

Sullivan Center  
High School Alternative Program  
"Creating New Opportunities"



Parent/Student Handbook  
2021-22

Tom Griffin – Coordinator for High School Alternative Program

SULLIVAN CENTER  
206 Wilkins Street  
Greenville, SC 29605  
(864) 355-3446

## **MESSAGE FROM THE COORDINATOR**

**Dear Students,**

***The staff of the High School Alternative Program 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 HSAP and Greenville County Schools.***

***We hope you will take advantage of the opportunities offered by HSAP. We encourage you to make good choices concerning your behavior and academic success. It is our goal to help you return successfully to a regular school setting or to make a smooth transition to Adult Education Programs.***

**Dear Parents,**

***We look forward to working with you and your child while he/she is attending the High School Alternative Program. This important time in your child's life is most likely to be successful when students, parents, and the school work together. We welcome your involvement in your child's academic, social and behavioral development and believe that your support and encouragement are essential to his/her success.***

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

**Tom Griffin  
Coordinator/High School Alternative Program**

### **DISCLAIMER**

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

## **MISSION**

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

## **BELIEFS**

- 1. All students are capable of learning.**
- 2. All students are individuals with unique needs.**
- 3. Students have a desire to be successful.**
- 4. Students deserve respect, acceptance and encouragement.**
- 5. Students should be provided a safe environment for learning.**
- 6. Students need a curriculum that provides opportunities for academic and social development.**
- 7. Education is the responsibility of the home, school, student, and community.**

## **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 own 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 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.**

## **PROGRAM DESCRIPTION**

**The High School Alternative Program was established in 1996. The goal of the program is to provide short-term intervention in a structured learning environment for at-risk students experiencing difficulty in the traditional academic setting. Students attending the High School Alternative Program will be given the opportunity to continue their education in an environment designed to address their academic, social, and behavioral needs.**

Students are referred to the program by a School District Hearing Officer. Once completing the program, the student will be able to return to his/her home school. Completion of the program is based solely on student performance. The ultimate goal of the High School Alternative Program is to help students reintegrate successfully into the traditional school setting or continue their education in a setting of their choice, to include Adult Education.

The High School Alternative Program offers courses via Edgenuity computer based instruction. Academic support will be provided by instructional facilitators and certified content teachers. Students attend school from 8:30 A.M. – 3:00 P.M. and work in multi-age/multi-grade level classes. Each student works on an educational plan tailored to meet his/her academic needs. Small class sizes help to create an intimate climate and provide increased opportunities for attention to social and behavioral needs. The staff at the High School Alternative Program is trained to function as a team and to be consistent in their expectations of students who attend the program.

The High School Alternative Program promotes acceptance of responsibility for one's own actions and development of self-discipline. The on-site counseling staff will offer opportunities for individual and group counseling and opportunities to improve the skills necessary for success in life. Students are returned to the traditional academic setting once they have successfully completed their prescribed program.

### **EDUCATION PLAN**

- 1. Raise the academic challenge and performance of each student**
- 2. Ensure quality personnel in all positions**
- 3. Provide a school environment supportive of learning**
- 4. Effectively manage and further develop necessary financial resources**
- 5. Improve public understanding and support of public schools**

### **PROGRAM STAFF**

**Director of Alternative Programs  
Coordinator/Principal  
Math Instructor  
Science Instructor  
English Instructor  
Social Studies Instructor  
Spanish/Related Arts  
Teacher Assistant  
Teacher Assistant**

**Dr. Kathie Greer  
Tom Griffin  
Tricia - Ann Simms  
Jaquanna McCrea  
Belinda J. Garrison  
Amanda Bentley  
Heather Cortes  
Annette Walker  
Napoleon Ferguson**

Instructional Coach  
Instructional Facilitator  
Instructional Facilitator  
Instructional Facilitator  
Instructional Facilitator  
Guidance Counselor  
Social Worker/Attendance  
Behavior Support  
Transition Specialist  
Instructional Support

Ameka Cruz  
Kelly Adams  
Adrian Wideman  
Tim Maybin  
James Griffin  
Charlotte Wright  
Laura Johnson  
Nicole Shartzner  
Ulysses Sweeney  
Judy Poynter

