaced/damaged ID badges. An additional ID may be purchased to serve as a "back-up" in case the student forgets/misplaces his/her ID.
- F. A student must surrender their ID badge if a faculty or staff member makes a request for the ID.
- G. **Students who have an ID, but are not wearing it around the neck, will be provided consequences as determined by the administrative team.**

### **2019-2020 Southside High School Student Parking**

Parking decals will be sold at Southside High School, and **the cost is \$20.00.** In order to purchase a parking decal, the student **must** present his/her driver's license and proof of insurance for the vehicle that will be driven to SHS. **Permits will not be accepted.**

***\*No decals will be issued to students with outstanding debts to the school\****

Driving to school is a privilege extended to students who meet the guidelines/expectations outlined below. Violations of any parking regulations will result in fines, referrals or the suspension of parking privileges.

- Parking decals are to be placed on the inside of the windshield in the left corner near the driver's side windshield wiper.
- If a student loses a decal, the cost of a replacement will be **\$20.00. NO EXCEPTIONS!**
- Students will obey all traffic signals, signs, road lines, and the directions of the administrator/duty personnel in the parking lot. Failure to do so will result in fines, referrals and/or the loss of parking privileges for the remainder of the year.
- Parking lot speed limit is **5 MPH.**
- **Permits are non-transferable.** Only the student who registers for the permit may use it. There will be NO refund if the student leaves school for any reason during the year or if their privilege is suspended.
- Students are **only** allowed to park in the student parking lot. Parking in other lots will result in a parking violation.
- After 3 parking violations, parking privileges will be revoked for 2 months. If a student receives 4 violations, their permit will be revoked for the rest of the year.
- Students may not return to their vehicles during the school day without administrative approval.
- Any vehicle on school grounds is subject to search by the administration at any time.
- Students are not allowed to loiter in the parking lot after dismissal.

- **TARDIES** If students are excessively tardy to school (more than 3 per quarter) they may have their permit revoked by administration for a period of time TBD by Administration.
- SHS is not responsible for theft or vandalism. No money or valuables should be left visible.

**Special Considerations:**

- Out of Service Vehicle (wrecked, sold, or traded) - \$5.00 replacement fee for 2nd vehicle
- Temporary Out of Service Vehicle - Must purchase temporary parking pass @ \$1.00 per day
- Broken Windshield - \$5.00 replacement fee

**Information for School Bus Riders**

Greenville County Schools

Code of Conduct on School Buses

In order to insure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles.

Violations of school bus rules will be addressed in the manner listed below, with the exception of violations relating to the tagging program used in elementary schools. The guidelines for that function are listed separately at the end of this document.

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

**Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.

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

**Level I Consequences**

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

**Level II Offenses**

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

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

### **Level II Consequences**

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

### **Level III Offenses**

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

### **Level III Consequences**

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

### **Discipline of Disabled Students:**

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

### **Lockers and Locks**

Locks and lockers will be issued at the beginning of the school year to students desiring lockers. The lockers and locks are property of the School District and will be periodically inspected. Any locker or lock not working properly should be reported to the appropriate administrator. The lockers are for students' convenience and students are reminded that the lockers can be broken into and items taken are not covered by the school. **The school will not assume responsibility for contents of the locker.**

### **Posters**

The principal or his designee must approve displaying posters at or around the school building and grounds. If approved, posters must be displayed using school designated cork strips only.

### **Change of Address and Phone Number**

If you have a change in address or phone number during the school year, please inform the guidance office. All students need to have an emergency phone number on file. Forms will be handed out at the beginning of the year to obtain these numbers. These numbers are kept confidential.

### **Student Messages**

The office staff cannot adequately process telephone messages to students. Only emergency calls should be handled through the office. Calls to parents for early dismissals due to illness may be made by the nurse in the health room.

### **Textbooks**

Each student is charged with the responsibility for their books. If a book is lost, stolen, or damaged, the student is held responsible and must pay for the book before another one can be issued. Payment for the lost books should be made to the AP in charge of textbooks.

