

UPPER LEVEL

HILLCREST HIGH SCHOOL

Home of the Rams



Student Handbook

LOYALTY-TRUTH-HONOR

HILLCREST HIGH SCHOOL
 3665 South Industrial Drive
 Simpsonville, South Carolina 29681
 Website Address: www.greenville.k12.sc.us/hillcrest
 Facebook: Hillcrest High School Official Page
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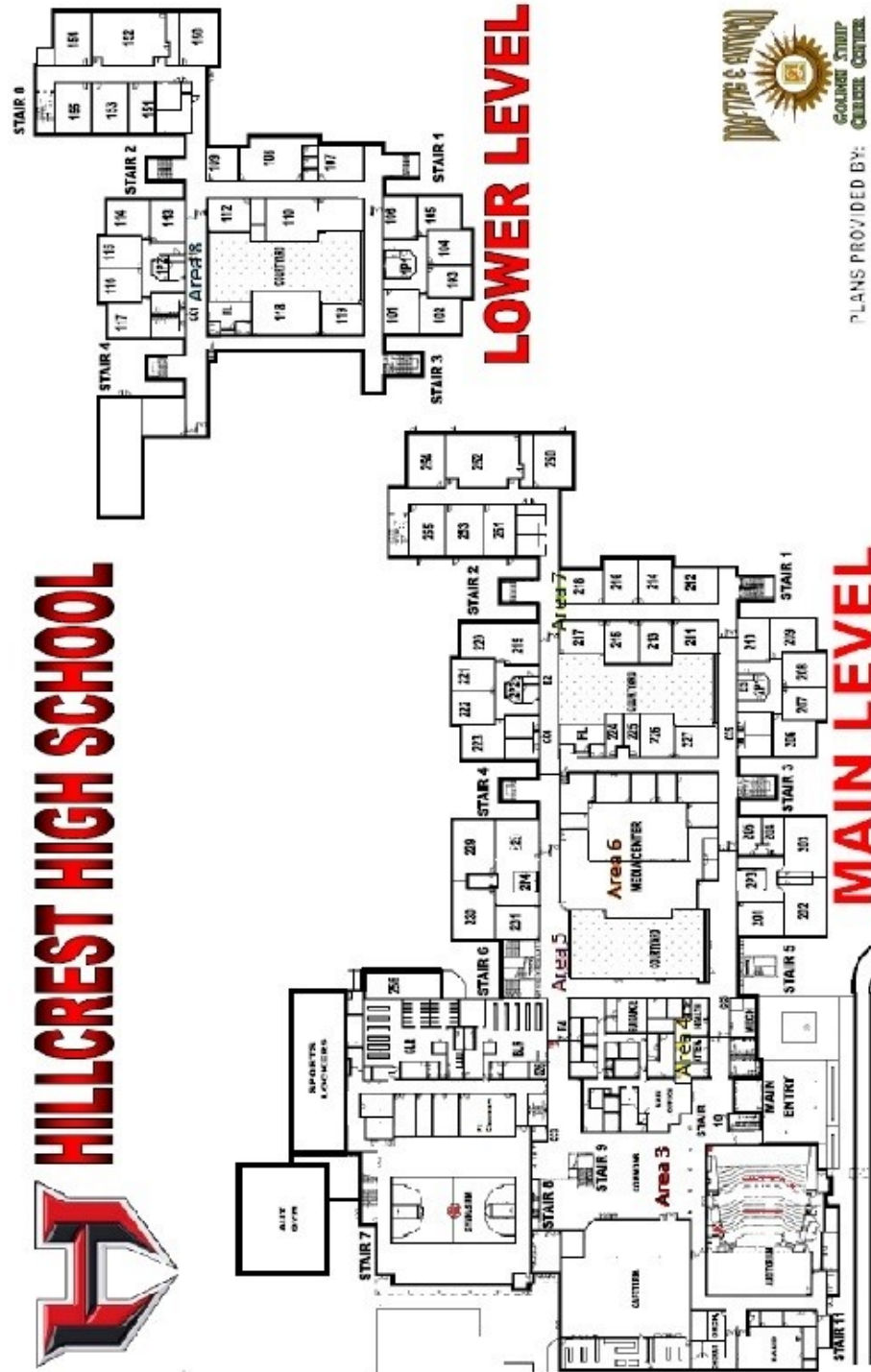
Directory

Superintendent of Schools	Mr. Burke Royster	355-3100
Asst. Superintendent – High School	Dr. Ken Peake	355-3801
Principal	Mr. Bryan Skipper	355-3500
Assistant Principal of Instruction	Ms. Rhonda Orr	355-3469
Assistant Principal 9 th Grade	Ms. Bianca Jamison	355-3532
Assistant Principal 10 th Grade	Mr. Kenneth Ashworth	355-3515
Assistant Principal 11 th Grade	Mr. Jay Freeman	355-3524
Assistant Principal 12 th Grade	Ms. Leigh Anne Terry	355-3685
Administrative Assistant	Ms. Virginia Doolittle	355-3548
Curriculum Resource Teacher	Ms. Denise Borrelli	355-3543
Guidance Department	Main Phone Line	355-3519
Guidance Director	Ms. Elizabeth House	355-3518
Counselor 9 th /10 th Grade (A-F)	Ms. J’Vell DeCoteau	355-3437
Counselor 9 th /10 th Grade (G-N)	Ms. Connie Johnson	355-3572
Counselor 9 th /10 th Grade (O-Z)	Ms. Tammy Misanko	355-3476
Counselor 11 th /12 th Grade (A-F)	TBA	
Counselor 11 th /12 th Grade (G-N)	Ms. Sheay McHenry	355-3430
Counselor 11 th /12 th Grade (O-Z)	Ms. Samantha Monson	355-3519
Counselor Special Projects/A-Team	Ms. Elizabeth Earle	355-3379
Principal’s Secretary	Ms. Marla Russ	355-3520
Main Office Secretary	Ms. Cindy Clemmer	355-3516
Main Office Secretary	Ms. Linda Marshall	355-3484
School Nurse	Ms. Janet Carino	355-8992
School Bookkeeper	Ms. Ashlee Cox	355-3533
Athletic Director	Mr. Tommy Bell	355-3539
Assistant Athletic Directors	Mr. Porter/Mr. Dankenbring	355-3466/3494
Attendance Office	Main Phone Line	355-3517
Bus Transportation	Ms. Zena Graham	355-5283
Cafeteria Manager	Ms. Debbie Houchins	355-3508
Librarian	Ms. Misty Gosnell	355-3590
Technology Specialist	Ms. Mary Beth Doherty	355-3505
Webmaster	Ms. Lea Bagnol	355-3529
Plant Engineer	Mr. Bryant Conant	355-3509
Yearbook	Ms. Linda Ray	355-3472
Student Council	Ms. Margie Gustafson	355-3564
School Resource Officer	Officer Madden	355-3596
	Officer Payne	355-3435

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 Hillcrest High School. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

HILLCREST HIGH SCHOOL



PLANS PROVIDED BY:

Consequences for the First/Second Offense

- Score of zero on the test, paper, or assignment.
- Notification of parent by the teacher.
- Office referral.

