

# Greenville County Schools Satellite Diploma Program

## Student Handbook

2018-2019

***Helping Students  
Achieve a SC High  
School Diploma!***



**J. Harley Bonds Career Center**

505 North Main St.  
Greer, SC 29650

**Golden Strip Career Center**

1120 East Butler Road  
Greenville, SC 29607

**Enoree Career Center**

108 Scalybark Road  
Greenville, SC 29617

**Donaldson Career Center**

100 Vocational Drive  
Greenville SC 29605



Greenville County Schools  
301 E. Camperdown Way  
Greenville SC 29601  
864-355-3100

## *Introduction*

The School District of Greenville County strives to provide educational experiences that prepare students for lifelong learning and for ethical, productive participation in a democratic society and the global community. One way we can achieve this mission is by providing learning opportunities for those students who need options beyond the traditional schedule and experience.

### **DISCLAIMER**

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students and parents of the Satellite Diploma Program. The program reserves the right to make changes or exception to statements in this handbook. Final interpretation of all program rules and regulations is left to the director of the program.

## *The Successful SDP Student*

While the Greenville County Schools Satellite Diploma Program (SDP) offers our students options and opportunities, it is important for students as well as their parents to have a clear understanding of the expectations of the program and what it takes to be successful.

The Satellite Diploma Program is an adult education program. Students that enter the Satellite Diploma Program must understand that they are leaving the regular K-12 system and are enrolling in an adult education instructional program designed to help them complete requirements for the South Carolina high school diploma. Students cannot participate in high school competitions and school events once enrolled in the Satellite Diploma Program. The SDP sites are located at the four GCS Career Centers so all rules and regulations of the Greenville County School district continue to apply to SDP students. SDP students must continue to follow the **GCS Discipline Code of Conduct**.

Although limited transportation is provided in most cases, and attendance is more flexible and designed to suit the student's needs, **attendance at the SDP site is nonnegotiable**. Once the attendance schedule has been put in writing with the student's input, the student is expected to adhere to that schedule as if SDP is employment. Tardies or absences are only valid if the student has contacted the facilitator with acceptable reasons within a reasonable amount of time.

All coursework in the SDP is online and instruction is provided via the Internet and computers at the SDP sites. Students and their parents should understand from the beginning of the registration process that the courses are online and that a subject area teacher will be present each day to support the student's efforts. Students may work from home on assignments if they have a computer with Internet access. However, working from home does not mean that attendance at the SDP is optional. Adhering to a planned attendance schedule is crucial to continuation as a student in the program.

We have found that students who are successful in online courses typically possess good computer skills and good reading comprehension. They strive to be organized, self-disciplined, motivated, and able to work independently. The SDP staff are committed to helping students be successful.

### ***General Information:***

J. Harley Bonds Career Center  
505 North Main St. Greer, SC 29650

Golden Strip Career Center  
1120 East Butler Road  
Greenville, SC 29607

Enoree Career Center  
108 Scalybark Road  
Greenville, SC 29617

Donaldson Career Center  
100 Vocational Drive  
Greenville SC 29605

#### Teachers:

Ms. Wyatt, Ms. Riddle (Math)  
Ms. Lyda, Ms. Martinez, Ms. Byrd (English)  
Ms. Bentley, Ms. Bentley (Social Studies)  
Ms. McCrea (Science)  
Ms. Cortes (Spanish and Electives)

Schedule: Monday - Friday

AM Session: 9:00am - 11:30am

PM Session: 1:00pm – 3:30pm

AM / PM Session: 9:00am - 3:30 (lunch break between 11:30-12:45) Students are allowed to stay in the classroom.

SDP does not provide lunch services for students who stay for both sessions. Sites do have vending machines available.

Bus riders may arrive earlier or later and may exit earlier or later depending on the bus schedules.

