



Tanglewood Middle School Student Handbook



2022-2023

Tanglewood Middle School

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"Success is the Only Option"

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Greenville, South Carolina 29611

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Name: _____

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Attendance

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

In accordance with the South Carolina Compulsory School Attendance law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. 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.

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care 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 absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger 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.
- 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.
- 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.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

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

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Perfect Attendance

The definition of an absence at a Greenville County Middle School is missing more than one-half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one-half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

Carnegie Credit

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

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

Truancy

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

Student Behavior Code

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

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District’s Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

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

At Tanglewood Middle School, we believe that classroom discipline is one of the keys to high student achievement, a safe school, and an environment conducive to learning. To that end we attempt to give our teachers as much support as possible, and a variety of options to reinforce our expectations for student behavior. Teachers will use various classroom discipline methods to attempt to prevent behavior issues from arising. All teachers use a **4-step plan** that gives several opportunities for students and parents to curtail discipline problems before they are referred to the office. The step plan is as follows:

1. Warning to student
2. Parent contact
3. Detention with parent contact
4. Referral to Office

There are many discipline issues that will result in immediate referrals. Examples of these types of offenses are fighting, profanity, use of tobacco or vaping products, and outright disrespect. This is by no means an exhaustive list, but is meant to make sure parents realize that many offenses will not be appropriate for use with the step plan or by refocusing students, and will require an immediate referral.

If at any time a teacher feels that class cannot continue with a particular student in the classroom, the teacher will need to reach out to administration to determine options. .

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly conduct - Level I

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

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

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

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

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

Disruptive conduct - Level II

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
 - intimidating, threatening, or physically abusing another student
 - any other acts as determined at the school level that are not inconsistent with Board policy

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

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

Criminal conduct - Level III

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon,

- blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- Unauthorized access, use, or attempted access or use of District computer systems

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

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

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

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

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

Dress Code

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

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted
- Students should have at least **1 water bottle** at all times.
- **Student ID** should be visible at all times.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats, bandanas, and sunglasses may not be worn in the building. They may not be worn on belt loops, book bags, etc. and should be placed in your bookbag at all times.
- Pajamas, lounge wear, and blankets are not permitted.
- Hoodie sweatshirts may be worn only with the hoodie in the "down" position.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. **Flip flops** (shower type shoes) are not permitted. No **soccer sandals (slides)**, **bedroom shoes**, **Heelys**, or **Crocs** are allowed.
- 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.
- Skirts and shorts should fit and be in good taste and not be shorter than 3 and ¼" (the length of the Students ID) above the knee when standing.
- Leggings, jeggings, exercise pants, tights, leotards, see-through pants, or **tight-fitting** pants, or **spandex** type-pants may not be worn as outer garments. If such items are worn, a blouse, dress, shirt, or sweater must be long enough to meet the ID length rule stated above.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. **Pants should not holes above the knees.**
- 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.
- Headphones, earbuds, airpods, etc. cannot be used or visible from 8:15-3:15, unless part of the teacher's directed instruction.

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 or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Off Campus Behavior

Administrators at Tanglewood will take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District.

Gang Activity

District policy prohibits students from engaging in any act, either verbal or nonverbal, including gestures and handshakes that indicates membership in or affiliation with any gang, soliciting membership, solicitation of protection or **physical violence against any other person. It also prohibits painting, writing, engraving or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property.**

Types of Consequences

- W - Warning
- PC - Parent Contact
- TA - Teacher Assignment
- LD - Lunch Detention
- ASD – After School Detention
- ISS – In-School Suspension
- SS- Saturday School
- OSS – Out of School Suspension

Identification Badges

Tanglewood ID Badge Policy

- Students are required to wear ID badges on lanyards around their necks whenever they are on campus, on field trips, or attending school functions. ID badges must be visible at all times.
- ID badges are not to be defaced and nothing should be hung on the lanyard except ID and house key. Pictures should be clear and visible at all times.
- ID badges are used to buy a school lunch, check out textbooks and library books, and board buses.
- Students who lose or deface their ID Badges must pay \$3 to replace their badge.
- Noncompliance with the ID badge policy will result in disciplinary action.