Notification of the appropriate coach, National Honor Society sponsor, Beta Club sponsor, Renaissance sponsor, and/or other extracurricular activity sponsor with a recommendation that the student be sanctioned.

Consequences for Three or More Subsequent Offenses

- Score of zero on the test, paper, or assignment.
- Notification of parent by the teacher.
- Office referral.
- Removal from any organization, team, or group that represents Hillcrest High School for the remainder of the school year, including athletic teams, academic teams, band competitions, and pageants.
- Notation on the student’s permanent record and official transcript.

Loss of positive recommendation from counselor and teachers.

Statement of Understanding

At the beginning of the school year, students will sign a statement verifying that they understand the honor code, they will share the honor code with their parents, and they will sign the following honor pledge for each major assignment.

GRADE CLASSIFICATION

10 TH Grade	5 total units required (1 English, 1 math, and 3 other units)
11 TH Grade	11 total units required (2 English, 2 math, 1 science, and 6 other units)
12 th Grade	17 total units required (3 English, 3 math, 2 science, and 9 other units)

GRADUATION REQUIREMENTS FOR ALL STUDENT

The following represents definitive information from the State Department of Education regarding diploma requirements.



VULGARITY, PROFANITY, OBSCENITY	Vulgar, profane, obscene, or disrespectful behavior or language; possession or display of vulgar, profane or obscene material.	Min. Max.	Warning Suspension Notification of Law Enforcement
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LOSS OF DRIVING PRIVILEGES

Students who violate the Student Discipline Code of Hillcrest High School may have their driving privileges suspended or lose these privileges permanently.

INCITING A FIGHT	Participating in the agitation of a disagreement.	Min. Max .	Suspension Notification of Law Enforcement Suspension
INSUBORDINATION REFUSING TO OBEY	Failure/refusal to comply with the reasonable rules or requests of school personnel.	Min. Max	ISS Expulsion
LITTERING	To improperly dispose of trash. To make school untidy by scattering trash.	Min. Max .	Detention/ Work detail Expulsion
INTIMIDATION, THREAT (includes using technology to communicate the threat)	To subdue or influence by frightening with threats of force.	Min. Max	Warning Notification of Law Enforcement Expulsion
LYING	Being untruthful or deceitful with administration, faculty or staff personnel.	Min. Max	Detention OSS
SEXUAL HARASSMENT	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..	Min. Max .	Warning Notification of Law Enforcement OSS Alternative assignment or expulsion.
SKATEBOARDS			*Skateboards are not allowed on campus and will be confiscated.
THEFT	Stealing or concealing school property or the property of others or participating as an accomplice.	Min. Max	Suspension Notification of Law Enforcement Expulsion
TRESPASSING	Unauthorized presence on district\school property and/or refusal to leave district\school property upon request of school authorities. Includes failure to leave school in a timely manner.	Min. Max	Suspension Notification of Law Enforcement Expulsion
TRUANCY FROM SCHOOL	Absence from one or more classes which has not been approved by parent\guardian and confirmed by school personnel in accordance with guidelines.	Min . Max .	Intervention Conference Notification of District Attendance Supervisor and Loss of Academic Credit
VEHICULAR VIOLATION	See Parking Violation/ Driving Rules section of Handbook	Min. Max .	Warning Permanent loss of driving privileges. Notification of Law Enforcement
UNAUTHORIZED CLASS EXIT	Leaving a classroom without written permission from the teacher.	Min. Max	Detention OSS

9 th - 12 th Grade	Required Units
English/Language Arts	4.0
Math	4.0
Science	3.0
Social Studies	
US History and Constitution	1.0
US Government	0.5
Economics	0.5
Other Social Studies	1.0
Physical Education or JROTC	1.0
Career and Technology Education or Foreign Language	1.0
Computer Science	1.0
Electives	7.0
Total Units Required	24
Additionally: The student must demonstrate computer literacy before graduation. According to the State Department of Education approved amendments to Regulation 43-234, Defined Program, Grades 9-12, "Beginning with the 2005-06 school year, every student must take one unit of Physical Science by the end of the tenth grade prior to taking the exit examination."	

GRADUATION CERTIFICATES

Greenville County Special Education Certificate

Students identified as handicapped and enrolled in a functional special education program in accordance with state and federal guidelines is eligible for a state occupational diploma or occupational certificate.

CURRENT REQUIREMENTS FOR SOUTH CAROLINA PUBLIC COLLEGES & UNIVERSITIES IN 15-16

ENGLISH: Four units with at least two having strong grammar and composition components, at least one in English Literature, and at least one in American Literature (completion of college preparatory English I, II, III and IV will meet these requirements).	
MATH: Four units that include algebra I, algebra II, and geometry. The fourth course should be selected from among pre-calculus, calculus, statistics, or discrete mathematics.	
LABORATORY SCIENCE: Two units must be taken in two different fields and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the two units (biology, chemistry, or physics) or from advanced environmental science with laboratory or marine biology with laboratory for which biology and/or chemistry is a prerequisite. Courses in general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement.	
FOREIGN LANGUAGE: Two units of the same foreign language. Several colleges require three.	
UNITED STATES HISTORY	1 UNIT
ECONOMICS	½ UNIT
AMERICAN GOVERNMENT	½ UNIT
SOCIAL STUDIES	1 UNIT
PHYSICAL EDUCATION	1 UNIT
COMPUTER SCIENCE	1 UNIT
ACADEMIC ELECTIVES	4 UNITS from three different areas including , but not limited to English, Math, Science, Social Studies, Foreign Language and Computer Science

HOMEWORK

Hillcrest High School considers homework as an integral part of the curriculum and instructional program. Teachers assign homework according to the objectives of the course, and they expect students to do homework in order to keep abreast of the subject. Homework counts toward the grade, so the importance cannot be minimized. Teachers will inform students at the very beginning of the year concerning their individual policies on homework. If you have a question about homework, do not hesitate to ask your teacher.

Comprehensive Health Education (CHE)

Beginning with the graduating class of 1991, all students must take a state authorized course in health education, which includes a CHE component. CHE is a 15 day course conducted through Physical Education 1 classes. Complete details of the district's age appropriate, abstinence-based sexuality education curriculum can be found on the school's website or at the school's main office. If you do not want your child to take the entire CHE or a specific portion of the class, you must bring the signed exemption statement to the school in person. Exemption forms are available in the front office. By School Board Policy and SC Comprehensive Health Education Law, students who exempt this course will be required to complete other health-related self-study lessons.

