



Greenville Early College

"Developing a college state of mind"

Student Handbook 2017-2018



University Center of Greenville
225 South Pleasantburg Drive
Greenville, South Carolina 29607
Office: 864-355-7960
www.greenville.k12.sc.us/ec/



Dr. Tiffany A. Estes
Principal

School Mascot: Eagle
School Colors: Black, Hunter Green & White

The School District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealing with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities. Information about federal regulations on such employment discrimination may be obtained from the Legal Counsel, 864-355-3100.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Principal's Message

Dear Students and Parents/Guardians,

Welcome to Greenville Early College! The 2017-2018 school year promises to be one of the most exciting, challenging and rewarding years of your life.

Our school is staffed by one of the finest groups of teachers, counselors, administrators, secretaries, and custodians in Greenville County. They are here to assure that you have every opportunity to excel in all academic areas and achieve the success that you desire.

I encourage both you and your parents to stay actively involved in your educational career at Greenville Early College and beyond. Good luck and have a great year as an Eagle!

Sincerely,

Dr. Tiffany A. Estes

Dr. Tiffany A. Estes
Principal

OUR MISSION

The mission of Greenville Early College is to offer an innovative approach to secondary instruction, with the goal of increasing the high school graduation and college enrollment rates for students who are at-risk of dropping out. Greenville Early College's objective is to provide a personalized learning environment that will develop a "college-going identity" and maximize the learning potential of all students.

What is Greenville Early College?

Greenville Early College will eventually be a 6th-12th grade program within Greenville County Schools. For the 2017-2018 school year we will serve approximately 200 students in grades 6 - 11, with priority given to targeted students who feed into Carolina High School and feeder schools. Every year we will add a new 6th grade class. Eligible students will be contacted each year in February. The Early College Program is housed at the University Center of Greenville. GEC is a partnership between Greenville County Schools, Clemson University, Furman University, the University Center, and USC Upstate to introduce and provide college experiences, academic assistance, and acceleration for students.

In grades 6-8, the primary focus will be literacy, mathematics, and critical thinking skills, with the opportunity to enroll in dual credit classes once in high school. The instructional framework covers skills that address the global achievement gap incorporating the following areas with 21st century skills: 1. Critical Thinking and Problem Solving; 2. Collaboration; 3. Effective Oral and Written Communication; 4. Accessing and Analyzing Information. In grades 9-12, students are completing the necessary Carnegie Units to graduate from high school with a state high school diploma. Students who are academically

ready will be given the option to take college courses starting in their junior year of high school.

Upon successfully graduating from Greenville Early College students will have the opportunity to apply to Clemson University, Furman University and/or USC Upstate (our university partners) or a college/university of the student's choice. Students must meet entrance requirements for each respective university they wish to apply to. The school and partner universities will assist families with researching and completing applications, federal aid paperwork (FAFSA) and scholarship opportunities.

OUR BENEFACTORS

The program has received significant support and investment from partners such as Michelin North America, The Community Foundation of Greenville, The Hollingsworth Foundation, The Jolley Foundation, and the Symmes Foundation.

Student Responsibility for Handbook

Students are responsible for reading this handbook and knowing its content. All students at Greenville Early College are instructed to show this handbook to their parents/guardians. Any parent wishing to review a copy of the handbook can access it on the school's website. This handbook also serves as a student planner, homework assignment recorder, and hall pass when dated and initialed by a teacher or administrator. Each student is issued a handbook at the beginning of the year. All students are expected to have one. If lost, students may purchase another handbook for \$5.00 in the main office.

Disclaimer

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Greenville Early College. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school. **Discipline policies included in this publication are based on information at the time of printing.**

Sex & Handicap Discrimination

Title IX of the Educational Amendments of 1972, prohibits discrimination against any student or employee on the basis of sex. Section 504, of the Rehabilitation Act of 1973, forbids discrimination against any student or employee on the basis of handicap. Greenville County Schools does not discriminate in admission or access to, or treatment and employment in, any of its programs or activities on the basis of sex, handicap, or other unlawful criteria such as age, race, religion, or national origin. Complaints about discrimination on the basis of sex, handicap, or other unlawful criteria should be taken to the local building principal or immediate supervisor with the objective of resolving the matter informally. If a complaint cannot be resolved in this manner, then established grievance procedures should be used. Student grievance procedures are contained in District Rule JCE, and employee grievance procedures are contained in District Rule GAE. Both of these procedures outlines are available in any principal's office. Further information about laws and regulations concerning sex, handicap, and other discrimination or about grievance procedures may be obtained from the district office.



New Tech Network (NTN)

- Grades 6-8
- Standards-focused Project Based Learning (PBL)
- 1:1 technology
- Preparation for high school & college
- 21st century skills (collaboration, communication, critical thinking and creativity & innovation)
- Students will be graded in the following 5 School Wide Learning Outcomes (SWLOs):
 - ~Agency
 - ~Collaboration
 - ~Knowledge & Thinking
 - ~Oral Communication
 - ~Written Communication

Field Trips

Students on approved school field trips and approved school activities will not be considered absent from school. They must make up missed work. Students participating in field trips or any other school activity are expected to abide by the same policies as during a regular school day and will be expected to follow dress code procedures determined by the faculty. Students must have a signed field trip permission form before going on a field trip.

Related Arts' Field Trips

Middle School Related arts will be conducted through "experiences" for the 2017-2018 school year. This includes field trips in the areas of art, music and career exploration.