The administration will make the final judgement 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.

Cell Phones and Electronic Devices

In accordance with district policy regarding cell phones, Tanglewood Middle School has established the following:

- Students will store their cell phones and other personal electronic devices in their book bags during the school day. If a student has their cell phone out during class, it may be confiscated and given to the grade level administrator to be returned at the end of the day. The device will be kept securely until dismissal.
- Devices should remain powered off at all times.
- Students should only be in possession of their phones for instructional use with the permission of their classroom teacher.
- Failure to follow the cell phone policy will result in disciplinary action.
- Any inappropriate use of cell phones or any other personal electronic device will result in disciplinary action and other actions deemed necessary by administration.
- Cell phones may be used at the end of the day after the announcement as determined by the teacher.
- Students are personally and solely responsible for the care and security of their PED. Neither the district nor the school assume any responsibility for theft, loss, damages, or vandalism to any PEDs brought onto school property.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office at 864-355-4502.

Non Essential Items

The following items are not allowed on the school's campus and will be confiscated.

- Cameras
- Handheld electronic games
- Game cards/Role playing cards
- Stuffed toys
- Balloons/Flowers
- Laser pointers
- Blankets/Pillows
- Skateboards
- Tobacco or Tobacco like products
- Weapons of any kind

Valuables

The school does not assume any responsibility for lost or stolen articles. Bring only enough money for each day. Students who choose to use their personal electronic devices assume all responsibility for these devices.

Discipline of Students with Disabilities

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

Transportation- Arrival and Dismissal

Students are coded in the Tanglewood PowerSchool Database as to their primary mode of transportation. Students are not allowed to leave campus by any other means unless they have prior approval from guardians and administration.

Bicycles

All bicycles must be parked in the bike rack in the front of the school. Bicycles should be locked with a chain. Students will not be allowed to loiter around the bicycles.

Bus Riders

Please refer to the Greenville County Schools Code of Conduct on School Buses found on page 17.

Car Riders

- Students are to remain in their classroom until their name appears via SAS.
- Parents will pick up their child in the carpool line.
- Students are not allowed to cross the pick-up line to enter the parking lot.
- Arrangements for transportation are to be made before coming to school.
- Students must be picked up by 3:45. Supervision is not provided after that time. Chronic failure to pick up students by 3:45 will result in a referral to proper authorities to resolve the problem.

Walkers

- Students who walk home from school are required to leave school grounds immediately upon dismissal.
- Walkers must be coded in powerschool to be allowed to leave campus on foot.

Arrival Procedures

The school day is from 8:30 AM to 3:15 PM. Students should NOT arrive before 7:50 AM. Doors will unlock at 7:45 AM and supervision will be provided in the cafeteria. Students will be dismissed to their homerooms at 8:00 AM. Students arriving after 8:30 are considered TARDY.

- All students who arrive prior to 8:00 AM must report to the cafeteria.
- Car riders and walkers enter the building through the front doors by the cafeteria.
- Bus riders enter through the back doors by the cafeteria.
- After 8:00 AM, students may report directly to their homeroom if not eating breakfast.
- Car riders may eat breakfast if arriving before 8:20.

Late Arrival

All students who arrive in the building at or after 8:30 AM should report immediately to the Front Office with their parent or guardian to receive a tardy pass, unless directed otherwise by school administration. **Chronic tardiness** will result in disciplinary action and/or referral to school social worker

Punctuality is one of the most important skills that a person can learn. It is a skill that directly correlates to an individual's success in the business world. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process- not only for the tardy student, but for the other students in the class as well. Additionally, the tardy student misses important instruction. **Chronic tardiness** at Tanglewood is considered more than three tardies.