BEHAVIOR	DEFINITION	Min/Max	CONSEQUENCE
BUS VIOLATIONS	Failure to comply with rules established for the use of school transportation.	Min. Max.	Warning Loss of Bus Privileges
CHEATING\PLAGARISM\TESTING RULE VIOLATION	Acting dishonestly in performing academic tasks. Being deceitful or using trickery.	Min. Max.	Zero on assignment / phone conference OSS Refer to comprehensive School Honor Code
DEFACING ID BADGE	Altering or damaging the ID badge. This includes placing stickers on the ID Badge.	Min. Max.	Pay for replacement OSS
DESTRUCTION OF PROPERTY	Defacing or damaging school property or the property of others.	Min. Max.	Pay for damages Notification of Law Enforcement Expulsion
DISRUPTIVE CONDUCT	Behavior disruptive to school climate or the educational process.	Min. Max.	Detention/OSS Notification of Law Enforcement Expulsion
DISTRIBUTION OF MEDIA (Literature, CDs...)	Possession of or distribution of or posting of media (i.e. literature, CDs.) without the approval of the administration.	Min. Max.	Warning OSS
DRESS CODE VIOLATION	Noncompliance with the school dress code.	Min. Max.	Warning with compliance OSS
ELECTRONIC DEVICES	Possession of or use of electronic devices likely to disrupt the school environment or educational process.	Min. Max.	Confiscation Suspension
FALSE ALARM	Setting off the alarm system	Min. Max.	Suspension Notification of Law Enforcement Expulsion
FORGERY	The act or legal offense of imitating or counterfeiting documents or signatures.	Min. Max.	Detention/Phone conference Suspension
GAMBLING	The possession of materials or equipment associated with gambling. Participating in games of chance for the purpose of gain.	Min. Max.	Suspension Notification of Law Enforcement
GANG ASSOCIATION, SYMBOLS, ACTIVITY	Gang-related behavior, association, apparel, symbols, paraphernalia, and or activities.	Min. Max.	Parent Conference Confiscation Notification of Law Enforcement Expulsion
HARASSMENT, VERBAL	Statements or actions which intimidate or demean others. This especially includes any form of sexual harassment.	Min. Max.	Warning Notification of Law Enforcement Alternative assignment or expulsion.
(INAPPROPRIATE) DISPLAY OF AFFECTION	Public display of affection that exceeds hand holding	Min. Max.	Warning OSS

DISCIPLINE MATRIX										
All discipline is subject to review by administration.										
OFFENSES	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Assault	Rec. Expulsion/ Law Enforcement									
Alcohol/Drugs/Weapons	Rec. Expulsion/ Law Enforcement									
Criminal Sex Offense	Rec. Expulsion/ Law Enforcement									
Threat to Staff	Rec. Expulsion/ Law Enforcement									
Fighting	5 OSS	5-10 OSS	Rec. Expulsion							
Verbal Altercation	1-2 OSS	2 OSS	3 OSS							
Cutting/Leaving Campus	1 Saturday Detention	1 Saturday Detention	1 ISS	3 ISS	1 OSS	3 OSS	5 OSS	Rec. Expulsion		
Off Limits	Detention.	1 ISS	1 OSS	3 OSS	5 OSS	Rec. Expulsion				
Smoking/Tobacco	1 OSS*	1 OSS*	3 OSS*	5 OSS*	5 OSS*	Rec. Expulsion				
Tardy	Warning	Warning	Warning	Warning	Det.	Det.		Sat. Det.	1 ISS	1 OSS
Theft	3-5 OSS	5-10 OSS	Rec. Expulsion							
Profanity to Teacher	2 OSS	3 OSS	5 OSS	5 OSS						
Electronic Media Failure to Display ID Badge	Warning	Det.	Det.	1 ISS	2 ISS	1 OSS	3 OSS	5 OSS	10 OSS	Rec. Expulsion
	Warning	Det.	Det.	1 ISS	2 ISS	1 OSS	3 OSS	5 OSS	10 OSS	

*Students may also be ticketed by SRO's.

10 Point Grading Scale: SC Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF, WP	F, ----	0.000	0.000	0.000

CLASS RANK

Computations of senior students' grades to determine class rank will be done at the end of first semester. All final grades of all completed courses for seven semesters of work will be used in the computation.

HONOR GRADUATES

Summa Cum Laude GPA 4.5 or higher
Magna Cum Laude GPA 4.25 – 4.49
Cum Laude GPA 4.0 – 4.24

RECOGNITIONS

Honor Roll – GPA 4.0 – 4.49
Principal's List – GPA 4.5 +

GRADING AND REPORT CARDS

Students will receive four report cards during the year, one for each nine-week grading period.

All parents will receive progress reports on their child's grades at the middle of each quarter.

GRADING SYSTEM

Computation for Final Course Grade		
EOC Classes	Year Long Classes	Semester Classes
First Semester 40%	First Semester 50%	First or Third Nine Weeks 40%
Second Semester 40%	Second Semester 50%	Second or Fourth Nine Weeks 40%
EOC 20%		Exam 20%

EXAM POLICY

Examinations are considered an important part of the instructional program and if used and approached properly, can provide a valuable learning process. Exams will be controlled by a formal exam schedule. All teachers will give mid-term and final exams. **No exams will be given outside the set exam schedule without administrative approval.** Other than a medical emergency students may not have an early dismissal during an exam period.

STUDENT DISCIPLINE CODE

DETENTION

Administrative Detentions

Afternoon Detention will be held 2 times a week on Tuesdays and Thursdays afterschool from 3:55-4:25. Students who arrive late will not be admitted. Students who leave before being dismissed will not get credit for serving the detention. Students who are sent out of detention for disciplinary reasons will receive a 1-day suspension. Students who fail to report to detention will receive a Saturday detention.

Saturday Detention will be held from 8am-11am. Students who arrive late will not be admitted. Students who leave before being dismissed will not get credit for serving the detention. Students who are sent out of detention for disciplinary reasons will receive a 1-day suspension. Students who fail to report to Saturday detention will be automatically suspended for the following school day.

Teacher Assigned Detentions

Teachers may assign detentions at their discretion. Failure to report to a teacher assigned detention will result in a written referral. Teachers should give students a 24-hour-notice before requiring them to report to detention.

IN-SCHOOL SUSPENSION (ISS)

Students will be assigned ISS by administrators. See the Disciplinary Table for infractions leading to ISS.

OUT OF SCHOOL SUSPENSION (OSS)

When an administrator assigns a student to OSS, the student will be denied the privilege of attending school for the number of days of her/his punishment. This will apply to any students attending any school sponsored activities whether during school or after hours.

RECOMMENDATION FOR EXPULSION

Recommendation for Expulsion is the most serious level and is for extreme violations of the Student Code of Conduct. Students will be recommended for expulsion means full removal of the student from school.