**Debts**

All students are expected to be debt free. **All debt must be cleared before a student can participate in graduation and/or attend prom.**

**Refunding of Money**

Money for yearbooks, class dues, prom, etc. will not be refunded. Contracts are made with vendors in advance and the obligations met. Vending machines are used at one's own risk.

**Class Dues**

Class dues are as follows:

9th Grade-\$10.00	10th Grade-\$10.00
11th Grade-\$15.00	12th Grade-\$35.00

Dues cover postage, class expenses, and commencement costs.

**School Counseling Department**

The School Counseling Department provides every student with the opportunity for individual and group counseling throughout the school year.

- Ms. Kaytlyn Lawrence..... Students' Last Name A-Ga
- Mrs. Cathy Taylor..... Students' Last Name GL-Mi
- Mr. Tyrone Westfield.....Students' Last Name Mo-Z
- Mrs. Shana Dendy.....Avid & Career Counselor
- Mrs. Sarah Gullick.....Test Coordinator
- Mrs. Theresa Dahlstrom.....Clerk/Registrar
- Mrs. Jennifer Jones.....Greenville Mental Health Counselor

### **Schedule Changes and Procedures**

Except for unquestionable errors, changes in schedule will not be made. A parent conference will be necessary before a student can change a course. No class changes may be made after the first two weeks without the principal's approval and signature.

### **Withdrawals and Transfers**

Any parent who finds it necessary to withdraw their student from school or transfer their student to another school must notify the Counseling Department and secure a withdrawal form. This form must be completed before a student can be properly released. All debts must be paid and all books returned. The parent and/or student must clear debt with the cafeteria, library, and collect medications from health room. Permanent record information will not be sent to any school or agency until all these matters are cleared. **If a student transfers during the school year or is expelled, they will receive a W/F.**

### **Transcripts**

Students applying to post-high school educational institutions should see their school counselor for transcripts.

### **Grading and Report Cards**

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

**\* 59 or below is an F; the course must be repeated for credit.**

### **Students with excessive absences will receive an FA- (failure due to absences).**

Students will receive four report cards during the year, one for each nine – weeks grading period. Semester grades are determined by counting each nine- week's grade twice, and the exam once and dividing by five. Yearly grades (for full year courses) are determined by averaging the first and second semester grades except for courses that have End-of-Course Exams. The S. C. State Department of Education mandates that an EOC exam counts as 20% of the final yearly grade. Courses with End-of-Course exams are English I, Biology I, U. S. History and Algebra I.

### **Honor Rolls**

**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.

### **Promotion Policy**

To be promoted to the next grade level:

9<sup>th</sup> to 10<sup>th</sup> – 5 credits including 1 English and 1 Math

10<sup>th</sup> to 11<sup>th</sup> – 11 credits including 2 English, 2 Math and 1 Science

11<sup>th</sup> to 12<sup>th</sup> – 17 credits including 3 English, 3 Math and 2 Science

Student earning credits during the school year who have met the requirement will be moved after 1<sup>st</sup> semester and only if they are passing all classes at that time.



## **Graduation Requirements**

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

**The units that must be earned for a South Carolina High School diploma are:**

Language Arts (English) **4 units**

Mathematics **4 units**

US History **1 unit**

American Government  $\frac{1}{2}$

Economics  $\frac{1}{2}$

\*Other Social Studies **1**

\*Lab Science **3**

Computer Science **1**

World Language or CATE **1**

Physical Education or JROTC **1**

Electives **7**

**TOTAL CARNEGIE UNITS 24**

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

## **Graduation Ceremony**

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

1. Students must have caps, gowns and diploma cover to participate. Cap and gown must be purchased from school's vendor during the current school year. No other graduation paraphernalia is acceptable. Honor cords/stoles must be approved by the principal or designee.
2. Only those seniors receiving state or district diplomas or certificates are eligible to participate.
3. 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.
4. All school rules and district discipline procedures are in effect at all practices and at graduation exercises.
5. 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.
6. Students qualify as High Honor graduates if they obtain a cumulative 4.00 GPA, and those obtaining a cumulative GPA between 3.75 and 3.99 will qualify as Honor graduates.