In Seat Prior to Tardy Bell

Students are expected to be in class and prepared prior to the tardy bell.

Dismissal Procedures:

Students will remain in their assigned classrooms until their mode of transportation is announced.

Students are to remain quiet and seated once announcements start and until they are dismissed.

Walkers will be dismissed at 3:15.

- Walkers are to exit the building immediately from the doors across from the 6th grade hallway.
- Walkers are to walk directly off campus.

Car riders will be dismissed using the SAS system.

- Teachers will pull up the SAS system on the promethean board.
- Students will exit the classroom when their name is displayed.
- Students will exit the building through the front lobby and follow instructions from staff.

Bus Riders will be dismissed over the intercom and/or SAS system.

- Students will stay in their classroom until their bus is called.
- Students will move directly to the bus ramp through their grade level hallway exterior doors.
- Students will immediately load their assigned bus.

Early Dismissal:

Early dismissals will occur only at the end of a class. The student who requires an early dismissal must bring a note written and signed by the parent or guardian before reporting to class. The student will be given a dismissal card.

The note must include the student's name, date, time of dismissal, reason for dismissal, name of person picking up the student, telephone number where the parent can be reached for verification, and signature of the parent.

The person picking up the student is required to come into the office and sign the student out of school. Anyone signing a student out of school must show identification before the student is permitted to leave.

No early dismissal after 2:30 PM

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAG. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

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

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints 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 Ombudsman. 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 pertaining to staff and adult interactions with students. 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.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the

outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

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

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

Title IX Complaints (Sex-Based Discrimination/Harassment)

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

Reporting

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

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at

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

Homework

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

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

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

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

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

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

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

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

Academic Expectations

Academic instruction is the primary purpose of Tanglewood Middle School. For students to live up to their academic potential, all students are expected to do the following:

- Be at school each day
- Be on time for each class
- Bring proper school supplies to each class
- Work to the best of their ability
- Participate in class discussions
- Complete homework daily and turn in on time
- Prepare adequately for tests

Uniform Grading Scale

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

The SC Grading Scale is as follows:

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

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

[Link to: SC Uniform Grading Scale](#)

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

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

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

Grading Floors

Middle School Students (Grades 6-8)

A floor of 50 will be applied to all grades for middle school students (6-8)

High School Students or Courses (Grades 9-12)

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Make Up Work

In order to receive full credit for make-up work, all work must be submitted within five school days, immediately following the absence. In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work. After the five day deadline, work will be considered late. Please refer to the Late Work Policy above.

- Work assigned before the absence or field trip will be due the day the student returns.
- Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
- If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.
- In general, work is made up before or after school in order not to miss more class time. Arrangements may also be made with the teacher to make-up assignments during support times. Arrangements should be made with the teacher to complete this in a timely manner.
- Students are expected to check teacher websites and Google classrooms for assignments during any absence.

Assignments must be turned in on or before the following dates:

- 1st quarter – 10/14/2022
- 2nd quarter – 1/12/2023
- 3rd quarter – 3/16/2023
- 4th quarter 6/2/2023

Late Work

Greenville County Schools is committed to Building a Better Graduate by creating college and career ready students. As such, students must develop character traits that align with workplace expectations. Some examples of these include responsibility, strong work ethic, and self-direction. Students are expected to give their best effort when completing assignments and should strive to complete them by the due date. Students are expected to turn in ALL assignments and should never have a Not Handed In (NHI) recorded in the grade book. Extra opportunities are available for students to make up work through after or before school tutoring, flex schedule, or Saturday school, and at other times designated by the teacher. Late work will be accepted during the unit of study or within 5 days of the completion of the unit of study.

Points will not be deducted for late work.

Cheating or Plagiarism

The School District of Greenville County expects students to maintain integrity in all school work and refrain from any action that would bring dishonor to them or their school. Copying the work of others and submitting it as one's own or securing or providing answers in a dishonest way is forbidden. Plagiarism from the Internet is included in this offense.

