

West Greenville School
Parent and Student Handbook
2020-2021



15 Endel Street
Greenville, SC 29611
(864)355-0200 Fax (864)355-0215
www.greenville.k12.sc.us/wgville
Revised August 2020

The school District of Greenville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

At times during the school year it may become necessary to update/modify the information found in this handbook. Please refer to the West Greenville School website for the most current information.



Dear Students and Parents,

Welcome to West Greenville School! I am honored to be the Director at West Greenville and I look forward to doing everything I can to ensure you have positive experience during the 2020-2021 school year. This year promises to be unique and challenging. I want to assure each of you that regardless of what the year may bring, we are dedicated to your students. We will provide them the best school year experience possible within any given situation or condition.

West Greenville School goals reflect those of Greenville County Schools.

- Keep our students, employees, and community safe,
- Return students in our school to full-time, five-days a week in-person instruction as soon as it is safe to do so,
- Make decisions based on objective information provided by scientific, public health, and medical experts, and
- Change as best practices evolve.

This Parent/Student Handbook is designed to establish clear expectations and procedures for all students at West Greenville School. I encourage you to engage yourself in the educational process. Stay informed of your child's academic progress and points/level status. I also encourage you to visit our website and "Like" West Greenville School and Greenville County Schools on Facebook.

<https://www.greenville.k12.sc.us/wgville/>
<https://www.facebook.com/WestGreenvilleSchool/>
<https://www.facebook.com/gcschools>

You may also want to visit Greenville County School's Destination Return to School Parent Resource Page at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=returntoschool>.

I look forward to working with each of you. If there is anything that I can do to assist you or your child, please do not hesitate to contact me.

Sincerely,

Laura O'Laughlin, Ph.D.
Director of West Greenville School



OUR PRIMARY GOALS

Return students in our traditional (*non-virtual*) programs to full-time, in-person instruction as soon as it is safe to do so

Keep students, employees, and community safe



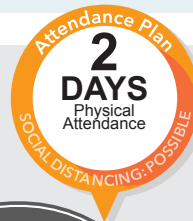
DECISION MAKING

Any decision or recommendation will be based on objective information provided by diverse scientific, public health, and medical experts

Our return to in-person school will be a stepped process that allows us to analyze trends before moving closer to our goal of full-time, in-person instruction



ATTENDANCE PLANS



Students who opt for our traditional school program will follow the district's **ATTENDANCE PLAN ROADMAP** for in-person attendance at school

Under the **GCS ROADMAP**, **PLAN 5** reflects a regular school schedule, with five-day-a-week, in-person instruction

Students grouped by last name on Plans 1 and 2
For more information visit our [Return to In-person School Resource Page](http://tiny.cc/ReturnToSchool) at <http://tiny.cc/ReturnToSchool>

Attendance Plans could vary by level or school, depending on conditions

INSTRUCTIONAL DELIVERY OPTION: VIRTUAL PROGRAM

The Virtual Program offers families the option of consistent, virtual instruction, delivered by certified GCS teachers. We provide the Chromebook; students continue to have access to local school supports and activities

INSTRUCTIONAL DELIVERY OPTION: TRADITIONAL

LOW COVID SPREAD
Traditional In-Person or Hybrid Instruction

MEDIUM COVID SPREAD
Blend of In-Person and eLearning

HIGH COVID SPREAD
100% eLearning or Minimal In-Person

PLEASE NOTE:



This is an outline of the Greenville County Schools Re-Opening Plan in response to COVID-19. Portions of this plan are subject to change if their implementation as written is not effective or sustainable for our community.

The correlation between COVID spread and Attendance Plans is pending approval by the South Carolina Department of Education and the Board of Trustees.

NEED DIRECTIONS?

email
info@greenville.k12.sc.us

or call 355-3100 and say "Service Center."