### SCHOOL/OFFICE HOURS

The instructional day for students begins at 8:30 A.M. and ends at 3:00 P.M. **STUDENTS MUST BE IN THE BUILDING PRIOR TO 8:30.** **(Over sleeping is not an excused tardy.)** 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 as early as 7:45 AM; this is when the doors will be opened. **(Doors are not opened prior to 7:45 AM)** Breakfast and Lunch are provided to all students at no charge. If students wish to eat breakfast they should arrive prior to 8:15 am. Students will eat lunch with the class they are assigned to. **Students should be picked up no later than 3:30 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. All students must use the designated area for drop-off and pick-up.

Check-in	7:45 AM – 8:25 AM
1 <sup>st</sup> Period	8:30 AM – 9:30 AM
2 <sup>nd</sup> Period	9:30 AM – 10:30 AM
3 <sup>rd</sup> Period	10:30 AM – 11:30 AM
Lunch	11:30 AM – 12:00 PM
4 <sup>th</sup> Period	12:00 PM – 1:00 PM
5 <sup>th</sup> Period	1:00 PM – 2:00 PM
6 <sup>th</sup> Period	2:00 PM – 3:00 PM

## CURRICULUM REQUIREMENTS FOR A SC HIGH SCHOOL DIPLOMA

For a public school student to receive a South Carolina High School Diploma, the student must meet the following requirements:

- Complete a minimum of twenty-four units of credit as prescribed and
- Meet the standard on all subtests of the Exit Examination, in addition to passing all required courses.

Subjects	Units Required
English/language arts	4.0
Mathematics	4.0
Science	3.0
U.S. History of Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other social studies	1.0
Physical education or ROTC	1.0
Computer science (including keyboard)**	1.0
Foreign language or Career and Technology Education***	1.0
Electives	7.0
Total	24

\*\* The student must demonstrate computer literacy before graduation.

\*\*\* For a student in a College Prep program to meet state high school diploma requirements, one unit must be earned in foreign language (most four-year colleges/universities require at least two years of the same foreign language). For a student in Tech Prep Program, one unit must be earned in Career and Technology Education course work.

All students entering the eleventh grade for the first time in school year 2021-22 and subsequent years must be administered a college and career readiness assessment.

In addition, all students entering the eleventh grade for the first time in school year 2021-22 and subsequent years must be administered a Work Keys assessment.

## CURRICULUM/GRADING SYSTEM

The High School Alternative Program provides computer based instruction provided by Edgenuity. Edgenuity offers standards based digital curriculum in math, science, English, social studies, and electives. Mastery for each course is 60%.

Algebra I*	English III*
Algebra II*	English IV*
Geometry*	Geography World Cultures (Global 1)
Precalculus	Economics*
Probability and Statistics	Government *
Algebra IA*	US History*
Algebra IB*	World History*(Global 2)
Biology*	Sociology
Chemistry*	Art Appreciation
Physical Science*	Music Appreciation
English I*	Physical Education
English II*	And more

## END-OF-COURSE EXAMINATION PROGRAM (EOCEP)

End of course exams are final exams for block/semester courses. These exams are administered in U.S. History; Algebra 1; Algebra 1, Part B; English 1; and Biology 1. EOCs count as twenty percent (20%) of the final average

## PERSONAL BELONGINGS

Book bags and backpacks are not allowed within the school. Students should keep all allowed personal belongings with them at all times. Any items of value should be left at home. Furthermore, students are encouraged not to bring excessive amounts of money to school. The school and the School District of Greenville County are not responsible for

theft or loss of personal belongings. Food and drink will be provided during breakfast and lunch. Students may not have food, drink, or gum during regular class periods.