## *Enrollment Processes*

- **School Processes - School principals and staff identify students eligible for the Satellite Diploma Program**
  - Principals and counselors meet with students and parents to discuss program
  - School staff contact Satellite Diploma Program to find out if a seat is available at the site. If student has an IEP, the IEP team convenes to discuss appropriate placement
  - Parents fill out the application and sign and Principal or designee signs application
  - School staff inputs application into the web application system
  - Office of Transportation is notified if student is planning to ride the bus
  - School staff makes an SDP Photo ID which students will wear to the program. School staff notify student to report to SDP site in 4 business days
- **District Processes - Satellite Diploma Program staff receives application**
  - Student transcripts are reviewed by an Enrollment Specialist to determine class schedule and graduation plan
  - Graduation plan is sent to the appropriate Instructional Facilitator
- **Satellite Program Processes - Instructional Facilitator meets with student**
  - Upon receipt of student application, the instructional facilitator
    - Makes contact with student by phone to establish an arrival date
    - Upon arrival, facilitator immediately enters the student's information into the Student Contact Info Sheet
    - Has the student complete the parking permit application if the student is driving directly to the Career Center
    - Reviews Student Handbook and has student sign Student Contract
    - Determines student attendance schedule
    - Determines student goals for target graduation date; Sets instructional goals for completion of courses
    - Reviews course plan; Introduces student to OW online system procedures
    - Reviews options for students to enroll in Career Center classes (only applies in the first ten days of a semester)
    - Administers TABE test if student is a 9th / 10th grader

## *Satellite Diploma Program Locations*

**Please keep in mind that SDP staff and students are "guests" at the respective Satellite Diploma Program locations and should conduct themselves accordingly.**

The classrooms and other areas in the school must always be left clean, neat, and orderly at the conclusion of classes each day. School property must be protected at all times. Any damage or loss that might occur during SDP hours and is related to SDP operations should be reported to SDP staff as soon as is practically possible. A Greenville County School ID badge must be worn at all times while at a SDP location or while on school district property.

## **Inclement Weather Guidelines**

**Same as Greenville County Schools**

## **Program Expectations**

- Students are expected to attend classes at least 8 hours per week.
- Students are expected to follow the guidelines in the handbook and of Greenville County Schools
- Students are expected to keep up a good pace with assignments and tests.
- Students are expected to communicate with their teachers and facilitators about classwork and any specific program needs.

## Changes in Student Assignment

If a student is initially assigned to a particular session and then wishes to change sessions due to work or the home situation, he or she will consult first with the facilitator who can work with the SDP administration to determine if there is space available for the move.

If a student drops out and then wishes to return to the program, a conference is required with the SDP administration and principal to determine if the school is willing to allow the student to use one of its slots, and if there is room at the center in the session desired. An intervention plan is created for that student in the event that grades or attendance fall below a standard. If grades or attendance fall below the standard set, the student will be dismissed from the program.

If a student's address changes and he wishes to continue in the program at the same site, every effort will be made to enlist Transportation services to enable him to remain. If the address change warrants a different bus or bus route, or a change in SDP site, the administration will attempt to support the needs of the student, but these changes are dependent upon the availability of both space at the desired site and of transportation.

If a student has an extended illness, is to be in a rehab program, must recover from pregnancy, or other medical related experience and wants to continue in the program but cannot come for a period of time, the program can, with a doctor's note, hold the slot for no longer than six weeks. At six weeks, the student will forfeit the seat if they cannot return to the class.

## Medication

Nursing Services are NOT provided at Satellite Diploma Sites.

- Only **over-the-counter medication** can be administered to students provided that the medication is listed below and is brought to the school by a parent. Students must turn in all medication upon entry on campus.
- **Prescription medication** can only be administered if a medication form is filled out by the prescribing doctor and sent to our site by fax. Parents are responsible for bringing in this medication once the proper forms are received. Students must turn in all medication upon entry on campus.