## **Student Speakers at School-Sponsored Activities**

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

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

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

## SAT and ACT Testing Dates

<b>2019-2020</b>	
<b>SAT TEST DATES</b>	
<u>Test Date</u>	<u>Normal Deadline</u>
Saturday, August 24, 2019	July 26, 2019
Saturday, October 5, 2019	September 6, 2019
Saturday, November 2, 2019	October 3, 2019
Saturday, December 7, 2019	November 8, 2019
Saturday, March 14, 2020	February 14, 2020
Saturday, May 2, 2020	April 3, 2020
Saturday, June 6, 2020	May 8, 2020

\*The late registration deadline is one week earlier if you are registering by mail.

\*\*Regular SAT only.

### **2019-2020 ACT TEST DATES**

Test Date	Registration Deadline	Late Registration Deadline
September 14, 2019	August 16, 2019	August 30, 2019
October 26, 2019	September 20, 2019	October 4, 2019
December 14, 2019	November 8, 2019	November 22, 2019
*February 8, 2020	January 10, 2020	January 17, 2020
April 4, 2020	February 28, 2020	March 13, 2020
June 13, 2020	May 8, 2020	May 22, 2020
July 18, 2020*	June 19, 2020	June 26, 2020

**\*\*The SAT and/or ACT (Grade 11) will be administered TBD**



### Examination Policy

District policy requires exams to be administered at the end of 1st semester and 2nd semester for all courses.

1. Examinations are considered an important part of educational program and will be used to provide a valuable learning experience.
2. Exams will be administered in all subjects once each semester.
3. Exams will be limited to two (2) per day and will be two hours in length.
4. The exam will count 20% of the total semester grade. **State End-of Course exams are administered in May and count as 20% of the yearly grade.**
5. **Exams may be made up, only with a medical note.**

### EOC Testing-South Carolina End-of-Course Testing

All students who are enrolled in English I, Biology, Algebra I, and U. S. History **must take a state exam at the end of the course** in May that determines the students' mastery of state standards in those subject areas. **The exam grade is averaged as 20% of a student's yearly grade in the course. The EOC requires year long preparation; therefore, parents must work closely with teachers to help students attend classes regularly.**

### Announcement Policy

The Public Announcement (PA) system will be used sparingly to make emergency announcements.

### Breakfast/Lunch Procedures

Students are reminded that we have a closed-campus policy and students are not allowed to leave campus for lunch. **During breakfast and lunch**, students are expected to remain in the lunchroom area. Purchases may be made from the School Store. Students may eat only in the lunchroom. **NO FOOD, DRINKS, OR STYROFOAM CUPS WITH ICE MAY BE TAKEN INTO THE HALLWAY OR INTO CLASSROOMS EXCEPT BOTTLED WATER.** The restrooms in the cafeteria area are the only ones available during lunch. All other areas are off limits. 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. Students will leave all areas clean. Students who leave trays or trash will be disciplined.

**NO BALLOONS, BIRTHDAY PARAPHERNALIA, ETC., WILL BE ALLOWED.**

### Cafeteria

Prices subject to change.

Breakfast	Lunch
All Students: No Charge Adult: \$2.20	Paid Students: \$2.50 Reduced Students: \$0.40 Adult: \$3.80
Extra Milk: \$0.65	
<u>After School Snack</u> Full Paid: \$0.60 Reduced: \$0.15	

### Career Centers and Fine Arts Center

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

Transportation is provided based on need and demand. Bus riders are to board in the bus parking lot at **8:40 A.M. or 1:00 P.M.** FAC/ DCC/GSCC students who return before 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 Fine Arts and Career Centers at the respective centers. Drivers may receive permission to report directly to the Career Center or Fine Arts Center. Principals at both schools must grant this permission. Students who drive to a center in the afternoon may leave at **1:00 P.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 the Career Center, the Fine Arts Center, and Southside High School.**

### **Rules for Attendance at Games and Other After School Activities**

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 behave according to school rules any time they are attending a school-sponsored activity.
2. The Southside staff and administration strive to ensure the safety and security of all students. The school asks therefore that students be picked up promptly after the 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 off campus by 10:00 P.M.**
3. **Any student that is suspended cannot attend sporting events and or extracurricular activities**

Please speak to sponsors of any after-school or evening activity to get information on beginning and ending times for activities or field trips. **We expect all students to be picked up within 15 minutes of the ending time of any activity or field trip. Students who fail to leave the activity within 15 minutes will be banned from future events.**

### **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, InvenTeam, 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, SAM 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.