Redo/Retake/Revise Expectations

Since the goal is for students to master content and skills, students will be allowed to retake/redo major tests only; however, students must commit to doing their part in preparing for the re-test. **Students must initiate the request to retake/redo a test within 5 days of receiving the grade on the test.** Students are allowed to retake/redo a major test one time. The student must submit a formal email request to the teacher explaining the rationale for the request. The student should cc the parent and grade level administrator as a part of the formal email request. Following a re-test, the higher grade will be recorded in the grade book.

Textbooks

Students will access their textbooks electronically on their Chromebooks at all times possible. If there is an instance where the textbook cannot be accessed electronically, a hard copy textbook will be checked out to the student in the same way that a library book would be checked out. Math textbooks will be used only in the classroom because students will record their work on the pages of the textbook and submit to their teacher and copies of work will be available upon request.

Final Exams

End of year exams will be given for high school credit courses. When final exams are scheduled, the only excuses for absence that will be accepted are from a doctor for personal illness or for the death of an immediate family member. All other examinations will follow the CGS Assessment guide/schedule located on the school website.

Report Cards

Report cards are sent to parents at the end of each nine-week period and will be provided via backpack. Students will be provided a hard copy of their report cards upon request. All grade checks will take place online through backpack. Parents are invited to communicate with the principal, counselors, and teachers to discuss their student's progress. Please contact your grade level counselor to schedule meetings. Other than special requested meetings, parents/students can expect fall and spring progress meetings. Dates will be provided on our website and communicated to guardians through social media and backpack.

Promotion and Retention

Students who do not pass all required academic subjects (English/Language Arts, Math, Science and Social Studies) or who miss more than ten unexcused days of school, may be required to take one or two courses in summer school to meet promotion requirements or retake the class the following school year.

General Information

Office Hours

The school office will be open from 7:30 AM until 4:00 PM Monday through Friday. Exceptions are noted on the school calendar. Bus students arriving early and/or staying late will be supervised.

Phone Messages

Students are expected to make all daily school and after school arrangements prior to coming to school each day. Messages should be kept to a minimum. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages, unless an earlier notification is required. Students will only be allowed to call home with a pass from a teacher. If a student has a change in transportation, parents must send in a written note to the front office. Please refrain from texting with your child during school hours as this interrupts the education process and puts them in a position to violate school rules.

School Phones

The telephone in the school office is for school business. Students will not be permitted to use it except in the case of an emergency, or authorized by a school administrator.

Guidance Services

The Tanglewood Middle School Guidance Department provides a comprehensive school counseling program to enhance the academic, career, and personal/social development of all students. Our counselors act as advocates on behalf of all of our students and work to ensure that TMS students develop the attitudes, knowledge, and skills needed for academic and personal success. Students may seek out the assistance of a Guidance counselor or they may be referred to their counselor by their parent, teacher, or faculty member. Students can also reach out to their counselor to set up a meeting if desired. Parents and guardians can reach out to the grade level counselor to set up meetings with counselors and teachers.

Change of Address

If students move during the summer or during the school year, they should report changes of address and telephone number to the guidance clerk or homeroom teacher and to the nurse. Accurate addresses and phone numbers are needed in case of emergencies and for daily school operations. Please update all contact information online in **Backpack**.

Cafeteria

Breakfast Procedures:

- Students may enter the cafeteria for free breakfast at 7:45AM-8:20AM.
- Students must have IDs once they enter the cafeteria.
- All electronics and headsets must be put away before entering the cafeteria line.
- Each grade level sits at a designated table.
- Once students are finished with their food, they need to pick up all trash, stack their tray, and put it in the trash can and leave the cafeteria.
- Only late bus riders will be allowed to eat after 8:20 a.m.
- All food is to be eaten in the cafeteria. No food or drinks can be taken out of the cafeteria.