Campus Visits

Students will visit our partner universities at least once during the 2017-2018 school year. Students must be in good academic standing to attend college visits. **Students who are failing classes will not be permitted to attend college visits.**

Access to Field Trips

1. A teacher may not use a field trip to reward or punish a student for behavior unrelated to the trip. Students may be excluded from trips, however, if (a) a suspension covers the date(s) of the trip: and (b) the student's behavior, in the judgment of the teacher/administration, would disrupt the orderly execution of the trip and lessen its educational value for other students.
2. The principal must approve all decisions to deny a student access to a field trip
3. Students who are excluded from field trips must be given appropriate alternative assignments.
4. Students will not be academically penalized for not being allowed to participate in a field trip.

Grading Scale

The School District of Greenville County complies with statewide requirements.

Middle and high school students will receive a numeric grade.

The grading scale provides consistency across South Carolina.

10 Point Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Behavior and Attitude

1. All students are expected to show a positive attitude when in class. Failure to show a positive attitude can be disruptive to the pursuit of academic excellence.
2. When a student becomes disruptive in class to the point that it interferes with his learning and/or the learning of others, the teacher reserves the right to refer the student to another teacher's classroom or the office for disciplinary action.

The purpose of high standards is to make the student aware of what he/she must do: be on time for and consistently attend class, behave in class, and successfully meet academic goals. Each is equally important. Excellence cannot be obtained by accomplishing one and not accomplishing all.

2017-2018 School Hours

Students may be dropped off starting at 7:30am each morning.

Middle School: 9:00am - 2:45 (Monday, Wednesday & Friday). 9:00am-4:45pm* (Tuesday & Thursday)

*Extended day schedule will begin Tuesday, September 5th, 2017. We will release at 2:45pm each day until extended day starts. Attendance at the Extended Day Program is until 4:45pm every Tuesday and Thursday and is **mandatory** for ALL middle school students.

High School: 8:30am - 3:15pm (Monday through Friday)

If your high school child arrives after 8:35am they are TARDY

If your middle school child arrives after 9:00am they are TARDY

Office Hours

The school office will be open from 8:00 am - 3:45pm daily. Exceptions are noted on the school district calendar.

Updated Addresses/Phone Numbers

If your address or phone number changes over the school year please call the main office with any changes as soon as possible. Any address changes must be accompanied with (2) proofs of residency (lease/mortgage statement, power bill, electric bill etc.) We want to make sure that all families receive updates throughout the school year.

Visitors

All visitors must report to the main office before proceeding to any other part of the building or campus. **Visitors must have a photo ID** and will sign in on the Hall Pass system. Visitors must wear a name tag while on the campus. **Please note: All school policies, procedures, regulations and rules apply to all visitors.** These procedures are in place for the safety of the students and staff. Trespassers may be prosecuted.

Parent Involvement

Student learning and achievement are more likely to occur when there is an effective partnership and ongoing communication between the school and the student's family. Written information is provided to families as needed throughout the school year, as well as individual student updates. Families are encouraged to attend and participate in special events. Families are encouraged to call and email as well as provide contact information for teachers to stay in touch regularly about the progress of their student. Teamwork makes the dream work!

Conferences

If you would like to schedule a conference with one or all of your child's teachers please call the guidance office at 355-7565 to schedule an appointment.

ATTENDANCE

1. All students are required to attend class and may not leave class without permission.
2. Any student who is absent from class with an excuse will be required to make up work missed or will be given a zero. It is the student's responsibility to obtain missed work.
3. Period attendance will be taken for each class
4. **If a student misses more than 50% of a class they will be considered absent for that class.**

Parents have the legal responsibility of sending their children to school. 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.

In accordance with South Carolina Compulsory Attendance Law, the School District of Greenville County has adopted uniform rules to assure 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.

All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their 17th birthday. 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.

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

High School will run a block schedule (90-day semester courses). Accrued student absences may not exceed five (5) days during each semester. Any absence in excess of five (5) may cause the student to lose credit for each semester course. Period attendance will be taken in high school for each class.

Middle School: Because 170 days are the minimum required by the state, the first ten (10) absences may be lawful, unlawful, or a combination. **All absences beginning with the eleventh (11th) must be accompanied by a medical note in order to be considered lawful.**

If a student accumulates 3 consecutive or 5 total unlawful absences, they are considered truant and a disciplinary referral is issued, at which time a parent is required to come in for a conference.

Written Excuses

In order for an absence to be considered excused, a written statement from the parent, guardian, or doctor must be submitted to the attendance office or may be submitted online (see link on school website). A written excuse for the absence should be brought to the school the day the student returns from being absent. If the excuse is not sent within two (2) days, the absence will be considered unexcused and recorded accordingly. If the absence is excused, the student will be allowed to make up work missed. All make up work must be completed within one week after returning to school. The student has the responsibility of requesting make-up work. Excuses for these absences should:

1. Be dated and give date or dates of absences.
2. State reason for absence unless it was prearranged.
3. Be given to office clerk the day student returns.
4. Be written and signed by the parent.
5. Must have a phone number where parent can be reached for verification.

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. ***Including doctor's appointments.** ****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 due to activities that are approved in advance by the principal. This would include absences for extreme hardships.

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.

Assignments

If a student is absent for more than two days and needs assignments, a parent/guardian should call the school for assistance. Teachers are given 48 hours to get assignments ready. This is to prevent interruption of instruction. Middle school students can also check Echo for daily assignments.

Early Dismissals

On the day a student needs to leave early, he/she must bring a note stating the reason for his/her dismissal and the phone number where parents can be reached to verify early dismissal. This note must be signed by the parent and must be in the main office no later than 9:30 A.M. If the dismissal is for medical purposes, the request should include the doctor's name and telephone number. The parent or legal guardian with whom the student lives must meet the student in the office. Early dismissals are excused for the reasons which apply for an excused absence. Early dismissals count as an absence in all classes missed.