## Academic Progress

The goal of every SDP student is to obtain a South Carolina High School Diploma as quickly as possible. The SDP administration receives a transcript from the home school when a student enrolls in the program. That transcript and the earned units which it reflects form the basis for course selection while the student remains in the SDP program. Students are placed initially in two online courses that they need for completion of diploma requirements. The student may work as quickly as possible to complete course requirements. He or she may work from home in addition to required attendance at the SDP site location. Because the courses are online, students who work from home must have access to a computer and the Internet. Quizzes and tests must be taken at the SDP site location. **Working from home does NOT substitute for the required attendance schedule at the site location.** The facilitator also receives a Course Tally which will indicate what courses the student needs to complete the diploma requirements. The facilitator at the site monitors the academic progress of the student on a daily, weekly and quarterly basis.

### SC HS Diploma Requirements

Course	Required # of Unit
English	4
Math	4
Science	3 (1 must be Biology)
Social Studies	1
USHistory	1
US Government	.5
Economics	.5
Computer Science	1
Physical Education 1or JROTC	1
Career/Tech Education or Foreign Language	1
Electives	7
<b><u>Total Units Required</u></b>	<b>24</b>

## Discipline

The behavior of enrolled students is monitored not only while in the Satellite Diploma Program but also while:

- Waiting for bus transportation to program
- On bus to program
- On Career Center property and within classes

When an issue occurs and the facilitator is notified, he or she initiates an intervention plan to deal with the issue. Because the student has not traditionally been successful in a brick and mortar school setting, it is imperative that any incident involving an SDP student be treated as a threat to the ultimate success of the student and the program. All incidents, whether at the home school, during district-provided transportation to the school, on school property, or in the Satellite Diploma Program are documented, addressed, and a prescriptive plan to remedy the issue is created.

All students are to adhere to the Greenville County Discipline/Behavior Code. (Appendix)

Consequences for offenses from disturbance of a class to a threat of harm to others, including but not limited to instances of alcohol /drug use or possession of an illegal substance, will be dealt with seriously and may result in immediate dismissal from the program.

### Cheating/Honesty Policy

Satellite Diploma Program expects all students to be honest in academic matters. The faculty and administration are dedicated to maintaining an academic environment that is impartial, awarding genuine achievement and true scholastic advancement. We believe that academic dishonesty compromises this environment. We also believe that cheating is an individual choice and that students who cheat are responsible for their actions and the consequences. SDP students are required to refrain from all forms of academic dishonesty: cheating, plagiarizing, or lying.

#### **Cheating includes but is not limited to:**

- Copying someone else's class work, homework, quizzes, other graded work or tests.
- Giving one's own work to someone else.
- Asking, receiving, or telling information about all or part of a quiz or test.
- Using unauthorized test aids such as cheat sheets and calculators.
- Using electronic devices such as pagers, cell phones, laptops, and MP3 players for the purpose of cheating.
- Working together on a take-home assignment unless the teacher specifically gives permission to do so.
- Attempted cheating of any kind.



**Plagiarism includes but is not limited to:**

- Presenting as one's own the works or the opinions of someone else without proper acknowledgement.
- Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement.
- Using material on the internet and passing it as one's own work

Having a parent or another person write an essay or do a project which is then submitted as one's own work.

Cheating or any form of academic dishonesty will result in consequences and possible dismissal from the program.

**Student Contracts**

All SDP students are required to read and sign the SDP contract. A copy of the contract must be given to students and reviewed with them by the Facilitator at the first class meeting. The Instructional Facilitator will maintain copies of the contracts. No student will be permitted to remain in the SDP program without a signed contract after the first week of attendance in the class. Violation of the contract is grounds for dismissal from the program. Signing the contract also indicates that the student has received a copy of the SDP Student Handbook.

It is the Facilitator's responsibility to establish and maintain classroom discipline. Disrespectful or disruptive behavior will not be tolerated. Options for dealing with discipline issues include but are not limited to the following:

Verbal reprimand Facilitator counseling Intervention Plan Parent conference  
Suspension from the SDP program Dismissal from the SDP program

**Student Dress Code**

GCS policy applies.

**Cell phones**

Student cell phones must be silent. If a student needs to use his or her cell phone during class time, the student will have to obtain permission from the teacher or Facilitator. Unauthorized use of cell phones during class time may result in dismissal from the program.