ATTENDANCE PLAN 1 has ¼ of students in the school buildings each day, Monday through Thursday;



PLAN 2 has ½ of students in attendance each day Monday through Thursday;



On **PLAN 5** all students are in attendance five days a week. A return to Attendance Plan 5 does not necessarily signal a return to "normal." **All precautions will be followed until further notice.**

DESTINATION *in-person* Return to School

For Information and Updates

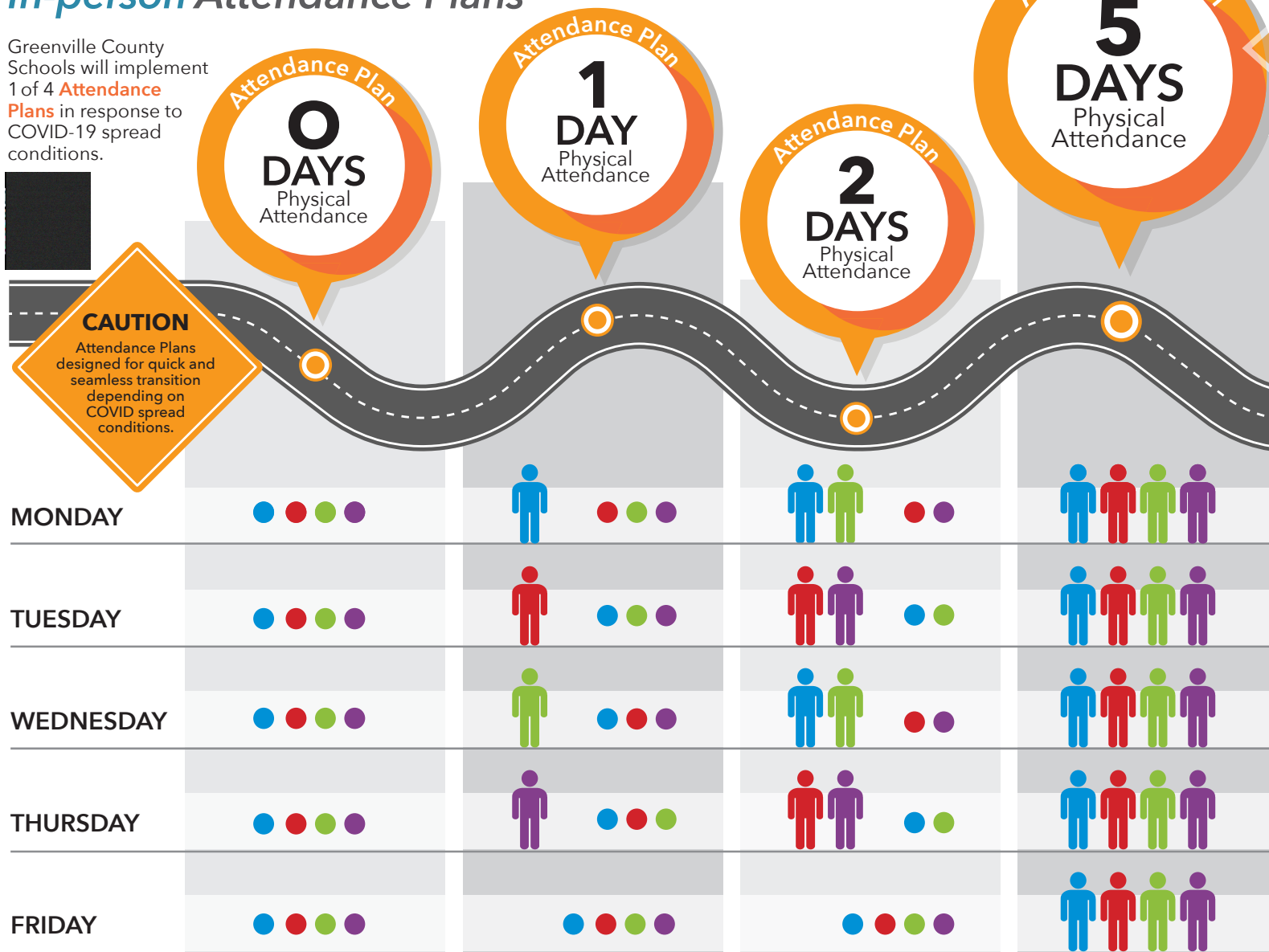
Visit our [Return to In-person School Resource Page](http://tiny.cc/ReturnToSchool) | <http://tiny.cc/ReturnToSchool>

For **Virtual Program** information visit | <http://tiny.cc/VirtualProgram>

For Information on Current COVID-19 Spread visit SCDHEC.gov

In-person Attendance Plans

Greenville County Schools will implement 1 of 4 **Attendance Plans** in response to COVID-19 spread conditions.



