

**GREENVILLE COUNTY SCHOOLS**



**BONDS ALTERNATIVE PROGRAM  
505 N. MAIN, GREER, SC 29650 (864) 355-8273**

# **Student / Parent Program Guide**

**2024-2025**

**Mrs. Latonia Copeland –M.S.A.P. Program Administrator**

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**864-355-8269(Phone) 864-355-8288 (Fax) 864-449-5167 (CELL)**

**Dr. Kathie Greer –Director of Alternative Education**

## **MESSAGE FROM The Administrator**

*Dear Students,*

*The Bonds Middle School Alternative Program staff looks forward to assisting you in your academic and social development. We expect you to cooperate with the staff and accept responsibility for your actions. You are expected to become familiar with this handbook and obey all rules of M.S.A.P. and the School District of Greenville County.*

*We hope you will take advantage of the opportunities offered by M.S.A.P. We encourage you to make good choices concerning your behavior and academic success. Our goal is to help you successfully return to a regular school setting or make a smooth transition to the Life Long Learning Program.*

*Dear Parents,*

*We look forward to working with your child while he/she is attending the Middle School Alternative Program. **Our program offers parent support content courses to ensure your success and the success of your child.** This critical time in your child's life is most likely to be successful when students, parents, and school work together.*

*Please review this handbook with your child. Please, remind your child that he/she is expected to obey all rules, respect others, and accept responsibility for his / her actions. Let's work together to help your child be successful in his / her education and social development.*

### **DISCLAIMER**

***Neither this handbook nor any part of it should be construed as a contract. This handbook is not intended to be comprehensive and is advisory only to guide the student and parent. The school reserves the right to make changes or exceptions to statements in this handbook. The final interpretation of all school rules is left up to the Director of Alternative Education.***

*Latonia Copeland, Program Administrator Bonds MSAP*

## **The Middle School Alternative Program**

The Middle School Alternative Program provides services to students in grades 6th-8th who are experiencing difficulty at the middle school level. Students with frequent discipline problems and academic deficiencies are considered for acceptance into the program. These students are identified as those who interfere with other class members' learning and refuse to follow The School District Discipline Code. Transportation and lunch are provided. For additional information, call: Bonds MSAP 355-8273.

### **Our Purpose**

Greenville County Schools provides a personalized learning environment for students experiencing personal, situational, or disciplinary challenges. Alternative programs offer these students the chance to stay on track academically while working on personal development goals in a highly structured, supportive, and safe environment.

### **Our Mission**

The Alternative Programs of The School District of Greenville County will provide short-term educational settings that offer instructional programs to address the behavioral, academic, and social needs of at-risk students.

**Our K-12 personalized learning environments** focus on issues that hinder success while maintaining or accelerating academic growth and progress. Fostering confidence and perseverance through acceptance, structure, focused interventions, and support, we empower students to achieve high school completion and successful transitions to their home schools, post-secondary education or training, and employment. Enrollments are by administrative assignment and student choice.

### **Objectives/Goals**

1. Assist students in developing skills necessary to be successful in a regular school setting.
2. Assist students in developing self-discipline and a sense of personal responsibility for their actions.
3. Assist students in improving academic skills.
4. Provide students with a safe and nurturing environment for learning.
5. Provide differentiated instruction with a standards-based curriculum that meets the needs of students.
6. Provide opportunities for students to develop a more positive self-concept.
7. Assist students in identifying barriers that inhibit their educational and social development.

## **2023-2025 Calendar Dates to Remember**

First Day August 8

Last Day May 23

### **Student Holidays**

Labor Day September 2

Teacher Professional Dev. October 14

Teacher Professional Dev. November 4

Election Day November 5

Thanksgiving Break November 27-29

Winter Break December 23 - January 3

Teacher Professional Dev. January 6

MLK Day January 20

Presidents' Day February 17

Teacher Professional Dev. March 14

Spring Break March 17-21

Student/Teacher Holiday April 18

### **Student Half-Days**

Half-Day December 20

Half-Days May 22-23

### **Grading Periods**

End 1st Quarter October 11

End 2nd Quarter December 20

End 3rd Quarter March 13

End 4th Quarter May 23

### **Report Cards**

1st Report Card October 21

2nd Report Card January 9

3rd Report Card March 27

4th Report Card Mailed

## **BONDS MSAP STAFF**

Director of Alternative Programs  
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Ms. Kimberly Kelly