## Dismissal from Program

When a student is dismissed from the program for any reason other than graduation, the Facilitator will fill out a dropout profile and email it to the SDP administration and the Dropout Prevention Specialist immediately.

## Satellite Diploma Program (SDP) Student Contract

Student Name \_\_\_\_\_ SOP Location \_\_\_\_\_ Home School \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Greetings and Welcome to the Satellite Diploma Program offered by Greenville County Schools. If you are reading this letter, you have successfully completed the enrollment process and are ready to begin your journey to completing the requirements for a South Carolina High School Diploma. We are glad that you have made the decision to continue to work toward your goal of obtaining a high school diploma, and we will do everything we can to help and support you in reaching that goal. Listed below are rules and regulations of the program.

- Students may arrive as early as 8:30am (start 9:00am) for the morning session and as early as 12:30pm (start 1:00pm) for the afternoon session.
- The morning session will end at 11:30am and the afternoon session will end at 3:30pm. Please note that times may vary for students who ride the career center bus to and from their home s c h o o l .
- Students are required to attend class regularly, according to the agreed-upon schedule. If a student will not be attending class, they must contact the Facilitator prior to or the day of the absence. You or your parent will be contacted if the Facilitator does not receive a call from you.
- Intervention Plans are created when the Facilitator finds that you are not meeting your goals or issues with attendance, academic progress or discipline are not followed. Intervention plans, if not followed, will result in face-to-face conferences with parents and possible dismissal from the program.
- Each student will be responsible for his/her own lunch. Each site will have a supervised area for students who bring their own lunch. Limited vending machines may be available. Students may also drive off campus to purchase lunch. Students are not permitted to drive off campus with other students unless parental permission has been granted.
- Each student will be assigned a laptop and the student **MUST** use their assigned laptop (Sign In/Out on the sheet properly each day). Facilitators will review the GCS Acceptable Use Policy and the Intellectual Integrity policy of the program prior to use of the laptop. An Intervention Plan will be completed if a student violates the cheating policy.
- **Student cell phones must be silent.** If a student needs to use his or her cell phone during class time, the student will have to obtain permission from the teacher or Facilitator. Unauthorized use of cell phones during class time may result in dismissal from the program. Teachers or Facilitators have the right to revoke privileges.
- IDs must be worn at all times.
- Students are expected to treat others as they wish to be treated. Respect and courtesy are expected of all.
- The Satellite Diploma program is an opportunity. Students who want to be successful will not abuse that opportunity. Dismissal from the program may be the result of actions that prevent a student from being successful.

Please be reminded that the rules and regulations of the GCSD will be enforced as deemed necessary by the Facilitator. We look forward to working with you and helping you become successful.

**YOUR SIGNATURE INDICATES THAT YOU HAVE RECEIVED THE SDP STUDENT HANDBOOK.**

Sincerely,

Facilitator \_\_\_\_\_ Student \_\_\_\_\_ Date \_\_\_\_\_

# Greenville County Schools Acceptable Use Policy

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

## Student Acceptable Use

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

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

## Compliance with Copyright Laws

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

## Filtering and Monitoring Computer Resources

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

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

## 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.

## **Agreement of Use**

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

## **Consequences**

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

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

### **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.

### **Education, Supervision, and Monitoring**

It shall be the responsibility of all District school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

### **Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of their students, employees, and other individuals.

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.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

### **Expectation of Privacy**

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

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

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

Your child has agreed to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action.

Nursing Services are **NOT** provided at Satellite Diploma Sites

- Only **over-the-counter medication** can be administered to students provided that the medication is listed below and is brought to the school by a parent. Students must turn in all medication upon entry on campus.
- **Prescription medication** can only be administered if a medication form is filled out by the prescribing doctor and sent to our site by fax. Parents are responsible for bringing in this medication once the proper forms are received. Students must turn in all medication upon entry on campus.

Parent Permission to Administer Medication at School  
(Only for over-the-counter medication)

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

DAYTIME # \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_

I request that the following medication be administered to my student by staff designated by the principal.