THE ULTIMATE GOAL is to safely return students and teachers to the 5-day in-person option.

Student Groups

ONE Day Attendance:

(First Letter of Last Name)

 Blue A-D	 Red E-K
 Green L-Q	 Purple R-Z

Student Groups

TWO Days Attendance:

(First Letter of Last Name)

 Blue/Green A-D/L-Q	 Red/Purple E-K/R-Z
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Students choosing to attend school in-person will be assigned a color based on the **first letter of their last name**. For example, if a student's name is Maria Johnson, she will be color-coded as **RED** since all last names beginning with E-K will be assigned to the **RED** group. Maria will attend school on the days that have been assigned to **RED** students.

If your children have different last names, you should contact your child's principal(s) to request they move him or her to a different group so that both of your children attend school on the same day(s). For example, if you have a child named Maria Johnson (**RED**) and a child named Jerome Wilson (**PURPLE**), you may request that both children attend school on the same day (either **RED** or **PURPLE**).

    = eLearning | eLearning provided by teacher on the days students NOT in physical attendance

PREVENTION PROTOCOLS



TEMPERATURE CHECKS/HEALTH SCREENING

Daily for employees and any school visitors allowed beyond the office

Only for symptomatic students

SOCIAL/PHYSICAL DISTANCING



Defined by CDC as 6-feet in all directions

Required on Attendance Plan 1 and 2

Required when possible on Plan 5

Class transitions staggered

Hallways marked with lanes to maintain spacing

Bathroom breaks will be staggered and entrances monitored to prevent overcrowding



MASKS

Worn by staff and students (*grades 2-12*) when they cannot maintain required distance (*6 ft.*)

Examples: entering or leaving the building, moving about the hallways, using the restroom facilities, riding the bus

Visual cues to remind everyone to follow precautions

Mask must be cloth or disposable and cover nose and mouth securely

MEALS



Breakfast will be provided free to all students

Students eat in the cafeteria when Attendance Plan 1 is in effect

Students eat in the cafeteria or classroom, depending on the layout of the school and other factors, when Plan 2 is in effect

Students eat in their classrooms when Plan 5 is in effect

Meals offered to all Virtual Program students and all eLearning students

Students may bring their lunch



DISINFECTING/AIR QUALITY

Outdoor air ventilation rates adjusted for maximum air exchange

Custodians will be equipped with electrostatic sprayers to provide quick and thorough sanitation of large spaces

High-touch areas sanitized throughout the day

Desks sanitized between occupants

Hand sanitizer provided in all classrooms

Restroom soap dispensers checked and filled regularly

QUARANTINE/EXPOSURE



Exposure may result in students and staff being quarantined away from school

GCS will follow DHEC guidelines related to mandated quarantines and student/family notifications

Parents and employees are required to monitor themselves and their children for COVID-19 symptoms

Students and staff should be excluded from school if they have:

Any one (1) of the following:

Fever – or
Shortness of breath or difficulty breathing -or –
Loss of taste or smell -or –
New or worsening cough

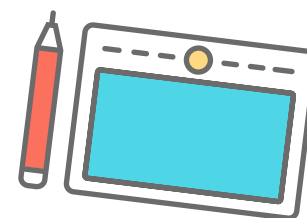
Any two (2) of the following:

Sore throat
Muscle or body aches
Chills
Fatigue
Headache
Congestion or runny nose
Diarrhea
Nausea or vomiting

IMPORTANT INFORMATION:



All students
4K-12 will be
issued a
Chromebook
for the 2020-21
School Year.



NEED DIRECTIONS?

email
info@greenville.k12.sc.us

or call 355-3100 and
say "Service Center."

Our Goals



PLEASE NOTE:

This is a summary of the Greenville County Schools Re-Opening Plan in response to COVID-19. Portions of this plan are subject to change if their implementation as written is not effective or sustainable for our community.

Keep our students, employees, and community **safe**

Return students in our traditional (*non-virtual*) schools to full-time, five-day a week **in-person** instruction as soon as it is safe to do so

Make decisions based on **objective information** provided by scientific, public health, and medical experts

This plan is **subject to change** as best practices evolve and protocols are determined to be ineffective or unsustainable

NEED DIRECTIONS?

email
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or call 355-3100 and
say "Service Center."