Tardy Policy

The tardy policy is as follows:

1. Persistent tardiness will not be tolerated; corrective action will be taken.
2. Office Staff & Teachers will keep an accurate accounting system of tardiness to class through the day.
3. Persistent "EXCUSED" tardiness will be carefully examined by the administration to attempt to reduce it. Tardiness for any reason is disruptive to the learning environment and to the learning process.
4. If a student misses more than 50% of a class they are considered absent from that class.

Make-Up Work

Failure to make up work within five school days, immediately following the absence, will result in the student's grade being jeopardized in classes missed during the period of absence. In cases of prolonged illness, special consideration will be given.

It is the responsibility of the student, not the teachers, to arrange for make-up work.

1. Work assigned before the absence will be due the day the student returns.
2. Tests assigned before the absence will be taken on the scheduled test date or the next day.
3. If students miss a test or quiz while absent, on the first day back, arrange with teacher to make up the work.
4. In general, work is made up before or after school in order not to miss more class time. Check with each teacher and arrange with him or her to complete this in a timely manner.

Textbooks

All basic textbooks are checked-out to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books. Students cannot participate in field day or receive a yearbook if they have outstanding textbooks or textbook fees. Final report cards are also held until fees are paid.

Book Bags

Students are encouraged to use book bags to transport their books and materials to and from school. No student should bring book bags into the restrooms at any time. Due to limited space at GEC, **rolling book bags will not be allowed.**

Guidance

The Greenville Early College Guidance Department provides support services to students, staff and parents. Counselors also promote the academic, career, personal and social development of our students through individual counseling, small groups, and classroom guidance activities.

Additional support services include school registration, scheduling, maintaining student records and working with the testing program, etc.

Parents wishing to schedule a teacher conference or speak with your child's counselor may call the school at 355-7565.

High School Promotion Requirements

Listed below are the high school promotion requirements as prescribed by the School District of Greenville County and the South Carolina Education Improvement Act.

To be classified as a 10th grader, a student must have earned at least five (5) units of credit distributed as follows:

- One unit of English
- One unit of Mathematics
- Three additional units

To be classified as an 11th grader, a student must have earned at least eleven (11) units of credit distributed as follows:

- Two units of English
- Two units of Mathematics
- One unit of Science
- Six additional units

To be classified as a 12th grader, a student must have earned at least seventeen (17) units of credit and be enrolled in all courses required for graduation. Units earned must be distributed as follows:

- Three units of English
- Three units of Mathematics
- Two units of Science
- Nine additional units

Students and parents are encouraged to discuss the number of units earned or need to earn with the guidance counselor.

Graduation Requirements

State Diploma requires 24 units for all students. Participation in additional standardized testing may be required.

English	4 units
Mathematics	4 units
Science	3 units
US History	1 unit
Economics	½ unit
Government	½ unit
Other Social Studies	1 unit
PE or JROTC	1 unit
Computer Science	1 unit
Foreign Language or Career Technology	1 unit
Fine Arts	1 unit
Electives	6 units
Total	24 units

Privacy of Student Records

- Personally identifiable student records are not open to public inspection without written consent of parents, legal guardians, student of legal age, or post-secondary student who identifiable information appears in such records.
- Any questions concerning student records should be referred to guidance.
- The revised Family Rights and Privacy Act became a federal law in December 1974. The law is designed to protect the accuracy and privacy of student educational records. With reference to this law, please note the following:
 - The definition of “educational records” includes all records, files, documents and other materials containing information directly related to your child.
 - Without your prior consent, only you and authorized individuals will have access to your child’s educational records. Unless you make a request in writing to the contrary, we may release without consent the following kinds of directory information contained in your child’s educational records: name, sex, race, address, telephone listing, date and place of birth, dates of attendance, number of days absent, subjects of study, major field of study, participation in officially recognized activities and sports, weight and height (if member of an athletic team) degrees and awards received, and the most recent previous educational agency or institution attended.
 - You may make an appointment to inspect and review your child’s educational records.
 - You have the right to have your child’s records interpreted for you.
 - You have the right to challenge any information contained in your child’s educational records, if you think it is inaccurate, misleading, or inappropriate.
 - The rights, described herein, are transferred to your child upon the attainment of his/her 18th birthday or admission to an institution of post-secondary education.

Dress Code (The School District of Greenville County and Greenville Early College Minimum Standards)

The primary objective of The School District of Greenville County and Greenville Early College is to provide a world-class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines. The following minimum standards apply throughout The School District of Greenville County and Greenville Early College and will be **vigorously** enforced. Principals may make additions to these standards.

Student dress and grooming will be neat and clean.

1. Shirts/Blouses should be tucked in. At no time should the student’s midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
2. Clothing that inappropriately exposes body parts will not be permitted. This includes: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Bra straps and bra sides must not be visible. No sleeveless shirts are permitted.
3. Students shall not dress in such a way that partially or totally exposes underclothing. This includes dark colored undergarments and white shirts.

4. Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor. Students must wear belts if their clothing does not fit at waist level (No sagging).
5. Skirts/skorts should fit and be in good taste and not be shorter than mid-thigh, even with leggings underneath.
6. Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts are not permitted.
7. Hats, sunglasses, hair curlers, skullies, bandanas, or do-rags may not be worn in the building. Sweat headbands or sweat armbands may not be worn. Do not bring any of these items to school. They will be confiscated.
9. Shoes or sandals must be worn at all times. Slippers are not permitted.
10. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, or drug advertisements, or other inappropriate phrases or symbols. Any clothing that is disruptive to the functionality of the school will not be permitted.
11. Extraneous articles hanging from clothing, such as chains are not permitted. Studded bracelets or belts, handcuffs, knuckle rings or any other item that could be used as a weapon are not allowed.
12. Facial jewelry is permitted only on the ears. Tongue, eyebrow and nose rings/piercings are not permitted.
13. Holes in pants, shorts, skirts or shirts are not permitted. Students will not be given tape to cover holes.
14. Trench coats are not to be worn to school.