Lunch Procedures:

- Students will remain in a line walking to lunch and while waiting for lunch.
- Once students are seated, they may not get up unless given permission by a teacher or administrator.
- Refrain from making excessive noise.
- All food is to be eaten in the cafeteria. No food or drink is to be taken out of the cafeteria. Once students enter the cafeteria they may not leave to return to the lunch lines.
- Keep the cafeteria and classrooms as clean as possible after eating food.
- Students are expected to remove food, napkins, or other items from the tables and the floor around them.
- All litter is to be deposited in the designated trash cans.
- Students shall not leave the cafeteria until dismissed by a teacher.
- Each day students will have a choice of the entree of the day as well as choices offered daily (cheese pizza, pepperoni pizza, hamburger, cheeseburger, chicken sandwich and spicy chicken sandwich). Students may also purchase freshly baked cookies, chips, bottled water, Papa John's pizza and boneless chicken wings. Students must have their school ID to purchase additional food items.

Health Room

The health room is an emergency station and is not equipped to take care of any serious illness. Students will only be dismissed from school in case of illness from the Health Room. A parent or doctor's note is required upon the return of the child who was dismissed from the Health Room. Students may not contact parents regarding illness using personal cell phones or a classroom phone. If a student becomes ill at school, he/she must go to the Health Room where the nurse will evaluate whether or not that student needs to go home. Parents are to notify the school nurse, in writing, if any health conditions pertinent to the child's wellbeing such as asthma, epilepsy, toxic reactions to bee stings, diabetes, bone and joint problems, etc.

A student is not permitted to enter the health room without a pass from a teacher or administrator.

Immunizations:

The state requires that each student present the school with a valid South Carolina Certificate of Immunization or Certification of Exemption. Students who do not have immunization records on file with the school will not be provided a schedule. Please provide the above information to the front office.

SC law requires that students entering 7th grade receive a dose of Tdap vaccine. Students entering the 7th grade who have NOT received the Tdap vaccine by the first day of school on August 15, 2022, will not be allowed to attend school until they have received the vaccine and provided proof to the school nurse.

Medication:

Due to changes in South Carolina policies governing the administration of prescription medication, we will no longer have a 10 day grace period before written physician authorization is required for all prescription medications.

- Parents are required to bring prescription medication to school and provide Form Med-1 before any prescriptions medication may be left at the school
- If your child must self-administer medication at school, Form Med-2 is required before medication is brought to school.
- A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using Form Med-3.

All Health Services procedures/guidelines and above mentioned forms can be found online at <http://www.greenville.k12.us/qcsd/depts/stuserv/health.asp>

Students should notify their teacher if they are ill or injured. The teacher will then issue a pass to go to the health room. Students may not go to the health room during class change. Students who abuse health room privileges will not be allowed to go except for emergencies.

A parent must bring ALL medication to the health room when it is necessary for a student to take medication while at school. The medication should be labeled with the student's name and direction for taking it. All medication must be accompanied by the district form signed by a doctor. Parents must pick up their medications at year-end.

Lost and Found

Any article found on the school grounds should be taken to the office. Students may claim lost items by identifying them in the cafeteria. All lost and found items not claimed at the end of each quarter will be discarded. All electronic devices brought to school by the student, to include cell phones, are the responsibility of the student.

Media Center

The Media Center is open daily from 8:00 AM – 3:45 PM for students with passes.

Students are to demonstrate appropriate behavior and courtesy when using the Media Center. Students may not check out materials for another student. Materials are the responsibility of the student who checked them out.

Students must get permission in the form of a Media Center pass to go to the media center during the school day.

Overdue books and materials must be returned to continue checking out items. Fees for lost or late items must be paid or Report cards will be held until debts are cleared.

Books and materials on reserve or in reference may be checked out for overnight use only and must be returned by 8:15 AM the following day. Students get overdue notices for Media Center materials in homeroom classes.

