



Dear Students and Parents,

Welcome to West Greenville School! I am honored to be the Director at West Greenville and I look forward to doing everything I can to ensure you have positive experience during the 2019-2020 school year. We are looking forward to an exciting year of continuous improvement that will build upon our Panther Pride foundation.

First, we are rewarding students who either reach the age of 17 or have earned enough credits to be in 11th grade (whichever comes first) by eliminating their school uniform requirement. Students who meet this criteria will be required to wear clothing that adheres to the Dress Code section of this handbook.

Second, we have revised the club choices to include a Dance/Step club. Students in this club will also participate in our Hip-Hop Dance instructional sessions that will occur weekly.

Lastly, we are expanding our support in the area of Career Preparation and Career Experiences. All middle school students will be rotating through weekly sessions called "Career Blue Print." These sessions will be designed to help your student begin to formulate preferences and career possibilities. All high school students will participate in hands-on work experiences either on campus or in the community. All work experiences will be designed specifically for your student. We will continue to partner with other agencies, such as Vocational Rehabilitation, to ensure we maximize supports available for your student to successfully enter post-secondary education/training or the workforce.

This Parent/Student Handbook is designed to establish clear expectations and procedures for all students at West Greenville School. I encourage you to engage yourself in the educational process. Stay informed of your child's academic progress and points/level status. I also encourage you to visit our website and "Like" West Greenville School and Greenville County Schools on Facebook.

<https://www.greenville.k12.sc.us/wgville/>
<https://www.facebook.com/WestGreenvilleSchool/>
<https://www.facebook.com/gcschools>

I look forward to working with each of you. If there is anything that I can do to assist you or your child, please do not hesitate to contact me.

Sincerely,

Laura O'Laughlin, Ph.D.
Director of West Greenville School

School Overview

West Greenville School was built in 1964 and renovated in 2005. Built as an elementary school, West Greenville has served as home for a variety of education programs. Currently, the building houses both a separate school program for students with disabilities and a middle school alternative program.

School Colors: Black, Blue and Silver

School Mascot: Panther

School Motto: In Courageous Pursuit of Our Best

Greenville County School's Mission

To provide educational experiences, in cooperation with the home and community, that prepares students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

West Greenville Schools' Mission

To provide the variety of specialized educational opportunities necessary for students to acquire academic knowledge and to develop the social and emotional skills necessary for productive citizenship.

Important Contacts

Main Office	864-355-0200
School Nurse	864-355-0207
Bus Transportation	864-355-3030

Attendance

Regular school attendance is an essential part of a child's learning process and vital to graduating with a good education. Students who are frequently absent may be putting their futures in jeopardy by falling behind in academics and missing important socialization. Chronic absenteeism is a behavior that is strongly associated with dropping out of school.

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. Parents also have the option of home schooling their children provided the requirements for home schooling are met.

In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

Middle School Absences

The school year consists of 180 days. To receive credit, students must attend at least 170 days of each year, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year.

High School Absences

Absences in High School are accrued per course. Any absence in excess of 10 may cause the student to lose credit for a 180-day course. The first 10 absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh must be lawful. Furthermore, any absence in excess of 5 may cause the student to lose credit for a 90-day/semester course. The first 5 absences may be lawful, unlawful, or a combination. All absences beginning with the sixth must be lawful.

A. Lawful Absences

1. Absences caused by a student's own illness (verified by a statement from a physician with two (2) days of the student's return to school) and whose attendance in school would endanger his or her health or the health of others.
2. 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.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the Director in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. The Director may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted period.
5. Absences due to activities that are approved in advance by the Director. This would include absences for extreme hardships. Such approval should be prearranged when possible.

B. Unlawful Absences

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

C. Truancy

Although the state requires students to only attend 170 of the 180 day school year, parents and student should be aware that the S.C. Code of Regulations – Chapter 43-274 stipulates that a child ages 6 to 17 years is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Additional information on Attendance Rules for Greenville County Schools can be found at <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=persattend2>.