Physical Safety

Even in normal years there are days we do not have enough substitute teachers to fill our need. We have no pool of substitutes for non-teaching employees

In most businesses, high employee absenteeism impacts efficiency and/or quality. In schools, it **also** impacts student supervision, which is a **SAFETY** concern.

It is critically important that we take precautions to protect our employees

NEED DIRECTIONS?

email
info@greenville.k12.sc.us

or call 355-3100 and
say "Service Center."

School Overview

West Greenville School was built in 1964 and renovated in 2005. Built as an elementary school, West Greenville has served as home for a variety of education programs. Currently, the building houses both a separate school program for students with disabilities and a middle school alternative program.

School Colors: Black, Blue and Silver

School Mascot: Panther

School Motto: In Courageous Pursuit of Our Best

Greenville County School's Mission

To provide educational experiences, in cooperation with the home and community, that prepares students for lifelong learning and for ethical, productive participation in a democratic society and the global community.

West Greenville Schools' Mission

To provide the variety of specialized educational opportunities necessary for students to acquire academic knowledge and to develop the social and emotional skills necessary for productive citizenship.

Important Contacts

Main Office	864-355-0200
School Nurse	864-355-0207
Bus Transportation	864-355-3030

Attendance

Regular school attendance is an essential part of a child's learning process and vital to graduating with a good education. Students who are frequently absent may be putting their futures in jeopardy by falling behind in academics and missing important socialization. Chronic absenteeism is a behavior that is strongly associated with dropping out of school.

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. Parents also have the option of home schooling their children provided the requirements for home schooling are met.

In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

Middle School Absences

The school year consists of 180 days. To receive credit, students must attend at least 170 days of each year, as well as meet the minimum requirements for each course. Accrued student absences may not exceed 10 days during the school year. The first 10 absences may be lawful, unlawful, or a combination. Any absence in excess of 10 may cause the student to lose credit for the year.

High School Absences

Absences in High School are accrued per course. Any absence in excess of 10 may cause the student to lose credit for a 180-day course. The first 10 absences may be lawful, unlawful, or a combination. All absences beginning with the eleventh must be lawful. Furthermore, any absence in excess of 5 may cause the student to lose credit for a 90-day/semester course. The first 5 absences may be lawful, unlawful, or a combination. All absences beginning with the sixth must be lawful.

A. Lawful Absences

1. Absences caused by a student's own illness (verified by a statement from a physician with two (2) days of the student's return to school) and whose attendance in school would endanger his or her health or the health of others.
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 Director in writing.
4. Absences for students whose parents/guardians are experiencing a military deployment. The Director may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted period.
5. Absences due to activities that are approved in advance by the Director. This would include absences for extreme hardships. Such approval should be prearranged when possible.

B. Unlawful Absences

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

C. Truancy

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

Additional information on Attendance Rules for Greenville County Schools can be found at <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=persattend2>.

Attendance Expectations during COVID Attendance Plans 0, 1, or 2

Attendance Plan 0 (Full eLearning)

- Teachers maintain daily attendance by documenting attendance in Google Meet and/or students working in their Google Classroom (completing assignments) at a time other than the Google Meet if internet is limited.

Attendance Plan 1 or 2 (Blended Learning)

- Students are required to attend during their designed in-person days of the week.
- Teachers maintain additional attendance by documenting at least one other “check-in” time. This may include students working in Google Classroom, completing assignments, etc.



STUDENT DRESS CODE

Students at West Greenville are expected to arrive each day prepared to focus on their education. Accordingly, our students will wear uniforms at school and at designated school-sponsored events. The uniform and dress code are designed to present a neat and equitable appearance.

Students in Grades 6-10 (or 16 years old or younger) MUST wear:

- Solid white, black, or blue shirt with collar.
- Shirts worn under uniform collared shirt must also be solid white, black, or blue.
 - No designs or prints on sleeves.
- Solid colored tan, black, or blue knit pants:
 - NO JEAN/DENIM MATERIAL.
 - No more than two inches larger than the student's waist.
 - Solid tan, black, or blue athletic (sweat and other knit) pants are acceptable (no stripes)
 - No excessively baggy or excessively tight pants.
- Tan, black, and blue plain pullover/zip-up sweater/sweatshirt
 - No hood, no designs, no logos, and no stripes
- Athletic shoes.
 - No boots, flip-flops, slides, crocs, etc.