### **Open Forum during Non-instructional Hours**

Please see Administration.

### **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 his or her 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 which means after school rehearsals and performances, which meet outside of 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. Tillman (864) 355-8780.

### **Chorus**

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

## Athletics:

### Participation in Extracurricular Activities

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of 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, and attendance at any school function outside of the normal school day. 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 assist in making our athletic contests desirable events to attend 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 in order to begin practice on time and to establish eligibility. In general, a student must have a physical, a birth certificate, meet eligibility requirements, have insurance, and must not play on any team except the school team during the season of the sport for which he/she has been certified. **Auditing a class does not establish eligibility.** Students cannot quit one sport to join another sport before the season ends for the first sport. Also, if students are dismissed from one sport for disciplinary reasons, they may not join another sport before the season ends for the first sport. A complete list of requirements for eligibility is available from the Athletic Director.

The following sports may be provided (if funded):

Cross Country (Boys & Girls)... middle - high school  
Soccer (Boys & Girls).....middle through high school  
Cheerleading.....9,10,11,12  
Junior Varsity Cheerleading.....middle-high  
Varsity Football..... 9, 10, 11, 12  
Junior Varsity Football.....8, 9, 10,11  
Varsity Basketball (Boys & Girls)..... middle - high  
Jr. V. Basketball (Boys & Girls)..... 8, 9  
Varsity Baseball.....9, 10, 11, 12  
Varsity Tennis (Boys & Girls)..... middle – high  
Varsity Track (Boys & Girls)..... middle - high  
Volleyball (Girls).....middle through high  
Varsity Softball (Girls).....middle through high

### **Athletic Insurance**

All participants of high school athletic programs, including cheerleading, are required to purchase athletic insurance through the school. Because this policy is mandatory, it covers only injuries received during practice for or participating in a high school sport. If students have any questions, please see the Athletic Director. Students will not be allowed to try out, practice, or become a member of the team without this coverage. Refunds will not be given for any reason. The no refund policy also applies to physicals. This required policy should not be confused with the school time / 24 hour plan which is optional and covers all school time injuries including all athletic injuries **except football**. The school time / 24 hour plan is optional. The School District of Greenville County will provide insurance to its athletes through the plan endorsed by the South Carolina High School League. The plan was designed as a prudent way to insure the medical welfare of student athletes. The plan will also cover all athletes even if they are on the baseball and basketball teams as well as football. Cost of this policy for 2019-2020 which covers all participants in all South Carolina High **School League sports is \$42.00. The League and its insurance carrier require that each student athlete be covered with this policy.**

## Prom

**The date and time of the Southside High School Prom for 2020 is TBA.** Formal or semi-formal attire is required. Juniors and seniors may purchase a ticket for themselves and a ticket for **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 in order to enter the prom. The ticket is valid for the prom only. Junior class officers will assist the sponsor 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.** **Upon arriving to the prom, students are to report to the designated area. No Bar access is allowed.** Start planning now for a successful prom.

## 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 on the basis of scholarship, service, character, and leadership. Procedures for choosing NHS member:
  - a) During the summer of each year, the advisor will examine the permanent record cards of all juniors to determine eligibility. Those juniors with a 3.5 GPA or better (not rounded off) 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 his/her character (e.g. cheating or theft).
  - c) Those eligible students will then be invited to fill out an application giving their leadership and service background, which will be evaluated by the advisor according to a point system.
  - d) The list of eligible students will be submitted to a faculty council for approval. The five-member faculty council is appointed by the principal 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.