Notice: A student who receives an order from any member of the school staff including SROs must comply with the order immediately. A student who feels the issuer of the order was either wrong or beyond the authority of the person giving it may appeal through appropriate channels within a reasonable time. Failure to immediately comply with an order is insubordination and subject to appropriate punishment.

DRIVING TO VOCATIONAL CENTERS

The Greenville County Schools provide bus transportation between the regular high school campus and the area career center campus. Students are allowed to drive themselves to the career centers but must follow the guidelines listed below.

- An application must be filled out and given to the appropriate administrator for approval. No student will be authorized to drive to a career center unless he/she has written permission from their parent/guardian, the high school principal (or assistant principal), and the career director.
- Students will be allowed to ride with other students only after completing the proper paperwork and getting approval.
- Stops are not allowed while traveling between the locations. Students must report directly to the career center or school.
- Students that arrive to school before 1st period begins must report to the cafeteria.
- Students who attend the career center in the mornings are not allowed in the student parking lot before school. If a student brings another student to school in the mornings, that student must use the regular parent drop-off area designated by the school. Students are not to report to school in the afternoons if they attend career centers after lunch.
- Students and parents/guardians understand that the school is not responsible for any accident, vandalism, or stolen property that may occur while a student is driving or at the career centers.
- Violations of the above rules may result in loss of permit and suspensions of students.

REGULATIONS FOR SCHOOL BUS RIDERS

Please refer to Greenville County School's Code of Conduct for district-wide regulations.

- Buses unload at the front of the school in the morning and afternoon. Bus holding is held in the auditorium. Any student failing to arrive to the auditorium by 3:55 pm without an acceptable pass will be issued an administrative detention.
- Students who arrive on late buses should report to the attendance office for a late bus pass immediately upon arrival to school. Students should then report directly to class.
- Students attending Career Centers whose buses arrive early must report to the cafeteria/commons area. Students who miss the bus going to the Career Center must report to an administrator.
- Students that are suspended from bus services for disciplinary reasons are also suspended from all bus services. This includes transportation for Career Centers, Fine Arts, field trips, etc...

TEST INFORMATION

Preliminary Scholastic Aptitude Test (PSAT) National Qualifying Test will be administered during the month of October. This test is designed for juniors who plan to continue their education beyond high school and to serve those students who wish to be considered for scholarships administered by the National Merit Scholarship Program and the National Achievement Program for Outstanding Black Students.

College Entrance Examinations (SAT and ACT) will be administered several times during the year in some high school in Greenville County on each certified testing date. Students interested in taking either test should contact their counselors early in the school year. Students who plan to continue their education after high school should take either test in the spring of their junior year and again in the fall of their senior year if necessary.

End of Course Examination Program – The Education Accountability Act of 1998 requires the development of end-of-course examinations in gateway or benchmark courses for grades nine through twelve. The examinations, which will count 20% of the students' final grades in the gateway or benchmark course, will include Algebra I, Biology I, English I, and United States History and Constitution.

The Armed Service Vocational Aptitude Battery (ASVAB) is available for interested students. The purpose of this test is to help students make career choices in military life or in civilian life.

State Testing - The ACT and WorkKeys Tests will be given to all students in their third year of high school during the month of March.

GUIDANCE

Six guidance counselors will be directly responsible to students and teachers according to a grade level division. This division does not preclude a student seeing any counselor he/she wishes for a personal conference, but the assigned counselor will be responsible for his/her schedule and records.

***** All students and visitors must sign in and sign out when entering and leaving the guidance area. This requirement is deemed necessary to insure school safety.**

WITHDRAWALS / TRANSFERS

Any student who is transferring to another school must have a parent/guardian notify guidance in person. Students will be required to complete a withdrawal form that must be completed in its entirety. Students also must turn in all books and materials and pay all school obligations. Permanent record information will not be sent to any school or agency until all

DROPPING OR CHANGING COURSES

The selection of courses is an important matter. Much thought and consideration must precede any selection of courses. Since the master schedule is created based on student course selection, students should plan well in advance as they work with parents, teachers and guidance personnel. If careful consideration is given to course selection, requests for changes will be necessary only in extreme situations.

In accordance with district policy, if a student drops a course after a certain number of days, a W/F (withdraw failing) or a W/P (withdraw passing) will be recorded on his permanent record (both W/F and W/P are counted as courses attempted with zero (0) quality points earned for determining GPA).

SENIOR PRIVILEGES

Students must be classified as seniors to receive senior privileges.

1. Seniors are given priority in all scheduling.
2. Seniors are given first opportunity to buy parking permits.
3. Seniors are given their yearbooks before underclassmen.

NOTE: All privileges are subject to be revoked.

EXTRACURRICULAR

PARTICIPATION

Students are not eligible to participate in any extracurricular events unless they are present at least ½ of the school day. This includes athletic events, band performances, choral performances, and any type of club activity. Suspended students are ineligible for participation completely.

ELIGIBILITY REQUIREMENTS

According to the regulations of the Education Improvement Act, a student must meet certain standards in order to participate in any competition outside the school as an individual or a member of a team. This includes such extracurricular events as sports, debate teams, cheerleading, art and or poster contests, band, choral or music competition, science fairs, club activities and any other activity which involves competition, in any way, with any other school.

HIGH SCHOOL ATHLETIC INSURANCE

All participants of high school athletic programs are required to purchase athletic insurance through the school. Students will not be allowed to either practice or become a member of the team without this coverage. Because this policy is mandatory it covers only injuries received during practice for participating in a high school sport.

This required policy should not be confused with the school time/24 hour plan, which is optional and covers all school time injuries including all athletic injuries except football. Again, the athletic insurance is mandatory while the school time/ 24 hour plan is optional.

FUNDRAISING ACTIVITIES FOR CLUBS AND PROGRAMS

Any fundraising by a school organization must have the written approval of the principal and the club sponsor. There is to be no fundraising during or between classes.

STUDENT ATHLETICS, CLUBS AND ORGANIZATIONS

Please look on the school website for a complete listing of these groups.

* other school discipline may follow aside from the parking discipline

** more days OSS may result due to prior offense of the same nature

*** other offenses that are not listed may result in disciplinary actions

*Wreckless Driving Includes: Squealing tires, Speeding, Pulling into traffic illegally, riding in grass, any other actions that endangers self, others, or school property	1 to 2 weeks suspension of permit – pass revoked Possible other disciplinary actions taken depending on the severity of the infraction
Driving a non-registered car/ permit does not match the proper car	Warning – Parking Ticket—pass revoked
*Leaving campus illegally	2 week suspension of permit – pass revoked
Illegal Pass In possession of another student’s pass, invalid pass, a pass reported lost or stolen, or a pass belonging to a student that no longer attend school	1 day OSS & charged with stolen property* & pass confiscated – 3 days OSS & charged with stolen property* & pass confiscated * if pass was reported stolen
Offensive pictures, writings, symbols, etc. displayed on vehicle	Warning – pass revoked
Driving over speed limit (10 mph)	1 to 2 weeks suspension of permit – pass revoked
**Tobacco Products in vehicle (tobacco on campus is an offense)	1 day OSS & 1 week suspension of permit – 3 days OSS & permit revoked
***Other	Judgment determined by administration

Any permit that is revoked is a permanent process. The decision will be made at the discretion of the administrator. Early dismissals, attending school with special permission, and other factors rely on having a permit. If a permit is revoked, it is the responsibility of the student to make the appropriate adjustments.