Greenville Early College Dress Code Policy:

Students will be checked each morning coming into the building to ensure that their attire meets dress code policy. If their clothing does not meet dress code the following procedures are put in place:

1. Student will be given the opportunity to call home for a parent/guardian to bring them appropriate clothing. Student will remain in administrative ISS until appropriate clothing is brought to school.
2. If student is unable to reach parent/guardian or parent/guardian cannot bring appropriate clothing to the school, the student will remain in ISS for the remainder of the day.

NOTE: Administrators will make the final decisions regarding appropriate and inappropriate dress of students.

Technology Use

The use of GEC-owned technology resources is a privilege extended to students as a tool to promote the mission of Greenville Early College. All students are expected to follow the guidelines set forth by the school and the teachers in using technology. District-approved sites are the only ones students have permission to use. Failure to observe the guidelines of the school will result in a loss of privileges for a period of time determined on a case-by-case basis. Students will be held accountable for any work they miss during this suspension of privileges. Please refer to the individual student/parent technology contract if you have any questions in regard to usage. This includes use of laptops and other technology devices used at GEC.

Cellular Phones & Electronic Devices

Greenville County Schools is allowing the use of some Personal Electronic Devices in school as a pilot for educational purposes. As citizens of the 21st Century, these devices have great potential for student learning in the classroom. A Personal Electronic Device encompasses any electronic device that could

be used for learning (cell phones, iPads, Laptops, eReaders, etc.). Students must agree to the Personal Electronic Device agreement below and acknowledge that disciplinary action may be taken if students violate this agreement.

District Guidelines

1. Personal Electronic Devices are only to be used within the established guidelines of each school.
2. Personal Electronic Devices will only be allowed on the Greenville County School's protected Guest Network. PED's may not be able to print or access all of Greenville County School's internal resources.
3. Students agree to abide by GCSA Acceptable Use Policy.
4. All PEDs are brought to school at the owner's risk. Neither GCSA nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices.
6. Use of the PED for unauthorized activities is prohibited.
7. Teachers and administrators may ban an individual from using a Personal Electronic Device. Continued use of the device at school is contingent upon the outcome of a meeting with the student, parent and administrator.
8. Inappropriate use of Personal Electronic Devices is subject to discipline in accordance with the District's Behavior Code, Board Policy JCDA.

School Guidelines

Possession of a personal electronic device (PED) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege. Students will be allowed to use PED's before and after school, during their lunch break, and other designated times for educational/ instructional purposes **only**. Any other use of PED's is considered misuse and may result in disciplinary action. The following guidelines must be adhered to while at Greenville Early College.

1. Students may not use PED's to access and/or to view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school sponsored activity.
2. Students are prohibited from using PED's to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
3. Students are prohibited from using PED's to take pictures or record video/audio in bathrooms, and classrooms unless deemed appropriate by the teacher and used for educational /instructional purposes only.
4. Students are prohibited from using PED's in any way that might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
5. Students are prohibited from using PED's to capture and/or transmit test information or any other information in a manner that constitutes fraud, theft, cheating, or academic dishonesty.
6. At any time deemed appropriate a faculty/staff member has the right to ask a student to remove their PED and put it out of sight.
7. Students are personally and solely responsible for the care and security of their PED. Neither the district nor the school assume any responsibility for theft, loss, damages, or vandalism to any/all PED's brought onto school property.
8. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the office at 864.355.7560.

Cell phones are not to be used in classrooms during school hours unless it is approved and authorized by a faculty member.

Students who violate this policy will be subject to disciplinary action. Any student found to have used an electronic device to take inappropriate pictures, send inappropriate messages, or make calls with the intent to disrupt the school environment will be subject to disciplinary action. Students may not video or take pictures of any student, teacher or faculty member without their prior knowledge and consent.

Students may not download any games on their individual devices without permission from administration or teachers. Facebook, Instagram and other social media sites are prohibited from being downloaded on GEC devices. Please see the GCS Data Security and Use of Technology Document at the end of the handbook.

Students are responsible for all devices that are assigned to them. This includes iPads, laptop, power cords, otterboxes etc. Students must return all items in good, working condition.

Student Messages & Deliveries

- Only messages from a parent/guardian that are an immediate emergency will be given to students.
- Packages, flowers, balloons, birthday gifts, etc. will not be delivered to the students.
- Fast food lunches are not permitted to be brought to school for students. Fast food will NOT be delivered to students.
- Due to the increased number of students with food allergies, students will no longer be permitted to bring food items to school to share with other students. This includes cakes, cupcakes, chips, drinks etc.

CODE OF CONDUCT

Discipline policies included in this publication are based on information at the time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which is mailed every August.

A student who receives a directive from **any** member of the school staff must comply with the order immediately. A student who feels that the issuance of the order was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time afterward. Failure to immediately comply with an order is insubordination subject to appropriate punishment.

Students come to school to learn. School rules and policies are implemented to ensure that schools are safe and orderly.

For students who do not follow the rules, this section of the Code of Conduct explains consequences if rules are broken.

CATALOG OF OFFENSES

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school board or state board, and when the presence of the student is detrimental to the best interest of the school.