The dress code will be enforced using the following process:

- Parent contacted and requested to either pick-up student or bring change of clothing.
- Student will be kept in in-school-suspension until their parent can either pick them up or bring a change of clothing. Student will not earn points for appropriate behavior until they are appropriately dressed in school uniform and have returned to class.

Student who have earned a Gold Ticket reward will be given a signed/dated gold colored ticket. Your student should be able to show you their Gold Ticket so you can verify any days they may be allowed to dress in non-uniform attire.

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 that lead to or may result in the disruption of or interference with the school environment.

If you need assistance with providing your student a uniform, please inform our office and we will have the Social Worker contact you directly.

Personal Learning Devices

Students at West Greenville will be assigned a Chromebook to be used as a personal learning device during the school day. Your student's personal learning device will stay at school and every effort will be made to ensure that coursework requirements are completed during the scope of the school day. Should your student need a device at home to complete make-up assignments, individual accommodations will be made.

Personal Items on Campus

Students at West Greenville are not allowed to bring personal electronic devices to class with them. This includes but is not limited to phones, smart watches, tablets, and hand-held gaming devices. We provide all materials needed throughout the school day. Even though these valuable items are not allowed in class, many of our students bring these personal devices with them for use on the bus and to communicate with their parent before and after school.

West Greenville School is not responsible for the storage and protection of these items during the day. We have been storing items only as a courtesy. We will continue to offer this service to try and accommodate what we know are long bus rides and parent/student communication needs. However, we cannot be responsible for the value or replacement of these items should anything happen to them. We are educators attempting to focus on meeting the academic and emotional needs of students. Our training and focus is not and should not be, storage of valuables. Please carefully consider what you allow your students to bring to school.

No Bag Policy

West Greenville has adopted a No Bag Policy. If your student rides the school bus, they will not be allowed to enter the bus with any type of bag. All student needs during the day will be provided, so use of a backpack or purse is not necessary for their academic success.

Health Room

The purpose of the West Greenville School health room is to maintain, improve, and promote the physical and mental health of our students. Our school nurse is dedicated to work with parents to provide support for the students to help them achieve their potential. It is important for parents to notify the nurse of any medical problem that may influence the student's performance at school or require the assistance of the nurse during the school day.

The primary responsibility of the school nurse is to treat illness and injury and provide medication for students. Medication administration can be provided to students starting from when they arrive at school to the end of the school day with appropriate medication forms given by the parent. If your child come to the health room and needs to go home, we must contact a parent or legal guardian. This determination is based on a basic examination and health interview assessment by the nurse.

Students are expected to show appropriate conduct while in the health room. The health room is a respectful and non-judgmental place for students to come to the nurse with concerns and care. During class, students are expected to have either a written pass or verbal consent given to the nurse by the teacher to visit. Outside of class, students are welcome to stop by any time. Please contact our nurse at (864)355-0207 in regard to any health room questions or concerns.

General District and Policy Informational Links

As part of Greenville County Schools, West Greenville School adheres to District guidelines. Below are area of potential parent concern and the District link for additional information.

Acceptable Use Policy: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>

School Closings: <https://www.greenville.k12.sc.us/Calendar/docs/delays1601.pdf>

Health: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=pershealth>

Bus Transportation: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=transp>

Special Education: https://www.greenville.k12.sc.us/Departments/main.asp?titleid=acad_sped

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 JCDAG, 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.

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>



West Greenville School 2019-2020 Bell Schedule

Monday – Thursday

Time	Period
8:00 - 8:40	Period 1
8:42 - 9:22	Period 2
9:24 – 9:54	Club
9:56 - 10:36	Period 3
10:38 - 11:18	Period 4
11:18 – 11:43	Lunch
11:45 – 12:25	Period 5
12:27 – 1:12	Period 6
1:14 – 1:59	Period 7
1:59 - 2:25	Daily Incentive

Friday

Time	Period
8:00 - 8:40	Period 1
8:42 - 9:22	Period 2
9:24 – 9:54	Club
9:56 - 10:36	Period 3
10:38 - 11:18	Period 4
11:18 – 11:43	Lunch
11:45 – 12:25	Period 5
12:27 – 12:57	Period 6
12:59 – 1:29	Period 7
1:31 – 2:25	Daily Incentive & Weekly Incentive 2/3