Examples of **Acceptable** Uniform Attire



Examples of **Unacceptable** Uniform Attire



Additional Guidelines and Uniform Exceptions

Students who have earned a Gold Ticket (5 consecutive days on Level 3), students who are an upperclassman (11th or 12th grade based on required credits), or students 17 years of age or older may wear non-uniform clothing. **Both Uniform and Non-Uniform clothing must adhere to guidelines below:**

- All clothing must provide adequate body coverage. Clothing that inappropriately exposes body parts during normal school activity (e.g. raising hand) will not be permitted.
- Underclothing must be covered at all times. This includes bra straps/sides and boxers.
- Clothing should fit appropriately. Excessively baggy trousers or excessively tight pants/dresses/shirts/shorts are not permitted.
- Skirts, dresses, and shorts must be at least three inches above the knee in length.
- Leggings, yoga pants, jeggings, and pants that have holes exposing skin above the knee are not permitted.
- Hats, sunglasses, hair curlers, skullies, do-rags, or head-scarves are not permitted.
- Clothing or jewelry that displays profanity, suggestive phrases, alcohol, tobacco/nicotine, drugs, or other inappropriate phrases or symbols is not permitted.
- No smart watches.
- Extraneous articles hanging from clothing, such as chains, are not permitted.
- For safety purposes, full coverage footwear must be worn at all times. Thong sandals, slides, cleated shoes, backless footwear, slippers, and shoes with wheels are not permitted.

The dress code will be enforced using the following process:

- Student will be issued change of clothing for the day, to be turned back in at end of day.
- If student refuses to change into school-issued clothing, parent will be contacted and requested to either pick-up student or bring change of clothing.
- Student will be kept in in-school-suspension until their parent can either pick them up or bring a change of clothing. Student will not earn points for appropriate behavior until they are appropriately dressed in school uniform and have returned to class.

Students who have earned a Gold Ticket reward will be given a signed/dated gold colored ticket. Your student should be able to show you their Gold Ticket so you can verify any days they may be allowed to dress in non-uniform attire.

The administration will make the final judgement on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items that lead to or may result in the disruption of or interference with the school environment.

If you need assistance with providing your student a uniform, please inform our office and we will have the Social Worker contact you directly.

Personal Learning Devices

Students at West Greenville will be assigned a Chromebook to be used as a personal learning device during the school day and during full eLearning or blended learning Attendance Plans. Students are required to bring their Chromebooks back and forth to school on a daily basis and to keep the Chromebook charged and ready for use.

Positive Behavioral Supports

A point and level system has been developed and implemented at West Greenville for the purpose of assisting students in the monitoring and control of their own behavior. Through the system, students will be able to earn more privileges as their behavior becomes conducive to learning.

For Students in Grades 6-10 (Or Less Than 17 Years Old)

The point and level system is based on the student's ability to earn points for meeting behavioral expectations. Behavioral expectations include:

- Completing all assigned work,
- using appropriate language,
- demonstrating safe behavior, and
- following directions.

The point system is designed to provide students with immediate feedback and daily incentives. The point system also informs and guides that student's level and building privileges. Students are provided an opportunity to demonstrate behavioral expectations and earn points during all sections of the school day.

Students who earn 85% of the available daily points are allowed to participate in daily incentive.

The level system is fluid and designed to allow students to move up/down through the levels as they learn to regulate their own behavior.

- Level 1: Student has no extra privileges.
- Level 2 (85-92% of daily points): Student has some additional privileges, such as eating lunch in the cafeteria and participating in the Panther Store and planned reward activities on Fridays.
- Level 3 (93-100% of daily points): Student has additional privileges, such as eating lunch in the cafeteria, participating in the Panther Store and planning reward activities on Fridays, serve as teacher helper, transition hallways without adult supervision, etc.

Students who remain on Level 3 for five consecutive days will earn a Gold Ticket. Gold Tickets can be redeemed at any time for one-day of non-uniform attire. Each time a student earns a Gold Ticket, the five days will start over and additional tickets can be acquired.