Name of Medication \_\_\_\_\_

Amount to be given \_\_\_\_\_

Time of day to be given \_\_\_\_\_

Expected duration of administering medication: From \_\_\_\_\_ through \_\_\_\_\_

Comments: \_\_\_\_\_

1. Possible side effects \_\_\_\_\_

2. Other helpful information concerning the medication \_\_\_\_\_

I understand that this medication will be furnished by me, given to a school staff member and provided in the original container. **I will notify the school immediately if the medication has been discontinued or dosage changed.**

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

Additional Notes: The first dose of any medication will be given at home so that parent may monitor for adverse reactions. Any medication on hand at the end of the school year will be disposed of if not picked up by the parent or other adult designated by the parent.

If medication is to be given only when needed, list reasons to be given below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

All reports should be filed with the principal or his or her designee. 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.

## **Investigations and Consequences**

All reports will be investigated promptly, thoroughly and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

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

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

## **Appeals**

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

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

## **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 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.



# Student Behavior Code

## Student Behavior (Policy JCDA)

The Board 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. The Board believes self-discipline is an interpersonal goal of public education.

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 Board directs students to the District's Behavior Code set forth in this policy and the student handbook for their individual school. The Board authorizes its school authorities 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.

### Application of this Policy

The following rules regarding student conduct are in effect during the following times and in the following places:

- on the school grounds during, and immediately before or immediately after, school hours
- on the school grounds at any other time when the school is being used by a school group
- off the school grounds at a school activity, function or event
- en route to and from school or a school activity on a school bus or other school vehicle
- at any time or in any place that impacts the school's ability to maintain order and discipline in the Greenville County School District

### Student Conduct Away from School Grounds or School Activities

The Board expects administrators to 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. When assessing the impact of out-of-school behavior on a District school, the administrator should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The

parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending placement in the District's alternative school
- recommending expulsion of the student for the remainder of the year

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

### 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
- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures



In addition to discipline at school and school events, a student is subject to disciplinary action, including suspension and/or expulsion, for misconduct away from school if the school administration determines the student's presence to be detrimental to the best interest of the school.

- 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 aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco 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. 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.)

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 Regarding Student Under the Influence

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.

#### Note Regarding Recommendations for Expulsion

Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstance, and totality of the incident.

The principal must recommend students for expulsion if they have committed offenses which are underlined. If a student commits an offense that is not underlined, the principal 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

#### Extenuating, Mitigating or Aggravating Circumstances

The Board confers upon the Superintendent or his/her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The administrator should consider such circumstances in determining the most appropriate sanction.

#### Discipline of Disabled Students

Students identified as disabled pursuant to the Individuals with Disabilities Education Improvement Act ("IDEIA disabled") will be disciplined in accordance with federal and state law as set forth in the special education procedures developed by the administration.

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

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their vehicles or lockers, or another appropriate location determined by the school principal. During school hours while on school grounds, no student may use, or have turned on, a paging device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows:

**First offense** – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**Third and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

### Suspension

#### (Summary of Policy JDD)

The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the District Board of Trustees (Student Behavior Code Policy JCDA), or the State Board of Education. The Board may also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

The Board delegates the power of suspension to District administrators.

Requests for review of suspensions may be made to the principal and the Superintendent's designee. The decision of the Superintendent's designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

#### Missed Work

Students who are suspended must make up missed work.

### Expulsion

#### (Summary of Policy JDE)

Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion.

A student may be expelled for any reason listed in the Student Behavior Code Policy JCDA, for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board



It is important that your child's emergency contact information is current. Please update information throughout the year.

or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in Policy JCDA. Expulsion means the student cannot attend school or be on the school grounds, cannot attend any school-related events or activities on or off campus, and cannot ride a school bus.

The Board delegates to a District hearing officer the authority to conduct administrative hearings and expel students. The decision of the hearing officer may be appealed by either the student or the administration to the Board as indicated in Policy JDE.