Grade Promotion Requirements

Requirements for advancement to each grade level for students are:

Grade 9 advancing to 10, a total 5 units including:

English I
One unit of mathematics
Three other units

Grade 10 advancing to 11, a total 11 units including:

English I and II
Two units of mathematics
One science
Six other units

Grade 11 advancing to 12, a total of 17 units including:

English I, II and III
Three units of mathematics
Two units of science
Nine other units

Graduating high school, a total of 24 units including:

English I, II, III and IV
Four units of mathematics
Three units of science
One unit of U.S. History
1/2 unit of Economics
1/2 unit of Government
One unit of another social studies
One unit of physical education
One unit of computer science
One unit foreign language or occupational specialty
7 units of elective credit

Homeroom/Class Classifications

Requirements for advancement to each grade level for students are:

GRADE 10 5 units (must include English I and one unit of mathematics and three other units).

GRADE 11 11units (must include English I and II (two units of mathematics, one science, and six other units).

GRADE 12 17 units (must include English I, II, and III, three units of mathematics, two units of science, and nine other units).



State Board Regulation:

Graduation Requirements

- I. State High School Diploma (Grades 9–12)
 - A. Curriculum Requirements
 - 1. The student must earn a total of 24 prescribed units of credit. The unit requirements are distributed as follows:

	Unit Requirements
English	4.0
Mathematics	4.0
Science (Must Include Biology)	3.0
U.S. History and Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other Social Studies course(s)	1.0
Physical Education or Junior ROTC	1.0
Computer Science	1.0
Foreign Language or Career and Technology Education	1.0
Electives	<u>7.0</u>
	24.0 total

Graduation Requirement Checklist

English	4 Units				
Math	4 Units				
Science (One must be Biology)	3 Units				
U.S. History	1 Unit				
Economics -	1/2 Unit				
Government	1/2 Unit				
Other Social Studies	1 Unit				
Physical Education/NJROTC	1 Unit				
Computer Science	1 Unit				
F. Lang or CTE	1 Unit				
Electives	<u>7 Units</u>				
	24 Units				



Dear Parent/Guardian,

The purpose of this letter is to request that you carefully consider what electronic and valuable items you allow your student to bring to school. Students at West Greenville are not allowed to bring personal electronic devices to class with them. This includes but is not limited to phones, smart watches, tablets, and hand-held gaming devices. We provide all materials needed throughout the school day. Even though these valuable items are not allowed in class, many of our students bring these personal devices with them for use on the bus and to communicate with their parent before and after school.

West Greenville School is not responsible for the storage and protection of these items during the day. We have been storing items only as a courtesy. We will continue to offer this service to try and accommodate what we know are long bus rides and parent/student communication needs. However, we cannot be responsible for the value or replacement of these items should anything happen to them. We are educators attempting to focus on meeting the academic and emotional needs of students. Our training and focus is not and should not be, storage of valuables.

We are asking that all parents sign and return the acknowledgement below. This will provide us with verification you understand your student is responsible for any items they bring to school. West Greenville does not assume responsibility for stored items not allowed during the school day.

As always, please feel free to call if you have any questions or concerns.

Thank you for your support,

Laura O'Laughlin, Ph.D.
Director of West Greenville School

I acknowledge that

- West Greenville provides all instructional materials needed for my student to access their curriculum during the school day.
- My student is not allowed personal electronic devices (e.g. phones, tablets, smart watches, etc.) and other valuables during the school day.
- West Greenville is not responsible for the safety and storage of any personal devices or valuables my child brings to school. If my student requests storage of an item, they do so at their own risk.

Student Name: _____

Parent Signature: _____ Date: _____



PHOTO AND VIDEO RELEASE

There are times during the school year in which your student may appear in a photograph or digital video that will be part of the communication materials associated with West Greenville School. Please check one of the options below.

I give the West Greenville staff permission to use a photograph or digital video of my child as part of material (websites, publications, social media, etc.) associated with the school.

I DO NOT give the West Greenville staff permission to use a photograph or digital video of my child as part of material (websites, publications, social media, etc.) associated with the school.