For Students in Grade 11 and 12 (or at least 17 years old)

Students will earn daily points for attendance, communication, and productivity. Since they have earned upper-classman status, they will not have to participate in the Level System and will move throughout the building similar to students on Level 3. The point system will be used for progress monitoring and to reward students on a weekly and monthly basis.

Additional information on Greenville County School's Student Behavior Code can be found at <https://www.greenville.k12.sc.us/Parents/docs/StudentBehaviorCode.pdf>.

Student Face Mask Compliance Expectations

All students must wear a face mask when unable to socially distance while at school, during school-sponsored programs, or when under the control and care of the School District unless a student has a disability that would prevent the wearing of a mask. Students may submit medical documentation to the school and any medical exemption will be considered on an individual basis based upon that medical documentation. Any student who communicates an absolute refusal to wear a mask and is not willing to comply with the requirement will be assigned to the District's virtual program.

The school will work with any student who inadvertently fails to wear a mask to teach them of the importance of wearing a mask and to remind them of the requirement for masks to be worn around others. If a student demonstrates a pattern of continual failure of wearing a mask then the following process will be implemented:

1. If a student is not wearing a mask, the staff member observing should address and direct the student to put on his/her mask. The incident will be documented with the appropriate administrator and the parent/guardian will be notified.
2. On the second offense the same process will be followed.
3. On the 3rd offense, the student will be sent home for the remainder of the school day and the parent/guardian will be provided the option of enrolling the student in the virtual program for the remainder of the semester.
4. On the 4th offense the student will be sent home for the remainder of the school day, will be suspended for two days of in person attendance and the parent/guardian will again be given the option of enrolling in the virtual program for the remainder of the semester.
5. A 5th offense will result in assignment to the virtual program for the remainder of the semester.

A decision by the school to assign a student to the virtual program may be appealed to the Executive Director of Student Services within 5 school days of that decision. The Executive Director of Student Services will review that appeal, which will include the reasons the student is challenging the decision, and obtain any necessary information from the school. A decision will be rendered in writing by the Executive Director of Student Services within 5 school days of the date of the appeal. Any further appeal must be directed in writing within 3 school days to the Superintendent. A final decision will be rendered in writing within 5 school days of receipt of that appeal by the Superintendent or his designee.

Personal Electronic Devices

Students at West Greenville are not allowed to bring personal electronic devices to class with them. This includes but is not limited to phones, smart watches, tablets, and hand-held gaming devices. We provide all materials needed throughout the school day. Even though these valuable items are not allowed in class, many of our students bring these personal devices with them for use on the bus and to communicate with their parent before and after school.

West Greenville School is not responsible for the storage and protection of these items during the day. We have been storing items only as a courtesy. We will continue to offer this service to try and accommodate what we know are long bus rides and parent/student communication needs. However, we cannot be responsible for the value or replacement of these items should anything happen to them. We are educators attempting to focus on meeting the academic and emotional needs of students. Our training and focus is not and should not be, storage of valuables. Please carefully consider what you allow your students to bring to school.

Clear Bag Policy

West Greenville has adopted a Clear Bag Policy. In the event of blended learning (Attendance Plans 1 and 2), your student will need to carry their Chromebook back and forth to school. Additionally, students will be allowed to carry a personal water bottle with them during the day (due to COVID concerns all water fountains will be disabled). Clear bags and backpacks allow staff to check belongings without direct handling. The school will store clear bag and backpacks during the day and reissue them at the end of the day. If you need assistance with obtaining an appropriate clear bag, please contact the school.

Examples of acceptable clear backpacks.



Health Room

The purpose of the West Greenville School health room is to maintain, improve, and promote the physical and mental health of our students. Our school nurse is dedicated to work with parents to provide support for the students to help them achieve their potential. It is important for parents to notify the nurse of any medical problem that may influence the student's performance at school or require the assistance of the nurse during the school day.

The primary responsibility of the school nurse is to treat illness and injury and provide medication for students. Medication administration can be provided to students starting from when they arrive at school to the end of the school day with appropriate medication forms given by the parent. If your child come to the health room and needs to go home, we must contact a parent or legal guardian. This determination is based on a basic examination and health interview assessment by the nurse.