School officials shall use all available school and community resources to diagnose and deal effectively with students who

have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression "on school property" includes school buses and off-campus school-sponsored activities. Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.

Gum, Candy, Food, or Beverages

1. All food and beverages are to be consumed in the cafeteria.
2. Gum and candy should NOT be brought to school.
3. All beverages brought to school should be in **unopened, original containers.**
4. Students may have water in class (in clear bottles).
5. No food or drinks are allowed on buses

Possession of paging device (Pager/Beeper)

Pursuant to state law, no student may possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property.

The only exceptions are:

- (1) a student under age 18 may possess a paging device if the student needs the paging device for a legitimate medical reason or
- (2) a student age 18 or over may possess a paging device if the student is an active member of a volunteer firefighting organization, the student is an active member of a volunteer emergency service organization, or the student needs the paging device for a legitimate medical reason.

The principal of each school will decide what constitutes a legitimate medical reason consistent with School District or State guidelines. A student who has a paging device without permission as outlined in this policy is subject to discipline as provided by Board policy. Unauthorized paging devices will be confiscated and forfeited.

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 pockets or in their book bags. During school hours while on school grounds, no student may use, or have turned on, a paging/cellular 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.

Students who violate the school's cell phone and/or pager policy may be disciplined for their conduct rather than solely for the use of a device. Infractions will be dealt with like other offenses per the Student Behavior Code policy.

General Discipline Guidelines

Public Displays of Affection

Public displays of affection, such as holding hands, hugging, or kissing is not permitted.

Damaging school property

Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden.

Theft

Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district.

Buying and selling

No student should engage in the buying or selling of any item while at school. The only exception is for school – approved fundraising activities.

Disobedience or disrespect

Students are required to obey school rules and to respect the authority of teachers and other school personnel. This includes all support staff and substitutes. Failure to do so constitutes a disciplinary offense. Consequences for such behavior range from in-school suspension to suspension.

Gambling

Any participation in games of chance for money or other items of value is forbidden on school property.

Profanity

Schools and other school system locations are profanity free zones. **Obscene, vulgar, and profane expressions of any kind are prohibited.** Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct.

Profanity towards any adult will result in an out-of-school suspension. This includes profane/sexual gestures.

Threats, harassment, hazing, intimidation or blackmail of students

Threats of force, threats of injury, harassment, intimidation, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate.

Sexual harassment/misconduct of a sexual nature

Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behavior should immediately contact the school principal, guidance counselor, or a teacher to report the behavior.

Fighting

Any hostile physical conflict between individuals is forbidden on school property. This includes “play” fighting and slap-boxing. Students who choose to fight at school, including play fighting/slap boxing, will be suspended out-of-school for a minimum of three days and may face possible criminal charges by the Greenville City Police Department.

Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, cigarette lighters, matches, and other similar devices or materials are not allowed at school.

These items are inappropriate for school and can cause severe injury. They should never be at school.

Distribution of unauthorized materials

The distribution of unauthorized material on school property or the distribution of material in violation of school distribution rules is prohibited.

Cheating or plagiarism

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

Acceptable use of district technology resources

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 activities associated with your password.
- 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 students’ home directories.

Smoking

Smoking, possession, or use of tobacco products on school property is prohibited.

A ticket may be written by the Greenville Police Department in accordance with the state law.

Truancy/cutting class/leaving school/unauthorized walk-out

Failure to attend school all or part of the day without a lawful excuse is prohibited. During regular school hours, students are not allowed to leave classrooms/supervised areas, the school building, or campus without school permission.

Tardiness

A student who arrives late to school or to class is tardy. Students will follow policy as outlined in each school's handbook. Administration may require a parent conference for students who are frequently tardy to school. Students may also lose credit in classes due to frequent tardiness. A student who misses more than 50% of a class will be considered absent from that class.

Failure to pay school fines

Fines charged to students for damaged textbooks, lost library materials, or other offenses must be paid to the school in a timely manner.

Threats and assaults against school personnel

Threatening to inflict or inflicting any bodily harm, however slight, upon any school employee is prohibited.

Firearms on district property

Any student determined to have brought a firearm to school shall be expelled for a period of not less than one year. For disabled students and elementary school students, the superintendent may modify this requirement on a case-by-case basis.

Weapons on school property

Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.

Drugs and alcohol

The following are prohibited: Possession, sale, or distribution of alcoholic beverages, illegal drugs or narcotics, toxic substances, or drug paraphernalia.

- a. Unauthorized possession, use, or distribution of a controlled substance or medication (**including prescription and over-the-counter medications**).
- b. Coming onto school property at any time after use of any alcoholic beverage, illegal drug, or toxic substance, as evidenced by scent, actions, or admission.
- c. Presenting an unknown substance to others as if it was a drug.

Ganging

"Ganging" or participating as a member of a gang in 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.

Discipline of students with disabilities

In implementing this code, school administrators shall follow all laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act.

Notice of Alternative Education

The School District of Greenville County provides a special alternative program for middle school students who have consistent difficulty learning in a traditional classroom environment. If referred to and accepted for admittance to this program, students receive small group instruction, counseling and behavior modification. They continue their academic path, but in a special setting away from the mainstream school. Discipline is strictly enforced.

NOTE: In-School Suspension (ISS) will be used to deal with certain disciplinary infractions. After numerous ISS assignments, students may be suspended out of school.