Any student that is on the waiting list to receive a driving permit will be taken off of the list if they are found to be driving on campus without proper permission. Also they may be removed from the list if they are documented as having excessive tardies to first period, cutting class, in off limits area, or with someone who is violating parking rules.

Students may only park in the student parking lot on the side of the school. The area in front of the school will be reserved for the **TOP 15** seniors. A special permit will be given to these students. Loss of permit may be the result of parking in the TOP 15 section at any point of the day. The faculty lot is off limits to all students at any point of the school day. **Any student found parking in the faculty lot will lose their permit.**

Any student driving a car on Hillcrest High School campus must purchase an official parking permit from the administrator in charge of parking. Students may not purchase or trade parking passes with each other. The permit must be visible at all times while on campus.

All cars should be parked in valid parking spaces in designated parking areas. Only the student who purchased the permit is allowed to drive the vehicle. Allowing another student to use your permit in another car, or driving a non-registered car to campus can result in loss of permit. If a student obtains a different car throughout the course of the school year, a new application needs to be completed and turned in to the administrator to record current information.

Students are not allowed to sit in their vehicles upon arrival, but must go immediately into a supervised area within the school building. Furthermore, in no case should a student be in the parking lot during the school day without written permission from an administrator. Students are encouraged to lock their vehicles. The school is not responsible for any theft or vandalism to student cars and property.

To obtain a parking permit, a student must have a valid driver's license, an insured vehicle, a valid registration, and a completed and signed parking application.

Students may not loan or transfer parking permits to other students. Doing so will result in disciplinary actions. (See list of violations below)

Students must have a HHS parking pass to be allowed to park at any career center

DRIVING RULES ON CAMPUS

Below is a listing of offenses and the consequences for driving violations on the campus of Hillcrest

Offense	Consequence
Not parking in a parking space or parking in the wrong space.	Warning - Parking Tickets (3) - Pass revoked
No permit hanging or visible	Warning – Parking Tickets (3) - Pass revoked
Parking without a permit	1 day OSS & name taken off the waiting list – 3 days OSS & car towed at owners' expense
Parking in a visitor or Top 15 space	1 week suspension of permit – Parking Ticket (3) - Pass revoked
Parking in Faculty Lot	Pass revoked on first offense
Tardy to First Period	At 6 th tardy parking pass is revoked

GENERAL STUDENT INFORMATION

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. The general responsibility of discipline rests with the faculty, and each teacher has the authority to exercise appropriate discipline.

Students of Hillcrest High School are expected to cooperate with and obey all requests of all faculty members and staff. Students are expected to do their homework, to study and to pay attention in class. Moreover, students are expected to behave as good citizens in and outside of school.

School doors will open at 7:45 AM; students should report to designated areas (Cafeteria, Commons Area, and Media Center).

OFF-LIMITS-AREAS

1. Faculty lounges, restrooms and workrooms are off-limits.
2. The area behind the counter in the main office and the staff offices.
3. Buses parked at school.
4. Cafeteria and Commons, except during assigned lunch shift.
5. Parking lots during the school day. Permission must be obtained from the front office to enter a parking area. This may result in an unexcused tardy.
6. Freshman Academy including bathrooms. Student must have the designated ID badge to be allowed in any of these areas.

After school all students must exit the building by 3:55 pm unless they are involved in a supervised activity. Seniors with permanent early dismissal must exit the building within 5 minutes of their last class. Athletes are to report to the designated area in the gymnasium. Other students must report to the supervising teacher of their activity.

At no time should students loiter in the school.

STUDENT DELIVERY AND MESSAGES

Office will not call students from a classroom for ID badges, lunch money, forgotten assignments, or other items. If items are left for a student, please make sure the student knows to pick them up from the office between classes, at lunch or after school.

Office staff will not call classrooms to deliver after school messages. If a message is left for a student, his/her name will be placed on the afternoon announcements. It is the student's responsibility to pick up messages in the front office after school.

A student will be called from class **ONLY** in a situation deemed as an emergency by administration.

Front office staff will not be responsible for items or messages not picked up each day. Hillcrest High cannot accept deliveries for students.

ACCESSING STUDENT INFORMATION

Parents may access student information concerning grades, attendance, and discipline on the Greenville County Schools Portal system. The address is <http://portal.greenville.k12.sc.us>. Parents may also check their address and telephone numbers. If an error is detected, please contact the school. (See page 4 – Parent Portal).

ADDRESS / PHONE NUMBER CHANGE

Any student who has an address change during the school year should report the new address

ATTENDANCE GUIDELINES

Attendance Office will be open each day from 7:45 a.m. until 3:45 p.m. Students are encouraged to take care of attendance issues before the 8:45 am tardy bell. This includes changing absence code from previous day(s) absence and dropping off Early Dismissal notes. In order to be counted as present, a student must be in class for at least half of a class. It is the responsibility of parents to ensure that PowerSchool has the correct student information; phone numbers, pick-up information, address changes, etc. Changes are to be made in person through attendance or guidance offices. To change an address, contact the guidance office.

STATE LAW

In accordance with the South Carolina School Attendance Law, *Greenville County Schools has adapted 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 may not have again. All children are required to attend public or private school or kindergarten beginning at age five and continuing until their seventeenth 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.*

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

The school year consists of two 90-day semester schedule. **ANY ABSENCE IN EXCESS OF TEN DAYS MAY CAUSE THE STUDENT TO LOSE CREDIT FOR THE COURSE.**

Lawful absences are defined as:

1. Serious, chronic, or extended illness of the student verified by a doctor's note. Doctors' statements will be valid only when the **STUDENT** has been examined.
NOTE: Forgery of notes (Doctor/Physician, Parent) and/or signatures of any kind will result in disciplinary action.
2. Absences due to an illness or death in the students immediate family verified by a statement from the parent within two (2) days of the students return to school.
3. Absences for religious holidays when approved in advance by written request to the principal.
4. Extreme hardships at the discretion of the principal.

Unlawful absences are defined as:

1. Any student absence with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful.
2. Suspension is not to be counted as an unlawful absence for truancy

RETURNING FROM ABSENCE

It is the student's responsibility to present a parent or doctor's note explaining the absence to the attendance clerk. This should be handled before the tardy bell.

Upon returning to school after an absence, student should report to the attendance office with or without medical or parent note to receive an "Admission Code" in the computer.