Field Trips

Field trips are allowed based on GCS policies. Field Trips must meet educational requirements and be approved by the principal. Students must be in good standing to participate in field trips.

Centurion Spirit Day

Centurion Spirit Day will typically be celebrated on Fridays and an annual celebration toward the end of the school year. Students that have not cleared their financial obligations with the media center or owe for lost textbook(s) or chromebooks will not be able to participate.

Parental Involvement

Greenville County Schools (GCS), in an effort to ensure the safety of all of our students, is implementing additional security checks for school volunteers. Effective immediately, all volunteers must have an application and clearance before interacting with children in the schools and/or at school events.

Volunteers are identified by two different categories: Level I or Level II. Please review the details below:

LEVEL I - This level requires the presence and supervision of a GCS employee at all times. Level I volunteers must have a National Sex Offender Registry check run every time they volunteer at the school (this is the current process each time

you check into a school and/or district office). Level I volunteers may volunteer in classrooms, work in the Media Center and participate in school activities as long as staff members are present.

LEVEL II – This level allows interaction with students without a GCS employee present. Level II volunteers must have a National Sex Offender Registry check run every time they volunteer at the school as well as an annual criminal background check. Chaperones for field trips are required to be a Level II volunteer, regardless of the destination.

School Store

A school store is available on Monday, Wednesday, and Friday to students before school begins. Students may purchase school supplies, school spirit wear, or snacks. Students may go to the school store after they have been dismissed from the cafeteria or the gym in the mornings.

Snacks and Water Machine

A bottled water fountain is located at the end of each grade level hallway. Students may purchase water and other items in the school store at lunch. Purchases during school hours must be approved by a faculty member.

Sports Participation

Students in 7th and 8th grades may participate in middle school sports. Students in 6th grade may not participate, try-out, or attend conditioning at any level until they have completed the 6th grade. In order to participate in athletics, students must meet all criteria established by Greenville County Schools and the High School League. Students wishing to participate must have an overall passing average in each of their academic classes. Each athlete is expected to conduct himself/herself in an honorable way at all times-in school and in the community. Students must attend at least half of the instructional day in order to participate in games, and if they are suspended from school, they will be ineligible for participation.

Valuables

Students are cautioned to never leave money or other possessions unprotected at any time on the campus. Students are asked not to bring large sums of money or valuable jewelry, etc. to school. The school cannot assume any responsibility for lost articles, which includes cell phones, earbuds, etc..

Safety Drills:

Safety drills are held at regular intervals throughout the school year. Practicing these drills in an orderly fashion promotes safety in case of a real emergency. To ensure safety, remember these basic rules:

- Check instructions in each classroom for emergency procedures (posted near the door).
- Move quickly and quietly to designated areas.
- Listen for teacher instruction.
- Misbehavior during a safety drill will result in a disciplinary infraction.

Inclement Weather:

Should inclement weather threaten the normal school schedule, students and parents should tune in to their local television or radio station for announcements about school openings and closings. When weather creates a delayed opening of school, students are to report according to the delayed time. If schools are closed due to inclement weather, eLearning may be offered.

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.

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

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

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

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

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

Student Speakers at School-Sponsored Activities

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In 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.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or family of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

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

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

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Data Security and Use of Technology

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

Filtering and Monitoring Computer Resources

The district takes reasonable precautions by using filtering software to keep inappropriate internet sites and email 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 email accounts.

1. The district reserves the rights to review any email sent or received using district equipment and email accounts.
2. Students must adhere to the behavior expectations while using technology and email, 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.

A. 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.

B. 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 Policy

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.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

SPECIAL NOTICE

Administration reserves the right to make changes to this handbook in order to maintain safety and security for all students, faculty, and staff at Tanglewood Middle School. Any changes to current policies will be posted on the Tanglewood Middle School website.

Visit www.greenville.k12.sc.us/twood for additional information.