CAFETERIA REGULATIONS

Behavior in the cafeteria should be based on courtesy and cleanliness and should adhere to the following guidelines:

1. **No food or drink is to be taken out of the cafeteria.**
2. No food or objects are to be thrown in the cafeteria.
3. Bag lunches must not contain any glass containers. **All beverages should be in their original and sealed containers.**
4. Fast food lunches may not be delivered to school.
5. At no time should an individual touch another student's food, drink or tray.
6. Students violating lunch regulations will be disciplined by teachers and administrators as necessary.

Applications for Free and Reduced lunch will be distributed at the beginning of the school year or can be found on the district website.

The cafeteria is not responsible for lending money to students who forget their money. "Food and Nutrition Services expects payment either in advance or at the point of service. Students at elementary and middle schools are allowed to charge meals on an emergency basis only. Students at high schools and adults at all locations are not allowed to charge meals. **If parents or guardians find it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from your local school.**

TRANSPORTATION

Any time a student's mode of transportation changes, a parent must write a note and it must be approved by an administrator.

Buses

Good behavior on the buses helps insure students a safe ride to and from school. Misbehavior on the buses will result in the student being denied the privilege of riding the bus for a certain period of time. **Bus Transportation is a privilege not a requirement.** Repeated offenses will result in permanent expulsion from the bus for the remainder of the school year.

Students must follow the directives of the staff at Carolina High School, Lakeview Middle and Tanglewood Middle while on their campuses waiting for GEC shuttles. Failure to comply may result in disciplinary action including possible permanent suspension from shuttle bus services to and from GEC. **Shuttle bus services are a privilege not a requirement.**

1. Never put hands or head out of the bus window.
2. Never get on or off the bus while it is in motion.
3. Never ride on the outside of the bus, fenders, running board, or step.
4. **NO SMOKING ON THE BUS.** Failure to observe this rule will result in an automatic suspension from school bus transportation.
5. Be on time. After a few days of operation, drivers will establish a schedule that will be followed.
6. Stay off the road while waiting for the bus.
7. Riders must maintain classroom conduct while riding the bus.
8. Never tamper with any bus equipment.
9. Remain seated when the bus is moving.
10. Driver will not pick up or discharge riders at places other than the regular bus stops.
11. Do not bring animals or pets on the bus.
12. Riders are not allowed to bring bottles or cans onto the bus; no eating is allowed on the bus.

Cars Riders

Students arriving at school before homeroom must report to the designated holding area. Families that provide transportation for their students may drop off students beginning at 7:30 AM. To keep students as safe as possible, please wait for them to enter the building before leaving the school. Car riders must be picked up no later than 15 minutes after dismissal.

Car riders may bring breakfast in before 8:25am each morning. After 8:25am each morning, students will be proceeding to classrooms and no food will be permitted to be eaten in classrooms.

It is very important that your child arrives to school on time.

If a student must be dismissed early, please call the school or send a note with the student the day of the early dismissal. A note of explanation is needed from home for the following reasons: transportation change for the day (for example, bus rider is a car rider; student goes home with friend; different adult picking up student), student absence (a physician note if applicable) A note is needed within 2 days of absence.

HEALTH ROOM AND MEDICATIONS

All medication must be brought to school by a parent; this includes cough drops and other over-the-counter medication. No student may carry medication of ANY type. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school.

Please note the health room policy changes listed below concerning prescription medication.

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

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

All Health Services procedures and guidelines and these forms are available at

<http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

Parents must provide emergency medication for any student with a life threatening allergy or illness with the Parental and Physician's Authorization Forms completed. It is the parent's responsibility to notify the bus driver if the student rides a bus.

Any student who uses an inhaler at school must have Parental and Physician's Authorizations completed and on file in the health room.

No stocked medication is kept in the health room. All medication must be provided by the parent.

ATHLETICS

Greenville County middle school sports follow the policies and eligibility rules of the South Carolina High School League (SCHSL). Any 7th - 12th grade Greenville Early College student who chooses to participate in athletics may do so at their home-school (the school they are zoned for). Parents/guardians must supply transportation. If Tanglewood or Lakeview Middle is the home school, students may still take the bus there in the afternoons on Monday, Wednesday and Fridays; arrangements will need to be made for Tuesdays and Thursdays (extended days). Carolina High students will be bused to CHS each afternoon.

In order to be eligible, students must be promoted to their respective grade (cannot be academically placed or retained) **and** must be passing all of their academic and related arts classes. All middle school sports will fall under the same code of conduct followed during the school day. Students also must

have a current physical on file before trying-out for any sport. Students who participate on any school athletic team are required to purchase insurance (regardless if they have personal insurance through their parents/guardians). This is a one-time cost that is good for an entire school year. **Please contact the athletic director at your child's home school if you have questions about athletics.**

While every effort will be made to distribute sport information it is the responsibility of the student & parent/guardian to contact the home-based school to find out information about try-outs, schedules and sports information.

IDENTIFICATION BADGES (IDs)

All students will be required to wear an ID Badge throughout the school day. Students will be given their initial ID's at the beginning of the school year. Additional ID's may be purchased for \$5.00.

ID checks will be conducted daily in homeroom. Students who do not have an ID Badge will be given the opportunity to purchase a replacement ID or a temporary ID will be issued for that day. Students with temporary ID's will have lunch detention. ID badges must be clearly visible and worn around the neck at all times. Students who are not properly displaying their ID badges during the school day will be subject to disciplinary action.

Frequent ID violations may result in a disciplinary referral and additional consequences may be imposed.