Science/Social Studies Facilitator  
tlewis@greenville.k12.sc.us

Ms. Tamela Lewis

Guidance Counselor  
egraham@greenville.k12.sc.us

Ms. Alexis Graham

Special Education Teacher  
sblawson@greenville.k12.sc.us

Ms. Stacy Lawson

**Please email staff if you have questions or concerns.**

## Daily Schedule

### BONDS MSAP DAILY 2024-2025

<b>Time</b>	<b>Kelly (ELA/SS)</b>	<b>Stokes (Math/SS)</b>	<b>Lewis (SCI/SS)</b>	<b>Reid</b>	<b>Hollinsed</b>
<b>8:00- 9:05</b>	Bathroom Duty	Breakfast Room Duty	Stairwell Duty	Check-in	Breakfast
<b>9:05-10:00</b>	6th SS	7th SS	8th SS	Refocus	Attendance
<b>10:00-11:00</b>	8th ELA	6th Math	Plan	7 <sup>th</sup> Core 5	Refocus
<b>11:00-12:00</b>	Plan	8th Math	7th Sci	Refocus	6 <sup>th</sup> –Core 5
<b>12:00-12:30</b>	6th Lunch	7th Lunch	8th Flex	Lunch	Refocus Lunch
<b>12:30-1:00</b>	6th Flex	7th Flex	8th Lunch	Lunch	Refocus Lunch
<b>1:00-2:00</b>	7th Ela	Plan	6th Sci	8th Core 5	Refocus
<b>2:00-2:45</b>	6th Ela	7th Math	8th Sci	Refocus	Refocus
<b>2:45-3:00</b>	Recovery	Recovery	Recovery	Refocus	Refocus
<b>3:00</b>	Dismiss	Dismiss	Dismiss	Dismiss	Dismiss

**Schedule Terms Defined**

**Core 5- Behavior Support Class**

**Refocus- Behavior Reflection Time**

**Recovery- Reconcile Negative Behaviors if Refocus is Required**

**Plan- Teachers Prep time for class and to contact parents**

## PROGRAM TIERS

*Students will be assigned to one of three Tiers upon entrance into the program*

	Tier 1	Tier 2	Tier 3	Sped
<b>Who</b>	First time offenders No prior discipline incidents; accumulation of level 1 offenses or single event not indicative of actual behavior problem	Level 2 discipline incidents	Repeat students Level 3 offenses	Students with an IEP
<b>Minimum Days</b>	20	30	40	20-30
<b>Level Work Requirements</b>	Intro/Exit essay  10 Ripple Effects  10 google slides  Mentor Notebook	Intro/Exit essay Standard fifth core to include 15 google slides  15 Ripple Effects  Mentor Notebook	Intro/Exit essay 20 Ripple Effects  Trauma videos and reflections  Restorative project based on offense <a href="#">Repeater Project</a>  <a href="#">Restorative Action Plan</a>  Repeaters Mentor notebook	Intro/Exit essay Goal setting  10-15 Ripple Effects  10-15 fifth core slides  Mentor Notebook
<b>Behavior Interventions</b>	As needed	As needed	<a href="#">Parent Report and goal setting sheet</a> completed weekly  Students must return to fifth core at the end of the day for <a href="#">Check in Check out</a>	Goal Setting and progress monitoring  As written in BIP  Others as needed
<b>Return <a href="#">Rubric</a></b>	Eligible at 4 weeks based off rubric score	Eligible at 6 weeks based off rubric score	Eligible at 8-9 weeks based off rubric score	As written in IEP/when goals are met
<b>Points</b>  <b>Students can earn 5 points per day</b>  <b>3 for behavior 1 for dress code 1 for attendance</b>  <b>25 points per week</b>  <a href="#">Points Spreadsheet</a>	Students need to earn 100 points  (25 points per week x 4 weeks)	150 points	200 points	150

## SCHOOL / OFFICE HOURS

The school day for students begins at **8:00 A.M.** and ends at **3:00 P.M.** Someone will be available in the office to assist parents and/or students between the hours of 8:00 A.M. - 4:00 P.M. If special assistance is needed, please schedule a conference to meet with the appropriate personnel. Students may be dropped off at 8:00 AM. Car riders are picked up should be picked up by 3:15 PM. Parents must contact the Main Office and submit written permission should their child request to ride with someone other than the designee assigned by the parent during the intake procedure. Parents must also give written permission for a student to walk home from Bonds MSAP.