PROCEDURE FOR MAKEUP WORK ACCORDING TO GCSB POLICY

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 (5) 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.

- No clothing, jewelry, tattoos, or items considered to be a weapon are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.
- Pajamas, pajama-like pants, house shoes/bedroom slippers may not be worn to school.
- 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.

***** Students who are not in compliance with the dress code will not be permitted to the classroom until corrections are made. Inappropriate items may be confiscated.**

CONFISCATED ITEMS

If the following items are confiscated (they will not be returned until the end of the semester in which it is taken): hats, sweatbands, bandannas, skullies, do-rags, inappropriate jewelry, grills and skateboards, etc.)

NOTE: These items will be disposed of at the end of the year if they are not claimed by the last day of school.

DRIVING AND PARKING POLICY

DRIVING AND PARKING A VEHICLE ON THE HILLCREST HIGH SCHOOL CAMPUS IS A PRIVILEGE AND NOT A RIGHT. The administration reserves the right to exclude persons who do not follow the rules or who endanger the safety and property of others. The driving rules are designed to protect everyone who drives or rides in a car on campus. The student disciplinary regulations apply to persons in the parking lot as they would anywhere else on campus. The driving and parking rules apply anytime that a student is operating a vehicle on campus before, during, and after school hours.

PARKING AREAS AND PERMITS

There is limited student parking at Hillcrest High School. The fee for a parking permit is \$40.00. All spaces will be reserved. Any car parked on campus must have proper authorization and a **clearly displayed** valid parking permit. Students who do not obtain a parking permit during the initial sale can have their names placed on a waiting list, which is located in the main office. The waiting list will be a first come first serve basis. As permits become available throughout the year, names will be called in order from the waiting list to purchase a permit.

If a permit is **lost or stolen**, the student must **purchase** another permit before being allowed to drive on campus again. A replacement pass will cost \$20. The only exception for this is if a police report can be produced showing evidence that the pass was stolen.

STUDENT EXPECTATIONS

ID BADGES

All Students are required to wear an ID badge while on school grounds before and during school hours. If a student does not have an ID upon entering the building, they must purchase an ID at the ID Station. ID's cost \$5.

- If a student does not have money to purchase an ID, they may put one ID on credit (Indebted list).
- If a student needs an ID and they already have one on credit, they must purchase a new ID, call someone to bring their ID, or go to ISS until someone can bring an ID for them.
- If a student is in the ID line before the tardy bell rings or is on a late bus, the student will not receive a tardy.
- If a student comes to purchase an ID after the tardy bell they will receive a tardy.
- The ID Station will be open until 9:00 AM.
- If a student needs an ID or loses an ID after 9:00, they will need to report to the Main Office to purchase one. The student will be assigned and afterschool detention.
- If a student is found without an ID properly displayed around their neck they will receive a warning. If it is a repeat offender the student will receive afterschool detention and subsequent discipline. If a student refuses to obey the ID policy, the student will be suspended.
- If a student is found with an invalid ID, fake ID, or someone else's ID, the ID will be confiscated and the student will be assigned to ISS for the remainder of the day.

DRESS AND GROOMING

STUDENT DRESS CODE – Hillcrest High School 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 school to the community. The administration may make additions or changes to these standards.

***Students who do not meet the dress code will not be allowed to go to class. If any apparel is considered indecent or in any way unacceptable by the staff or administration, the student may be required to go home and change or remain in the In-School Suspension Room and receive disciplinary action.**

- Proper shoes must be worn at all times.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed, including excessive facial jewelry.
- Hats, head coverings, bandanas, curlers, and sunglasses may not be worn in the building at any time.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted including holes in pants. Clothing that inappropriately exposes body parts is not permitted, including: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Shoulder straps have to be a minimum of 2 inches wide (width of ID). Bra straps and bra sides must not be visible. Students shall not expose undergarments. Shorts and skirts must be no shorter than the length of a Hillcrest High School ID card from the top of the knee.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.

TARDY POLICY

There are only three (3) reasons for an excused tardy to 1st period.

Late bus – late bus pass will be issued by the bus driver or attendance office.

Note from administrator/Attendance.

Medical note.

If you are not sure or have a special situation that you feel needs to be addressed, please see your grade level administrator.

Students will be allowed four (4) unexcused tardies per semester. If tardy to a class, students should report to the Attendance Office for an admission slip to class.

Students with tardies:

- 5/6 will be assigned one thirty minute afterschool detention
- 7/8 will be assigned one three-hour Saturday detention
- 9 In-School Suspension (ISS)/parent notification
- 10⁺ tardies will be assigned out-of-school suspension (OSS)

HOMEBOUND

EXTENDED ILLNESSES – Students and parents should be aware of the opportunity to obtain Homebound instruction should he/she have to miss school for an extended length of time. Once a parent or student realizes he/she will be out for an extended length of time, he/she can apply for Homebound. The parent should **contact his/her counselor immediately** for such services. Medical homebound instruction can not be approved until a physician certifies that the student is medically unable to attend school specifying the reason to potentially authorize the service. The superintendent of the school district, or his or her designee, must then approve or deny the medical homebound instruction request.

NOTE: Attendance cannot accept medical notes for longer than 10 consecutive days without being Homebound or Intermittent Homebound.

EARLY DISMISSALS

Students are to drop off Early Dismissal request **BEFORE** going to 1st period. Early dismissals that are not verified will result in a parent or guardian needing to come into the school to obtain the early dismissals. **Emergency forms sent home from the Health Room are only used by the Health Room for emergencies only.** Information on those forms is not used to update student records. It is the parent's responsibility to update all personal information. **Parent notes must be verified. For the protection of HHS students, NO telephone, fax or email requests for Early Dismissals can be honored.**

Students are to drop request in basket located in the attendance office. This request should include the reason, dismissal time, phone number to contact parent or guardian. Waiting in line to turn in Early Dismissal request will not excuse a tardy if the tardy bell rings. It is best to have your Early Dismissal occur during class change.

(REMEMBER: To be counted present in any class the student must be in the class at least ½ of the class time.)

****** Be sure to pick up the yellow Early Dismissal form from the attendance office during class change **BEFORE** the time of your dismissal. If an Early Dismissal cannot be verified and the student leaves campus your absence will be counted as **SKIPPING** with disciplinary action. If the student returns to school the same day he/she must check back in with attendance providing attendance with the yellow form. Early dismissals are recorded as unexcused until medical or court documentation is provided. Early Dismissal's from the Healthroom are considered parent notes, not doctor's notes.

Parent/guardian may personally obtain an Early Dismissal for their student by going to the attendance office.

PICTURE ID IS REQUIRED AND IT MUST MATCH TO THE PERSON(S) ON FILE TO WHOM WE CAN RELEASE THE STUDENT.