Parent/Guardian Signature _____ Date: _____

Teacher: _____

Student Emergency Information Form

Student's Name: _____ Grade: _____ Birth Date: _____

Home Address: _____

Please indicate any health conditions that require treatments, procedures, medications, or health monitoring for your student during the school day. Please list the physician treating your child as well:

Mother/Guardian: _____ Work Phone: _____ Cell Phone: _____ Home Phone: _____

Father/Guardian: _____ Work Phone: _____ Cell Phone: _____ Home Phone: _____

Emergency Contacts: Please list two contacts that will be called **ONLY** if you cannot be reached in an emergency.

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

The principal and/or school nurse may share health information with individuals who have responsibilities for my child. I authorize District officials to contact the person named on this form and authorize the named physician to render to my child whatever emergency treatment deemed necessary. If the physician, other persons named above, or parent cannot be reached, the District Officials may take whatever action they deem necessary for the health of my child. I will not hold The School District of Greenville County responsible for the emergency care and/or transportation of my child. I will keep the school informed of any changes on this form.

Signature of Parent/Guardian: _____ Date: _____

Consent for Treatment, Release of Information, and Reimbursement for Non-IEP Nursing Services

By my signature below, I consent for Greenville County Schools to:

- provide Non-IEP Nursing services to my child;
- release and exchange the following information from my child's record to the Department of Health and Human Services (Medicaid Agency) for the purpose of billing for the Non-IEP Nursing services provided to my child – information about the service provided, my child's name, date of birth, Medicaid or health insurance number, gender, and my contact information;
- bill the Medicaid Agency for the Non-IEP Nursing services; and
- receive payment from the Medicaid Agency for the Non-IEP Nursing services that the District provides to my child.

I understand that:

- Medicaid reimbursement for Non-IEP Nursing services provided by the District will not affect any other Medicaid services for which my child is eligible.
- The District will continue to provide required Non-IEP Nursing services for my child at no cost to me even if I refuse to allow billing for services.
- Granting consent is voluntary on my part and may be revoked at any time. If I later revoke consent, that revocation is not retroactive (i.e., it does not negate an action that has occurred after the consent was given and before the consent was revoked).
- The District will operate under the guidelines of the Family Educational Rights and Privacy Act (FERPA) to ensure confidentiality regarding my child's treatment and provision of Non-IEP Nursing services.

Student's name: _____ Date: _____

Student's date of birth: _____ Student's Medicaid #: _____

Signature of Parent/Guardian: _____



West Greenville Student/Parent Information Sheet

Parent email address: _____

When are you available to attend parent events or speakers at school? Please place a check in all boxes for the timeframes that you are available.

	Early Morning (7:30-9)	Morning (9-11)	Lunch (11-1)	Evening (4-7)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Which topics would you be interested in learning more about? Please place a check next to all you may be interested in. Feel free to write in additional topics.

_____ Internet safety for teens

_____ Social Security/Disability

_____ Financial Literacy/Budgeting

_____ How to prepare for your child transitioning into adulthood

_____ Triple P parenting- Getting Teenagers Connected, Raising Responsible Teenagers, Raising Competent Teenagers

_____ Wraparound support/case management services

_____ Job support/coaching for students

_____ Nutrition

_____ Low income/affordable housing

_____ Mental Illness Advocacy

_____ Other: _____

Which providers/agencies are currently involved with your child? Please check all that apply and write in any additional not listed. Feel free to list contact information if you have it.

Primary Care doctor. Doctor Name/Office: _____

Mental Health/Counseling. Current counselor: _____

Psychiatrist. Psychiatrist Name/Office: _____

DJJ/Diversion. Caseworker Name: _____

Continuum of Care. Caseworker: _____

Dept. of Disabilities and Special Needs (DDSN). Provider Name: _____

Vocational Rehabilitation. Caseworker: _____

Additional agencies or relevant information

Are you interested in learning more about or being referred to any of the above agencies? If so, which ones? _____

Please list all medications your child takes, including those we do not administer at school, and who prescribes the medication. Do not worry if you do not know the exact dosing information.

Medication	Prescriber