Students are expected to show appropriate conduct while in the health room. The health room is a respectful and non-judgmental place for students to come to the nurse with concerns and care. During class, students are expected to have either a written pass or verbal consent given to the nurse by the teacher to visit. Outside of class, students are welcome to stop by any time. Please contact our nurse at (864)355-0207 in regard to any health room questions or concerns.

General District and Policy Informational Links

As part of Greenville County Schools, West Greenville School adheres to District guidelines. Below are area of potential parent concern and the District link for additional information.

Acceptable Use Policy: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=etsaup>

School Closings: <https://www.greenville.k12.sc.us/Calendar/docs/delays1601.pdf>

Health: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=pershealth>

Bus Transportation: <https://www.greenville.k12.sc.us/Departments/main.asp?titleid=transp>

Special Education: https://www.greenville.k12.sc.us/Departments/main.asp?titleid=acad_sped

Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to 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, intimidation, or misconduct 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.

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

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. 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, sexual misconduct, 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.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

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.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:
<https://ed.gov/policy/gen/guid/religionandschools/index.html>



West Greenville School 2020-2021 Bell Schedule

Monday – Thursday

Schedule A Middle School High School Employment	
Time	Period
7:45-8:25	Period 1
8:27-9:07	Period 2
9:09-9:39	Club
9:41-10:21	Period 3
10:23-11:03	Period 4
11:03-11:28	Lunch
11:30-12:10	Period 5
12:12-12:57	Period 6
12:59-1:44	Period 7
1:44-2:15	Daily Incentive

Schedule B High School Standard Diploma	
Time	Period
7:45-9:07	Block 1
9:09-9:39	Club
9:41-10:35	Block 2 (a)
10:35-11:00	Lunch
11:02-11:28	Block 2 (b)
11:30-12:10	Period 5
12:12-12:57	Period 6
12:59-1:44	Period 7
1:44-2:15	Daily Incentive

Friday

Schedule A Middle School High School Employment	
Time	Period
7:45-8:25	Period 1
8:27-9:07	Period 2
9:09-9:39	Club
9:41-10:21	Period 3
10:23-11:03	Period 4
11:03-11:28	Lunch
11:30-12:10	Period 5
12:12-12:42	Period 6
12:44-1:14	Period 7
1:14-2:15	Daily Incentive

Schedule B High School Standard Diploma	
Time	Period
7:45-9:07	Block 1
9:09-9:39	Club
9:41-10:35	Block 2 (a)
10:35-11:00	Lunch
11:02-11:28	Block 2 (b)
11:30-12:10	Period 5
12:12-12:42	Period 6
12:44-1:14	Period 7
1:14-2:15	Daily Incentive



Grade Promotion Requirements

Requirements for advancement to each grade level for students are:

Grade 9 advancing to 10, a total 5 units including:

English I
One unit of mathematics
Three other units

Grade 10 advancing to 11, a total 11 units including:

English I and II
Two units of mathematics
One science
Six other units

Grade 11 advancing to 12, a total of 17 units including:

English I, II and III
Three units of mathematics
Two units of science
Nine other units

Graduating high school, a total of 24 units including:

English I, II, III and IV
Four units of mathematics
Three units of science
One unit of U.S. History
1/2 unit of Economics
1/2 unit of Government
One unit of another social studies
One unit of physical education
One unit of computer science
One unit foreign language or occupational specialty
7 units of elective credit

Homeroom/Class Classifications

Requirements for advancement to each grade level for students are:

GRADE 10 5 units (must include English I and one unit of mathematics and three other units).

GRADE 11 11units (must include English I and II (two units of mathematics, one science, and six other units).

GRADE 12 17 units (must include English I, II, and III, three units of mathematics, two units of science, and nine other units).



Dear Parent/Guardian,

The purpose of this letter is to request that you carefully consider what electronic and valuable items you allow your student to bring to school. Students at West Greenville are not allowed to bring personal electronic devices to class with them. This includes but is not limited to phones, smart watches, tablets, and hand-held gaming devices. We provide all materials needed throughout the school day. Even though these valuable items are not allowed in class, many of our students bring these personal devices with them for use on the bus and to communicate with their parent before and after school.