#### **PAGING DEVICES, TELECOMMUNICATION 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.

**While enrolled in the High School Alternative Program (HSAP), no student may have in their possession, a cell phone, MP3 player, or any other electronic or paging device. Violations will result in the device being confiscated by faculty or staff.**

**Neither the school nor the district will be responsible for any lost, stolen, or damaged electronic device or cell phone brought onto school property.**

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 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 following school day. 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 when the student exits the program.**

**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 when the student exits the program.**

**The HSAP does not allow students to bring any paging devices, telecommunication devices, and/or cell phones to school. Staff and the HSAP will not be held liable for any damage and/or loss to such items.**

### **LIFE SKILLS**

**HSAP not only focuses on the academic success of student, but also their social development. All students attending HSAP will receive Life Skills instruction. Some of the subjects covered in Life Skills are communication, anger management, conflict resolution, decision-making, and alcohol & drug abuse. There is no grade or academic credit given for Life Skills. Phoenix Center staff will conduct our Life Skills curriculum and provide counseling services to students. Life Skills will also be conducted by the Facilitators and students will also have access to Life Skills activities in our Ripple Effects Program.**

### **PUPIL PERSONNEL SERVICES**

**A guidance counselor will be available to offer assistance to students and parents. This individual will work with students in discussing personal and school related issues. The counseling staff will strive to be available, informed, and open to suggestions for broader service.**

### **PARENT/TEACHER COMMUNICATION**

**Parents should expect weekly contact from their student's facilitator on a weekly basis to update them on their student's progress. We hope that parents will take advantage of the Alternative Program webpage and the Parent Portal. All parents are encouraged to contact the school to set up a conference with a student's facilitator (s) by calling 355-5182. Facilitators may also request conferences if needed. Parents are encouraged to stay in touch with facilitators by attending scheduled parenting meetings, calling if they have a concern after talking with their child, coming in to observe and support staff in our efforts.**

### **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.**

### **PARENT NIGHT/OPEN HOUSE**

**Periodically throughout the school year, HSAP will sponsor Parent Night/Open House. Parents are urged to attend and talk with teachers and**

fellowship with other parents, and interact with program staff who will discuss various subjects of interest to parents of the students.

### **EXPECTATIONS FOR STUDENTS/EXIT REQUIREMENTS**

Program exit requirements will be explained to parents and students during the enrollment conference. We do require that students demonstrate over a substantial period of time the ability to function academically and socially in the regular school environment. Our staff will contact parents weekly to share student progress and to answer any questions. While in the Alternative setting students are expected to do the academic rigor that is required of them. Sleeping in class will not be tolerated. Students will be expected to work during class throughout the day. Students that cannot stay awake will be here a longer period of time as will, students who choose not to work during the school day.

### **MEDICATION**

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

### **TRANSPORTATION/STUDENT PARKING**

All students will be responsible for arranging their own transportation to and from school. Designated areas are provided for student parking. Students should park their cars in their assigned area. Students should enter the building immediately. Loitering in the parking lot is prohibited. Students must remain in the assigned drop-off/pick-up waiting area. The school and the School District of Greenville County are not responsible for thefts or other vandalism to student cars or property. Students are encouraged not to leave valuables in their cars. All students should enter and exit the campus at the designated area. Students are to immediately report to the Check-In area upon arrival.

Parent/Guardian must call the Main Office and submit written permission if they request their child to ride with anyone other than the person designated at the intake conference. Students must enter and exit the building as soon as they arrive or depart. Loitering will not be permitted.

### **BREAKFAST/LUNCH PROGRAM**

Breakfast and lunch are provided to all students at no cost.

## **VISITORS**

Visitors are not allowed on campus unless permission has been granted from the office. Students are not to invite relatives or friends to school for class visits. With permission, parents are welcome to visit school. Expelled or suspended students are not allowed on school grounds. All visitors must check in the main office.

## **HALL MOVEMENT**

Students should not be in the halls at any time without adult supervision. Any time a student needs to transition in the building. There must be prior notification to the room or office they are transitioning to and adults must be in the hallway or at their doors ensuring that the appropriate transition occurs.

## **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. Students will not be dismissed by a telephone call. Parents must enter the school to sign out the student when the student is leaving school early.

Although parent notes will be honored, early dismissal will be classified as excused or unexcused.