PREARRANGED ABSENCES OF 3 OR MORE DAYS

Many times students have prior knowledge they are going to be out of school for 3 or more consecutive days. We will work with students who plan ahead and wish to get assignments that they will not miss classwork. In order to get a Prearranged Absence, follow this procedure: At least five days prior to absence have parent/guardian write a note explaining the reason for being out of school, the dates of the absence, parent/guardian telephone numbers to verify the information and parent signature. Go to the attendance office and pick up a prearranged absence form, take form to the principal for approval, then to all teachers for their signatures. Return completed form to attendance for verification. Teachers may require the work missed to be made up either before or after the absence. No exam can be made up without **prior** approval of the principal or grade level administrator.

COLLEGE VISITS

Juniors and seniors may request up to three college visits each year. In addition, the student must bring, on college letterhead, written proof of the visit to the institution the day the student returns to school. The attendance clerk will collect and file the proof in the attendance office. If the student fails to follow this procedure, the college visit will count as an absence.

PERFECT ATTENDANCE

Attendance is entered by class periods. Any absences per class period, excused or unexcused, will disqualify a student for perfect attendance.

CAR POOL / STUDENT PICKUP

Student drop off and after school pick up will be located at the **back of the school**. Student pickup in other areas poses a safety issue and is not permitted. The teacher parking lot is not a pickup or drop-off area. Parents should make arrangements to have their student picked up by 4:00 p.m.

CLOSED CAMPUS

Hillcrest High School, as all Greenville County Schools, operates under a closed campus policy. No student may leave campus without written authorization from an administrator or through the early dismissal procedure. Students may not leave campus for lunch. Failure to comply will result in disciplinary action.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, literature and/or CDs of any kind may be distributed on school grounds without the written approval of the principal.

Your child has agreed to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action. Please contact your school if you do not want your child to have access to the Internet and email.

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#>

Destroying or tampering with any computer equipment or software.
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.
The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
Violating any state or federal law or regulation, board policy or administrative rule.
Students are expected to keep their password confidential. Students will be held responsible for all computer activities associated with their password.

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

D. Consequences

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/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.

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.

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. Personal Safety

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

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.

Students will not agree to meet with someone they have met online without their parent/guardian's approval.

Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

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:

- Obtain emails sent or received on District email.
- Monitor an individual's use on the District's systems.
- 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.

ELECTRONIC DEVICES

Cell Phones, CD Players, iPods, MP3 Players, Handheld Games and other electronic devices brought to school must be turned off and kept **out of sight** during class time. Devices may be used during lunch and during class change in designated locations. The school assumes no responsibility for items lost or stolen.

***Anything recorded on Hillcrest High School grounds, whether posted on public forums or not, may be confiscated and subject to disciplinary actions.**

Cell Phones and other Electronic Communication Devices – Students are permitted to possess cell phones on school property, school buses, and while attending school-sponsored and school related activities. The school assumes no responsibility for items lost or stolen.

The use of cell phones is restricted to the commons, hallway, and cafeteria; in addition to before and after school hours. Cell phones brought onto school property must be **turned off and kept out of sight** during the school day (8:35 a.m. – 3:45 p.m.) with the exception of those designated times and areas. Violation of this policy will result in disciplinary action ranging from refusal to obey to classroom disruption. Consequences may range from detention to suspension.

CELL PHONES MAY BE USED IN THE CLASSROOM (BYOD) AT THE TEACHER'S DISCRETION.

BRING YOUR OWN DEVICE (BYOD)

All students will have an opportunity to participate in Bring Your Own Device (BYOD). The school will send home a permission form for parents to sign, allowing students to use their personal device in class for a teacher directed activity.

EMERGENCY EVACUATION PROCEDURES

An Emergency Evacuation planned program for the evacuation of all personnel and students exists in our Emergency Preparedness Program. A map showing the evacuation route will be posted in each classroom. In addition, the procedures to be followed are listed in each teacher's handbook and it is the teacher's responsibility to inform each student. Students should be aware of this procedure and know how to evacuate the building in case of an emergency.

EMERGENCY DRILLS

Emergency drills at Hillcrest are a serious matter. Make sure that you are familiar with the evacuation drill instructions posted near the door in each of your rooms. When the signal for an emergency drill is given, rise quickly and go quietly and orderly to the designated location for that emergency. Complete silence is necessary in the event vocal instructions are necessary. There will be no early dismissals or admittance to building during drills.



FEES, DUES, & DEBT

To help offset the cost of educational materials and supplies, the Greenville County School Board has authorized the collection of fees. Class fees will vary based on need. Please check with the course teacher to determine if a class fee is required.

Senior dues are \$40.00 through the last day of the first semester and increase to \$50.00 after that point. Senior class dues are collected to cover the costs of graduation and other senior activities. Dues are collected each Wednesday in Room 227 & 331.

All debts to the school (missing books, locks, books fines, etc.) should be paid before students are allowed to participate in any school related extracurricular activities.

Personal checks will be accepted through **April 28, 2017**; however, only cash and money orders will be accepted after this date.

FIELD TRIPS

Any teacher or administrator may deny a student permission to miss class for a field trip for sound, educational or safety reasons. This would include, but is not limited to, low or failing grades, excessive absences, and other such defensible reasons related to academics or discipline. Refunds will not be given for field trips after a date specified by the teacher.

FOOD AND DRINK

Opened food and drink items should be confined to the cafeteria. Water is the only drink item allowable in the classrooms. Items found outside of cafeteria will be confiscated. Disregard for these rules will be treated as insubordination.

INSURANCE

All students are urged to consider the school accident insurance protection plan offered at the first of the school year. A student who suffers ANY accident or injury during the school day or during any school-related event should report the incident as soon as possible

LOCKERS

(The school district will assume no responsibility for valuables left in lockers).

Lockers will be assigned to students by fourth period teachers (see Table of Locker Locations). Students may not trade lockers once lockers are assigned and the combination known by the student. A locker is only as safe as it is kept, so combinations should be kept discreet. Lockers should be locked securely at all times. Money or valuables should not be left in lockers. Only school locks may be used on lockers. The administration reserves the right to search a student's locker when they deem it necessary. The cost of a lost lock is \$5.00.

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:

The internet, intranet, e-mail, portal;

District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and 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.

The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.

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.

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:

The use of school computers for commercial purposes.

The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.

The bypass or attempt to bypass any of the District's security or content filtering safeguards.

Allowing another person to use the computer under your District login.

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.

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.

HEALTH ROOM

Hillcrest provides a health room for students who are injured or who become ill during the school day. Students may go to the health room only with an admission slip from a teacher or administrator. The nurse will administer whatever care is necessary and send the student back to class or home. All absences from class because of health room visits are coded as LP. Students who take medication during the day must check the medicine into the health room. Students should bring notes from parents if they have chronic or peculiar physical problems. The note will be on file in the health room.

NOTE: Students may not possess any medication, prescription or non-prescription, at any time on school grounds. Students found in possession of any medication on school grounds will be in violation of the School District's drug policy and will be recommended for expulsion.