## Harassment, Intimidation, and Bullying (Summary of Policy and Administrative Rule JCDA)

As provided in the South Carolina Safe School Climate Act, the District prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

### Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

### Reporting

Any student who believes he/she has been subject to harassment, intimidation, or bullying should report it to a school administrator. A report may also be filed by a student's parent. If an employee receives a report of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the report to the school's principal or other designated contact person as soon as practicable.

## Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

## Sexual Harassment (Summary of Policy JCDA)

All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by District employees, other students, volunteers or third parties associated with schools is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, should report the incident in accordance with JCDA. A parent may also report suspected sexual harassment on behalf of his/her child. Students will not be subject to retaliation or reprisal for having reported sexual harassment.

## Gang Activity or Association (Summary of Policy JCDA)

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If the District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the District has determined to be a gang indicator.

## Searches, Student Interrogations, and Arrests (Summary of Policy JCAB)

The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District sponsored events in accordance with applicable federal and state law.

## Searches

As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

## Contacting Law Enforcement

As provided in S.C. Code Ann. § 59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy JCDA (Behavior Code).

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. § 59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

## Interrogations by School Personnel and School Resource Officers

Administrators and teachers, as well as school resource officers, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School resource officers shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

## Interrogations by Law Enforcement

When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the principal or his/her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The principal or his/her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

## Weapons in School (Summary of Policy JCDA)

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.



Parents are encouraged to be active members of their school Parent-Teacher Association. PTAs meet specified nights each month:

- Elementary – 2nd Monday night
- Middle – 3rd Monday night
- High – 4th Monday night

## Weapons (Firearms)

The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at District or school related functions, or at any setting under the jurisdiction of Greenville County Schools. For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

## Alcohol Use/Drug Use (Summary of Policy JCDAC)

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, (see the Behavior Code) in the following circumstances:

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
- en route to or from, or during any field trip
- during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents

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 administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

## Defining and Maintaining Professional Staff and Student Boundaries (Policy GBV)

While the District encourages employees to work closely with students and have positive relationships, employees must interact with students both at school and away from school in a professional and appropriate manner. Interactions and communication with students must be transparent and accessible to others, including any use of electronic communication or social media. Parents and other individuals should immediately report any suspected misconduct or mistreatment of students, including conduct of a sexual nature, to the school's administration.

## Tobacco Use (Policy JCDAB)

Students are not permitted to use or possess any tobacco products, including e-cigarettes and vaporizers, while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

## Computer Acceptable Use Rule

Each school year every person who uses a Greenville County School District computer or connects to the school district network with their personal device must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at [www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup](http://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup).

## Participation in Extracurricular Activities

Student participation in extracurricular activities is a privilege (not a right) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an extracurricular activity and/or an event when the student's conduct is not consistent with District Policy; the District's Behavior Code and/or academic standards; the conduct expectations and/or academic standards of the student's school; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

## Dress Code (Policy JCDAF)

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 this policy.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- 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.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change 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.



## Transportation Rules

The School District of Greenville County must ensure that the bus ride to and from school is safe. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

### Each bus rider is expected to:

- follow the driver's directions,
- sit in the assigned seat,
- keep hands, arms, legs, and objects to himself and inside the bus,
- refrain from cursing, name calling, gestures, or loud talking,
- refrain from pushing, shoving, or annoying other students,
- refrain from eating, drinking, chewing gum, or littering,
- obey all points of the Student Behavior Code.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Total restitution must be made or the bus privilege will be lost.

Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at [goo.gl/EbGEfB](http://goo.gl/EbGEfB).

## Is Insurance Required To Participate In School Activities?

Insurance is required for students who participate in South Carolina High School League sponsored interscholastic activities. The cost is communicated through schools to parents. Insurance benefits are coordinated with other insurance coverage.

Student accident insurance is also offered as a service to parents through each school. Insurance includes school-only and 24-hour coverage. Student accident insurance benefits coordinate with other insurance coverage. Benefits are paid directly to you. For further information, contact your child's school.