## **TARDINESS TO SCHOOL**

Students are expected to arrive at school and be in their classroom by 8:30 A.M. Breakfast services will end at 8:15 AM. Please plan for traffic delays and leave a little early. Students will receive two free tardies of 15 minutes or less per semester. Thereafter, a parent conference will be required in an effort to correct. Excessive tardies will require an attendance intervention to implement an improvement plan and inform parents/students of possible consequences for continued truancy.

## **ATTENDANCE REGULATIONS**

School is compulsory between the ages of six and seventeen, by state statute. The maximum age for public school attendance is 21. However, a student who reaches his twenty-first birthday while enrolled as a high school senior and is a candidate for graduation may remain to complete that school year.

Absences in High School are accrued per course. Note: Classes missed during early dismissals count toward the maximum number of allowable absences in any one class.

**Standard / Regular Schedule (Full Year Courses)** - Students must attend at least 170 days of each 180-day (year) course and at least 85 days of each 90-day (semester) course, as well as meet all minimum requirements for each course. The first ten (10) absences may be lawful, unlawful, or a combination. Absences in excess of ten (10) may cause students to lose credit for the year. All absences beginning with the eleventh (11<sup>th</sup>) must be lawful and will be excused if they fall within the guidelines of lawful absences.

**4 x 4 Block Schedule (Semester Courses)** - Students must attend at least 85 days of each 90-day (semester) course as well as meet all minimum requirements for each course. Absences in excess of five (5) may cause the student to lose credit for the semester. The first five (5) absences per semester course may be lawful, unlawful, or a combination. All absences beginning with the sixth (6<sup>th</sup>) must be lawful and will be excused if they fall within the guidelines of lawful absences.

**A/B Schedule** - To receive credit, students must not miss more than five (5) days of a year course (unit course), or three (3) days of a semester course (1/2 unit course), as well as meet all minimum requirements for each course. Absences in excess of five (5) days may cause the student to lose credit for a year course; absences in excess of three (3) days may cause the student to lose credit for a semester course. The first five (5) absences for a year course and the first three (3) absences for a semester course may be lawful, unlawful, or a combination. All absences beginning with the sixth (6<sup>th</sup>) for a year course and the fourth (4<sup>th</sup>) for a semester course must be lawful and will be excused if they fall within the guidelines of lawful absences. **A. Lawful Absences**

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. \*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for Chronic or Extended illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
5. 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. \* Including doctor's appointments.

#### *B. Unlawful Absences*

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

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

1. The district board of trustees, or its designee, shall 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.
2. High School Credit - In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement. Local school boards should develop policies governing student's absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements.

#### *D. Procedures for Makeup Work*

1. Provision for make-up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.
2. Make up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

#### *Intervention*

1. Facilitators and Attendance clerks shall make daily contact (phone, letter or e-mails) to the parent(s)/guardian(s) of students who are absent. It is recommended that each school form an attendance intervention team to assume the responsibility of intervention or attendance matters. It is suggested that members of the attendance intervention team should be but not limited to the attendance clerk, counselor, assistant principal, mental health counselor, social worker, teacher and the special education coordinator. The principal would designate an attendance intervention coordinator from the intervention team.

2. After a student has accumulated three (3) consecutive or a total of five (5) unexcused absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:
  - a. Hold a conference with the student and the parent(s) or guardian(s).
  - b. Identify reasons for the student's unlawful absences.
  - c. Develop a plan in conjunction with the student and the parent(s)/guardian(s) to improve attendance.
  - d. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
  - e. Document the conference by having all appropriate conferees sign and date a *Student Attendance Intervention Plan* Form in the spaces provided.
3. Upon the seventh consecutive or eighth accumulated unexcused absence, the attendance clerk or the intervention team coordinator shall send an Attendance Referral to an attendance supervisor with the following information:
  - a. List of courses and grades currently enrolled in.
  - b. A summarized copy of the student's attendance signed and dated by the Principal.
  - c. Written excuses for absences.
  - d. Copy of current discipline record.
  - e. A completed Student Attendance Intervention Plan Form.
4. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include but not be limited to:
  - a. Convene a conference with the parent(s)/guardian(s) and the student.
  - b. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
  - c. Follow-up on recommendations made by the intervention team.
  - d. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
  - e. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
  - f. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan

Form. Include your written findings on recommendations made by the intervention team.