GEC 2017-2018 Discipline Highlights

For the safety and benefit of all students, the following rules and procedures should be followed at ALL times:

- Speak appropriately to adults and peers.
- Profanity (spoken, written, gesture, etc.) is forbidden and will result in disciplinary action

GEC Dress Code Policy

Shirts

- No skin (midriff) should ever show between the shirt and pants.
- No cleavage should show.
- No tank tops or sleeveless shirts allowed.
- No see-through shirts

Pants

- Pants should fit and be worn at waist level.
- Pants must not sag.
- Pants should not have holes where skin is showing at any time (tape will **not** be given to cover holes).
- No pajama pants allowed.

Shorts, skorts and skirts

- Shorts, skorts and skirts must be in good taste and be no shorter than fingertip length, even with leggings underneath.

Overall Dress Code Reminders

- No underwear should show and when wearing shorts underneath pants, the shorts should not show as well.
- **No holes** in pants or jeans (**students will NOT be given tape to cover holes**). **NO SKIN SHOWING.**

- No hats, skullies, bandanas, do-rags, sweat bands, arm bands may be worn in the building. This includes as headbands, in student pockets or on book bags/purses. ****These items will be taken and returned in June 2018****
- No slippers or bedroom shoes
- No sunglasses should be worn.
- No chains or straps hanging from clothes
- No studded bracelets, belts, necklaces, etc.
- Facial jewelry is only permitted in the ears. No tongue, eyebrow or nose rings/piercings etc.
- No hoods/hats on in the building.

Dress Code Consequences

- Warnings are provided upon entering the building until the conclusion of homeroom. At the conclusion of homeroom, if a student violates dress code, disciplinary action will be taken by grade level administrator. Parents may be contacted and asked to bring appropriate clothing. Students may be placed in In-School Suspension until appropriate clothing is brought to school or for the remainder of the school day.

If in doubt, DON'T wear it!

Food and Drink Procedures

Food, Gum, and Candy

- ALL food and drinks are to be consumed in the cafeteria. ***No food should leave the cafeteria.***
- Students are permitted to have water bottles in class (clear, plastic containers only).
- Gum and candy should NOT be brought to school.
- All drinks brought to school must be in **original, unopened containers.**
- Visitors are not allowed to bring in restaurant meals/fast food for students

Buying and Selling

- No student should engage in the buying or selling of any item while at school. The only exception is for **school-approved** fund-raising activities.
- All forms of gambling are forbidden on school property.

Electronic Devices

The following items should not be brought to school:

- Cell Phones, iPods, Pagers/Beepers, laser pointers, CD players, MP3 players, Nintendo DS, Game boys, and any other electronic devices.

The school takes no responsibility for lost or stolen devices.

Sprays and Deodorant

- Never bring body, breath, or deodorant sprays to school or on the school bus.
- Spraying these in the halls, classrooms or bus will result in disciplinary action.
- Students should not bring strong-scented lotions to school

District Policy Regarding Student Conduct Away From School Grounds

- The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds.

- We will assess on a case-by-case method the impact of out-of-school behavior on the school environment and take appropriate action.

Bus Riders

- **School rules apply** – even on the bus.
- Listen to the driver at all times.
- Stay seated.
- Important: Fighting or Smoking on the bus requires 5 days suspension from the bus – **first offense.**
- Multiple offenses could result in permanent suspension.

Fighting

- Fighting at school will result in **at least 3 days Out-of-School Suspension. This includes slap-boxing and “play” fighting.**
- Students who **choose** to fight may be charged with Disturbing School and be recommended for expulsion.

Threats, Bullying, and Intimidation

- Threats of force or injury, harassment, intimidation, etc. are forbidden and may violate state law (disciplinary actions range from **suspension to expulsion**).

Vandalism

Vandalism is willfully damaging school property or personal property. Personal property includes the property of all school employees, visitors, and students.

- You may have to pay for damages.
- Disciplinary action may range from suspension to recommendation for expulsion.
- You may be charged with a crime.

Medication

Any medication, prescription or non-prescription, may not be brought to school by students. Contact the school nurse at 355-7560 if medication is needed at school. (disciplinary actions range from **suspension to expulsion**). **This includes over-the-counter medications.**

Sexual Harassment

- Comments, threats, conversations, coercion, actions, joke, teasing, or intimidation – when stated with sexual intent – **is unwelcome and forbidden.**
- Disciplinary action ranges from **suspension to recommendation for expulsion.**

Immediate Expulsion Recommendation Offenses

- Threats / Assault against school personnel
- Firearms or Possession of **any weapon** on school property
- Drugs and Alcohol
- Sexual Offenses
- Bomb Threats, Arson, or ganging

Possible Recommendations for Expulsion

- Vandalism
- Theft, possession or sale of stolen property
- Possession, use, or transfer of “look-a-like” weapons
- Assault and Battery
- Extortion
- Any other acts as determined by the Board

Greenville County Schools
Data Security and Use of Technology
Last Revised: March 19, 2014

I. Introduction

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule. The purpose of this rule is to ensure that individuals are aware of their responsibilities regarding the Internet and related technology and equipment. This rule also helps ensure the safety and privacy of current and former employees and students.

A. Legal Requirements

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPPA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

B. Acceptable Use

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

II. Student Acceptable Use

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

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

A. Compliance with Copyright Laws

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

B. Filtering and Monitoring Computer Resources

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing

filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

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

C. Prohibited Uses of GCS Resources

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state for federal law or regulation, board policy or administrative rule.

D. Agreement of Use

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

E. Consequences

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

III. GCS Internet Safety and Other Terms of Use

A. General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily

disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

B. Education, Supervision, and Monitoring

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

C. Personal Safety

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

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
4. Employees will report any concerns related to their use of technology to their immediate supervisor.

D. Expectation of Privacy

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

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

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

Reporting Bullying, Discrimination, Harassment and Intimidation

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

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Investigations and Consequences

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

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student. The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

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

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please see the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request
<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

Student Speakers at School-Sponsored Activities

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers 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.