MEDIA CENTER

The purpose of the Hillcrest High School Media Center is to support all students in completing curriculum-based assignments and to support teachers with additional materials that enrich their classroom instruction. The media center is open from **7:45 a.m. - 4:00 p.m.** Passes are required between 8:45 a.m. and 3:45 p.m., including all lunch shifts. Circulation is automated and students will use their ID badges each time they check out materials from the media center.

Internet is available to all students. **Internet usage is confined to assignment-based queries.** Those students violating this policy will be denied use of library computers. Personal e-mail and chat rooms are not available. Every effort is made to maintain an environment in the media center that is conducive to study and reading.

*At no time may cell phones be used in the Media Center.

STUDENT COMPUTER USE IN LABS, CLASSROOMS, AND MEDIA CENTER

The School District of Greenville County Student Acceptable Use Policy Agreement

Administrative Rule EFE: Data Security and Use of Technology

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

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. Electronic teaching and learning tools and online access are designed to support your education.

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:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Children's Online Privacy Protection Act (COPPA)
- Health Insurance Portability and Accountability Act (HIPAA)

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.

LOCKER LOCATIONS

Locker Numbers	Floor	Hallway	Classrooms
1-76	1	Front	101-106
77-360	1	End	107-108,112
361-434	1	Back	113-117
435-510	2	Front	206-210
511-834	2	End	211-218
835-908	2	Back	219-223
909-934	2	Front	Stairwell 5
935-958	2	Front	201-205
959-984	2	Back	Stairwell 6
985-1008	2	Back	228-231
1009-1042	3	Front	306-310
1043-1082	3	Front	311-327
1085-1404	3	End	312-318
1405-1478	3	Back	319-323
1479-1506	3	Front	Stairwell 5
1507-1530	3	Front	301-304
1531-1746	3	Middle	333-334
1747-1770	3	Back	328-331
1771-1798	3	Back	Stairwell 6
1801-1890	1	Back	150-155
1891-2024	2	Back	250-255

LOST AND FOUND

Lost articles should be turned in to the Main Office. Lost items can be reclaimed in the Main Office upon proper identification. Items will be donated to charity at the end of each semester.

METAL DETECTORS

Hillcrest High School will follow all district guidelines and regulation with respect to the use of metal detectors. The underlying philosophy is based on the responsibility of the school to provide a safe and secure environment in which learning can take place. Metal detectors will be used in both random searches and if the administration has reason to believe that some dangerous or illegal items are on the campus. The rights of the individual and the need for a safe school will be safeguarded.

PHYSICAL SEARCH

As provided by state law, anyone (student, parent, staff member, or visitor) who comes onto the Hillcrest High campus is deemed to have consented to a search of his/her property. This includes any vehicle brought onto campus. The property of Hillcrest High School is under the jurisdiction of the Simpsonville Police Department.

Students are responsible for all items found in automobiles that they drive onto school district property. Confiscation of illegal drugs, unauthorized medications, alcohol, and weapons (including but not limited to knives and guns), whether in plain sight or discovered as the result of a search by school or law enforcement officials, will result in a recommendation for expulsion of the student. In pursuant with [SECTION 59-63-1110](#).

RECORDS CONFIDENTIALITY

In most cases, access to a student's records is restricted to the student's parents or legal guardian (regardless of custodial rights), appropriate school district and educational agency officials, transferee schools, and persons obtaining access by valid subpoena or court order. Most other persons may obtain access to student records only with the written consent of the parent or guardian. Unless parents or guardians direct otherwise, however, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams without prior written consent. Questions about additional confidentiality rights for both handicapped and non-handicapped students may be obtained in person through the principal's office. Parents are able to see student records and school information any time you wish through the Parent Portal! (see page 4).

UPDATE STUDENT RECORDS

It is the parent's responsibility to make sure information on their student is accurate. This information is no longer accepted from the student. When visiting the school or during open house please check with attendance to verify current student information (i.e. phone numbers, address, contact names).

LEGAL NOTICE:

Greenville County School District policy is in compliance with State and Federal Law concerning Discrimination and Student Records.

SEX AND HANDICAP DISCRIMINATION

Title IX of the Education 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. The School District of Greenville County 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 any 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, established grievance procedures should be used. Student grievance procedures are set forth in District Rule JCE, and employee grievance procedures are contained in District Rule GAE. Both of these procedures are available in any principal's office. Further information about laws and regulations concerning sex, handicap and other discrimination or about District grievance procedures may be obtained from our District Office by calling 355-3100.

TELEPHONES – MAIN OFFICE USE

The telephones in the Main Office are for school personnel and school related business only. Students who need to use the phone in emergency situations must do so through an administrator and/or office staff.

TEXTBOOKS

Students will be issued a textbook(s) for each class as needed. All textbooks are bar-coded. Barcodes should not be removed. It is the student's responsibility to keep and maintain their books. Students will be charged for the cost of the book if the book is lost or damaged. Textbooks must be returned at the end of the course and all textbooks must be returned at the end of each school year. Textbooks without barcodes will not be credited to the student's account & the student will owe the price of the book.

Note: Upon receiving your textbooks, you should immediately check for excessive damage or wear such as water damage, mold & torn pages. It is the student's responsibility to report such damage at checkout & to return the textbook so that a replacement can be provided. Failure to report such damage could result in the student being liable for the cost of the text book.

VISITORS

Parents are always welcome to visit HHS. In order to ensure student safety, all visitors must report to the Front Office for approval to visit the campus and to wear a visitor's pass. Students are not allowed to invite or bring guests to visit classes or eat lunch and/or bring in lunch without administrative approval. In order to visit a teacher, appointments must be made and the teacher will meet the visitor in the office.

YEARBOOK SALES

Yearbook sales will be handled by mail through the Jostens Complete Company. Parents may return the bill to Jostens Complete with a payment or with an indication that no book will be purchased this year. When the bill is received at home, parents are under no obligation to purchase the yearbook if they do not wish to do so. This is the students' one-time opportunity to indicate the desire to purchase a yearbook. Students should not count on purchasing a yearbook in the spring. www.jostens.com

STUDENT SERVICES

CAFETERIA

Please be reminded that student ID badges will also serve as lunch tickets. Therefore, it is very important that students have their ID badges at all times.

Breakfast- Breakfast will be served from 7:45 a.m. to 8:35 a.m.

Lunch- Our cafeteria program has three lunch shifts.

Food and Nutrition Services expects payment either in advance or at the point of service. Students and adults 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 the Cafeteria Manager or on the Greenville County Schools website.

Students are expected to keep the cafeteria clean by disposing of their trash appropriately; otherwise, measures will be taken to address this issue. The use of good table and eating manners is expected. Breaking in line is discourteous and will be handled with appropriate disciplinary action. Students are not to have book bags in the cafeteria serving lines.

Students are not allowed to leave campus for lunch.