## Tiger Ambassadors

Tiger Ambassadors serve as spokespersons for Southside High School. Each year there are approximately twelve students chosen to represent our school in the community. The ambassadors attend functions with the principal and other educators. They also serve as models of our school and our community. The selection of Tiger Ambassadors is based on academic achievement, positive involvement, potential leadership, and public speaking ability.

Selection criteria are as follows:

1. Grade 10, 11, or 12.
2. Grade point average of 3.0 or higher.
3. Regular school attendance.
4. Involvement in school activities.
5. Ability to speak to a group of people.
6. Knowledge of programs at Southside.

A student who wishes to become a Tiger Ambassador must complete an application and return it to the sponsor of the group. The application must include three references from a teacher, counselor, media specialist, or administrator. If chosen as a finalist, the student will participate in an interview.

**Student Council Association 2019-2020**

**Principal—Mr. Andre M. Dukes**

**Advisor—**

**Co-Sponsor – Mrs. Rebecca Bogan**

**Student Body:**

**President- Shacolbea Hill**

**VP- Katelyn Nguyen**

**Secretary-Anna Butler**

**Senior Class:**

**President-De'Asia Hunt**

**VP-Armani Fleming**

**Secretary- J'yere Lomax**

**Junior Class:**

**President- David Jones**

**VP- Killijah Jones**

**Secretary- Kritika Ravichander**

**Sophomore Class:**

**President- Ranjan Jindal**

**VP- Cynthia Landauro**

**Secretary- Ellis Welborn**

**Freshman Class Officers will be elected Fall 2019**



## **Media Center**

**The Media Center is open from 8:00 A.M. to 4:15 P.M. and 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 including lunch. Most materials can be checked out; however, those that cannot may be used in the Media Center. Materials may be checked out for varying amounts of time. Books from the regular collection are circulated for two weeks and may be renewed if no one else has requested them. Reference books may not be checked out. Books that have been placed on reserve are checked out for overnight only. They may not be checked out until after school and must be returned before first period the next morning. Magazines are not circulated and may only be used in the media center. 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.**

## **Media Center Computers**

### **Administrative Rule EFE: Data Security and Use of Technology (STUDENT SPECIFIC VERSION)**

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

#### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### **B. Acceptable Use**

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

## **II. Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

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

#### **A. Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

#### **B. Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.

2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

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

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

### **D. Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

## **III. GCS Internet Safety and Other Terms of Use**

### **A. General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

### **B. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.



### C. Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

Computers in the Media Center are networked for access to the card catalog and the Internet. The resources on-line include:

**\*South Carolina Occupational Information System (SCOIS) – COLLEGE AND CAREER INFORMATION**  
**\*DISCUS**

**Fines are charged on material, which are not returned on time. They are as follows:**

**\*Books and magazines – 10 cents a day**

**\*Reference and Reserve Books – \$1.00 per day**

Notices concerning overdue materials are sent to students in their fourth period class. These materials need to be returned as soon as possible. Replacement costs are charged for lost items. **There is a \$20.00 minimum charge for all hardcover books that are lost.**

Students may come to the Media Center at any time during the school day. Passes are required at all times. Passes must specify the reason for being in the Media Center. Passes may only be issued by teachers for work in their subject areas. Students will be expected to work on the assignment listed on your pass. Failure to do so will mandate a return to class. 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 lockers, to the bathroom, to the water fountain, to the 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 actions may be taken for misbehavior or failure to follow Media Center rules.







**Southside High  
School  
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.**





*Andre M. Dukes  
Principal*

# *Southside High School*

*An International Baccalaureate High School*

*6630 Frontage at White Horse*

*Greenville, South Carolina 29605*

*Phone (864) 355-8700*

*Fax (864) 355-8798*

## **Parent and Student Verification Page**

Please sign below and return this page to your homeroom teacher.

I \_\_\_\_\_, affirm that I have read and understand the general content and rules and procedures governing Southside High School student behavior and academics as outlined in this student agenda.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

I \_\_\_\_\_, affirm that I have read and understand the general content and rules and procedures governing Southside High School student behavior and academics as outlined in this student agenda.

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 statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