MLA citation Style for Print and Non-Electronic Sources

- ✎ Double-space all citations and organize them in alphabetical order.
- ✎ Proper format for an author's name at the beginning of a citation is last name, first name (E.G. Austen, Jane). Names of corporate authors should be written in their normal order (e.g. National Geographic Society).
- ✎ If a source has no designated author, start with the next item in the citation.
- ✎ Proper MLA format for dates is day month year (e.g. 15 Jan. 2004).
- ✎ If you cannot find some of the information requested, cite what is available.

Book or Pamphlet with Two Authors

Author (last name, first name); and Author (first name last name). Title. Place of Publication: Publisher, year of Publication.

Book or Pamphlet with a Corporate Author

Name of Organization. Title. Place of Publication: Publisher, year of Publication.

Article in a General Encyclopedia (sample citation shows how to cite an unsigned article)

Author. "Title of Article." Title of Encyclopedia. Edition. Year of Publication.

Example:

"England." The New Encyclopedia Britannica: Micropaedia. 15th ed. 1998.

Interview Conducted by You

Person Interviewed (last name, first name). Personal interview. Date of Interview.

Periodical Article (omit day for monthly and bimonthly publications)

For scholarly journals, cite volume (year) or volume. issue (year) instead of day month year.

Examples:

Author. "Title of Article." Title of Periodical Day Month Year: Pages.

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71

Television or Radio Program

"Title of Episode or Segment." Title of Program. Name of Network. Call letters of station, City. Date of Broadcast.

Work in an Anthology, Story in a Collection, or Article in a Specialized Reference Book

Author. "Title of Essay or Story." Title of Book. Ed. Name of Editor (first name last name). Place of Publication: Publisher, Year of Publication. Pages.

Example:

Meltzer, Milton. "Voices from the Past." The Story of Ourselves: Teaching History Through Children's Literature. Ed. Michael O. Tunnell and Richard Ammon. Portsmouth: Heinemann, 1993. 27-30.

MLA Citation Style for Electronic Sources

- ☞ Double-space all citations and organize them in alphabetical order.
- ☞ Proper format for an author's name at the beginning of a citation is last name, first name (E.G. Austen, Jane). Names of corporate authors should be written in their normal order (e.g. National Geographic society).
- ☞ If a source has no designated author, start with the next item in the citation.
- ☞ Proper MLA format for dates is day month year (e.g. 15 Jan. 2004).
- ☞ Formats included in a citation (e.g. CD-ROM, online posting, map) are neither underlined nor in quotation marks.
- ☞ If you cannot find some of the information requested, cite what is available.

Article from an Online Encyclopedia

Author. "Title of Article." Title of Encyclopedia. Version Number of Online Edition. Date Published Online. Publisher. Date of Access <URL>.

Professional Organization Web Site

Title of Web Site. Ed. Name of Editor. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Article from an Online Periodical

Author. "Title of Article." Title of Periodical Day Month Year: pages. Date of Access <URL>.

Personal Web Site (if page is untitled, use home page – not underlined – as the name)

Author. Title of Web Site. Date of Posting/Revision. Date of Access <URL>.

Article from a Web Site

Author. "Title of Article." Name of Web Site. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Online Radio or Television Clip

Speaker. "Title of Segment." Title of Program. Name of Network. Call letters of station, City. Date of Broadcast. Title of Web Site. Date of Access <URL>.

Article from a CD-ROM

Author. "Title of Article." Title of CD-ROM. Ed. Name of Editor. CD-ROM. Place of Publication: Publisher, year of Publication.

Online Photography or Painting

Artist. Title of Work Year of Publication. Title of Web Site. Date of Posting. Name of organization affiliated with site. Date of Access <URL>.

Article from an Online Scholarly Journal

Author. "Title of Article." Title of Journal volume (year): pages. Date of Access <URL>.

Online Map

"Title of Map." Map. Title of Web Site. Date of Posting/Revision. Name of organization affiliated with site. Date of Access <URL>.

Online Book

Author. Title of Book. Place of Publication: Publisher, year of Publication. Date of Access <URL>.

Online Music Clip

Artist or Group. "title of Song." Title of Web Site. Name of Recording Company, year released. Date of Access <URL>.

Posting on a Listserv or Web Forum

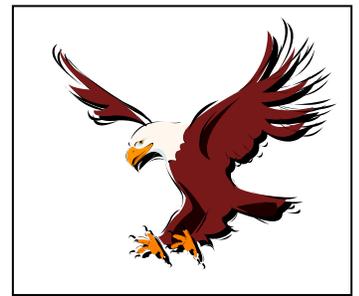
Author. "title of Posting." Online posting. Date of Posting. Name of List or Forum. Date of Access <URL>.

E-Mail

Author. "Title of message." E-mail to Name of Recipient. Date of Message.



Greenville Early College Student Goals Form 2017-2018



My Spring 2017 SCReady/PASS Scores						
	Writing	English	Reading	Math	Science	Social Studies
Score						
Points to Next Level						

My MAP Scores				
	Fall 2017	Growth Goal	Spring 2018	Met Goal (yes or no)
Reading				
Math				

My Lexile Score		
Fall 2017	Spring 2018	Growth (yes or no)

Greenville Early College Student Creed

I am fearless.
 I can do anything I put my mind to because
 I know hard work pays off.
 I have goals to reach and dreams to fulfill.
 My challenges are the stepping stones to a better me.
 Because I believe in myself,
 I will achieve great things.
 You should see my future.
 I am success waiting to happen.