### STUDENT MATERIALS

**Bring Daily-** Student ID, Three Ring Binder, Paper, Pencil

**Do not Bring-** Book bag, Cellphones, ear buds, air pods, food, candy, or drinks.

### BONDS MSAP DRESS CODE

A uniform dress code is required for all students who attend our program. The requirements of the uniform dress code are listed below.

- Wear collared shirts (full button or three button)
- Tuck my shirt in- remains tucked all day.
- Wear a belt daily, no sagging allowed
- Wear tan, blue, or black pants only- no denim, no skinny jeans, no jeggings, no shorts
- No hoodies allowed
- Plain sweatshirts or sweaters may be worn over the collared shirt
- Wear appropriate shoes (no flip-flops, crocs, bedroom shoes or slides)
- No pants or shorts under dress code pants allowed
- No Jewelry – includes earrings, bracelets, watches, rings, nose rings, tongue rings.

### TIER/POINT SYSTEM

Students are required to earn points to earn their way through our program and to return to their home schools. **Tier One students are required to earn a minimum of 100 points, Tier Two students are required to earn at least 150 points, and Tier Three students are required to earn 200 points. Students are able to earn at least five points each day.** It is possible for the Tier assignment of a student to change in response to negative behaviors. Parents will be informed when/if this occurs.

### Bonds MSAP Discipline Plan

Bonds MSAP will assess each student's daily performance based on the following criteria:

1. Dress
2. Cooperation with staff and students
3. Respect for staff and students
4. Calm and in control
5. Productive in academic and extracurricular activities

Behavioral interventions are based on daily behavioral performance within the classroom. Students will be expected to interact with the teachers and peers in the manner that is acceptable in a typical school setting. Students will be removed from class if their behavior



is not conducive to the learning environment. Students will lose points when sent to Refocus and will be required to remain in the program for a longer period of time.

**The following steps are implemented for problem behaviors:**

- The student may be asked to report to Refocus. Refocus is time away from the classroom so that the student is provided the opportunity to regain their learning composure and return to the classroom setting. Students remain in Refocus for at least 20 minutes.
- Students may earn the right to re-enter class by successfully completing Refocus Time. There is to be no talking during Refocus. The parent/guardian will be contacted an informed of the situation.
- If the student continues to refuse to cooperate, the parent/guardian will be contacted. A parent conference will be held to assist the parent and student in correcting this behavior
- Students may be charged by Law Enforcement for fighting and disturbing school.
- Students are also able to choose Refocus Time. This occurs when a student asks a staff member to allow them time away from the learning environment if/when student need space and time to regain their learning composure

**HOME SCHOOL AUTHORITY**

Students assigned to the alternative program are on probation for the remainder of the school year and are **NOT** permitted on any school district property without permission from the principal. Parents and students must gain permission from the school principal to attend any functions. Students can be charged with trespassing for violating this procedure.

**PARENT / TEACHER COMMUNICATION**

Parents will receive weekly point reports from our program. Teachers will also contact parents when students are required to go to refocus. All parents are encouraged to contact the school to schedule a conference with a student's teacher(s) by calling 355-8273. Teachers may also request conferences if needed.

**VISITORS**

With permission, parents are welcome to visit school. **Expelled or suspended students are not allowed on school grounds.**

**EARLY DISMISSALS**

When a student needs to leave school early, he or she must bring a note stating the reason for the early dismissal and the phone number where the parent(s) or guardian(s) may be reached. Although parent notes will be honored, early dismissal will be classified as excused or unexcused.