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

### STUDENT BEHAVIOR CODE (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

In addition to discipline at school, 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.

- possession or use of a paging device in violation of District policy
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

- verbal reprimand

withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the School District's food service program)

- demerits
- detention
- in-school/out of school suspension
- other sanctions approved by the Board or administration

### *Disruptive Conduct - Level II*

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

The administration may reclassify disorderly conduct (Level

l) 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
- \_\_\_\_\_
- 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:

- \_\_\_\_\_
- 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 and 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.

Parents can direct questions to INFOLine at 355-3100. Service representatives can answer questions about school assignment, attendance requirements, school calendar, student enrollment procedures, bus transportation, and other matters.

For further information call 355-3100 or log onto our website at [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us).

## 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 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.

## HARRASSMENT, INTIMIDATION, AND BULLYING (Summary of Policy and Administrative Rule JCDAG)

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:

- a) 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
- b) 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 file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint 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 HARRASSMENT (Summary of Policy JCDAG)

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, is encouraged to file a complaint in accordance with JCDAG. A parent may also file a complaint on behalf of his/her child. Students will not be subject to retaliation or reprisal for having filed a complaint.

## GANG ACTIVITY OR ASSOCIATION (Summary of Policy JCDAE)

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.

*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 the 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.

## TOBACCO USE (Policy JCDAB)

Students are not permitted to use or possess any tobacco products 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 must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at [www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp](http://www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp).

## 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)

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community. Students should dress for the educational setting 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.
- No Hats or sunglasses will be allowed 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.
- Students will not be allowed in the building with clothes that have holes
- 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, sex, or gangs.

Additions for the Alternative Program will include but not be limited to the following:

- No “Bedroom Shoes”, “Shower Shoes”, “Flip Flops”
- Sandals must have a heel strap
- **Collared shirts must be worn by all students (no t-shirts except under collared shirts, this includes long sleeve t-shirts)**

- All shirts for all students must be neutral colors( white, black, brown, tan, green), **No Red or Blue will be allowed in the building by students, (this includes but is not limited to shirts ,jackets ,shoes and pants)**
- All shirts must cover the stomach and back (no crop tops)
- **Pants for males and females are khakis, dress pants, and some jeans (No blue jeans, or camos will be allowed. Students may wear black, gray or brown jeans, (any color of jeans except blue or red) No jeans or pants with the shredded look will be allowed)**
- No leggings or jeggings for females **unless they are under a skirt or dress**
- Male students **must always have a working belt on.**
- No **Gym Shorts** are allowed to be worn under pants
- No **shorts for males or females**
- No chains hanging from clothing
- No grilles
- All shirts for males must be tucked in at all times
- Students are not allowed to wear multiple layers of clothing (i.e. undergarments, gym shorts under pants, socks, etc.).
- No gloves can be worn in the building
- No jerseys of any type are allowed
- No clothing with holes will be allowed (Students will not be allowed to enter the building)
- Skirts and dresses must be knee length. (must be neutral colors)
- Accessories such as piercings are allowed as long as they do not become a distraction in class.
- **No Hoodie allowed in the program. Jackets without hoods that are not red or blue may be kept on.** regular sweatshirts are allowed to be worn over a collared shirt (crewneck and v-neck)
- No headbands or other hair products such as brushes, picks, combs, sponges, etc....) pony tail twists are the only thing allowed to put hair up with
- No aerosol cans of any type
- **Any student caught with a phone on them will be suspended for 2 days (if parents cannot be contacted the suspension starts the following day.)**
-

**STUDENTS WHO DO NOT MEET THE DRESS CODE, WILL BE WITH US  
LONGER**

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. Repeated violations of the Dress Code will be treated as disruptive behavior in violation of the District's Behavior Code. **Please note that the Dress Code is extremely important because it deals with Compliance and Decision making which are key elements in helping staff determine when a student is ready to transition back to a regular school setting.**