**ADDRESS / PHONE CHANGES**

Any student who has a change of address or phone number during the school year should report the new information to the office immediately. Ms. Hollinsed is the contact for this information.

**MEDICATION**

All medications shall be maintained in the main office. Proper forms from parents and physicians must be completed and on file. We cannot dispense any medication without parental and physician consent.

## CHROMEBOOKS

Chromebooks are the property of the School District of Greenville County. If a student should lose or damage a Chromebook he/she will be charged a fee to cover the damages or replacement cost.

### **The School District of Greenville County Student Acceptable Use Policy Agreement**

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. “Acceptable use” of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

*Please note that students who do not have access to the internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook Violation of any of the terms or conditions will result in disciplinary action.***

- **Treat computer equipment with care and respect** — Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- **Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.**
- **Do not use school computers for illegal activities such as planting viruses or hacking.**
- **Do not use school computers for commercial purposes.**
- **Follow copyright laws at all times** — See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret** — you will be held responsible for all computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- **All online communication must be polite and not threatening or offensive in any way** — The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and district purposes only.
- **Do not give out personal information on the Internet.** Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- **Home directories are provided to students for educational related work.** Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of student’s home directories.

**I understand and will comply with Greenville County School Policy IFBG**

## BREAKFAST/LUNCH

Applies Only to Riverside Middle Students 2024-2025-

<b>Meal Prices 2023-2024 School Year</b>	
<b>Breakfast</b>	<b>Lunch</b>
<b>All Students: No Charge</b> <b>Adult: \$3.10</b>	<b>Paid Students: \$2.50</b> <b>Adult: \$4.75</b>
<b>Extra Milk: \$.0.65</b>	

## ATTENDANCE

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

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

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

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

### Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three (3) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within three (3) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when

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

### **Unlawful Absences**

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

### **Absences**

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten

(10) days, whether those absences are lawful, unlawful, or a combination of the two. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful absence.

### **eLearning Days**

As an eLearning District, if it is necessary to close school on a day of student attendance due to inclement weather, up to the first 3 and any subsequent days will be made up through eLearning. The make-up will occur on the day of closure. (This statement required per State Department of Education interpretation of SC Statute 59-1-425).

### **Carnegie Credit**

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

In order to receive high school credit after the 10<sup>th</sup> unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. A student must attend the majority of a class session during a school day to receive credit for that class.

## **Truancy**

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

## **STUDENT BEHAVIOR CODE**

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

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

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

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.

### **Levels of offenses**

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

### **Disorderly conduct - Level I**

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

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

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

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a

student's opportunity to participate in any function of the school beyond attending class, riding

buses and participating in the school's food service program)

- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

### **Disruptive conduct - Level II**

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process

- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

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

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

### **Criminal conduct - Level III**

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

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

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

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings);

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

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

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

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

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

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

### **Transportation Discipline**

**Contact Number for Bus Service (355-7330)**



In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below. The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

### **Level I Offenses - Disorderly Conduct**

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level I Consequences**

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

### **Level II Offenses**

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

### **Level II Consequences**

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

### **Level III Offenses**

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

### **Level III Consequences**

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

### **Discipline of Students with Disabilities**

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

### **Anti-Bullying and Safe Schools**

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

### **Reporting Bullying, Harassment & Discrimination**

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

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG.

Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

### **Investigation**

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

### **Appeals**

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

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

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

### **Title IX Complaints (Sex-Based Discrimination/Harassment)**

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

### **Reporting & Investigation**

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

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

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

### **Uniform Grading Scale**

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

#### **The SC Grading Scale is as follows:**

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

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

### **2<sup>nd</sup>-12<sup>th</sup> Grade**

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

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

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

### **Grading Floors**

#### **Elementary School Students (Grades 2-5)**

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

#### **Middle School Students (Grades 6-8)**

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

#### **High School Students (Grades 9-12)**

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

#### **Family Educational Rights and Privacy Act (FERPA)**

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows: Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920

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

### **Directory Information**

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

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

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and

therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

### **School Insurance**

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

#### **[Insurance](#)**

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

### **Parent's Right to Know**

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

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

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

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

### **Student Use of Technology**

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

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

### **Board Policies and Administrative Rules**

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