West Greenville School is not responsible for the storage and protection of these items during the day. We have been storing items only as a courtesy. We will continue to offer this service to try and accommodate what we know are long bus rides and parent/student communication needs. However, we cannot be responsible for the value or replacement of these items should anything happen to them. We are educators attempting to focus on meeting the academic and emotional needs of students. Our training and focus is not and should not be, storage of valuables.

We are asking that all parents sign and return the acknowledgement below or complete the form electronically at <https://forms.gle/D6P4QPE3dbk9w726A>. This will provide us with verification you understand your student is responsible for any items they bring to school. West Greenville does not assume responsibility for stored items not allowed during the school day.

As always, please feel free to call if you have any questions or concerns.

Thank you for your support,

Laura O’Laughlin, Ph.D.
Director of West Greenville School

Sign and return OR complete form at <https://forms.gle/D6P4QPE3dbk9w726A>.

I acknowledge that:

- West Greenville provides all instructional materials needed for my student to access their curriculum during the school day.
- My student is not allowed personal electronic devices (e.g. phones, tablets, smart watches, etc.) and other valuables during the school day.
- West Greenville is not responsible for the safety and storage of any personal devices or valuables my child brings to school. If my student requests storage of an item, they do so at their own risk.

Student Name: _____

Parent Signature: _____ Date: _____



TECHNOLOGY PERMISSIONS

Please read the following forms and policies, and then complete the signature page at the back of the packet OR complete the form online at <https://forms.gle/eWRQTPAXBBCn6EAn9>.

If returning paper form, ONLY the final signature page should be returned to school. Retain the forms and policies for your information.

COPPA Consent Form (Children's Online Privacy Protection Act)

Dear Parent or Guardian,

Greenville County Schools believes that technology is an important resource for enhancing the education of students with the most effective web-based tools and applications for learning. To provide students with access to web-based resources, school systems must abide by federal regulations that require parent/guardian consent as outlined below.

Several third-party computer software applications and web-based services are utilized by our schools. These include Edmodo, Google Apps for Education, Office 365 for Education, and other similar educational programs. A list of the programs with the terms of use and privacy policy for each can be found at: <http://www.greenville.k12.sc.us/Parents/main.asp?titleid=coppa>.

In order for students to use these third-party software programs and services, certain personal identifying information - the student's name, GCS email address and GCS user name - must be provided to the web site operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children's Online Privacy Protection Act "COPPA"). The law permits school districts to obtain this consent thereby eliminating the need for each website operator to request parental consent.

This form will constitute consent for Greenville County Schools to provide personal identifying information for your child consisting of only first name, last name, GCS email address and GCS username to the operators of web-based educational programs and services.

Please be advised that without receipt of this signed form we cannot provide your student any educational resources offered by web-based educational programs and services.

Responsible Use Procedures 2020-2021

Greenville County Schools encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy (Board Policy and Administrative Rule EFE) is available on the district web site, <http://www.greenville.k12.sc.us>, in the Board of Trustees section.

Students must:

1. Respect and protect their privacy and the privacy of others by doing the following:
 - a. Use only assigned accounts and keep passwords secret.
 - b. Keep personal information such as: name, address, phone number, etc., offline.
 - c. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices.
 - b. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - a. Cite all sources appropriately.
 - b. Follow all copyright laws.
 - c. Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind, responsible, respectful and lawful.
 - b. Use electronic communication devices for schoolwork only.
 - c. Limit the use of Greenville County School District email for school-related email and projects.
 - d. Report threatening or offensive materials to a teacher or administrator.
5. Respect the property of Greenville County Schools.
 - a. Do not loan the Chromebook to friends or family members
 - b. Do not disassemble the Chromebook or case
 - c. Do not leave the Chromebook in an unsecure location or near water or food

Consequences to Violations of Responsible Use Procedures

Level 1 Offenses	Level II Offenses
<p>Level I offenses are less serious and begin with a student and/or parent conference/call. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth below.</p>	<p>Level II offenses are more serious and begin with a required conference, restriction of the Internet and/or District-owned Chromebook privileges, and an ISS placement. However, depending on the seriousness of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth below.</p>
<p>Examples of Level I Offenses:</p> <ul style="list-style-type: none"> • Sharing passwords • Plagiarism • Defacing computers (e.g., stickers, markers, destruction of ID) • Removing District labels or tags • Repeated failure to charge battery • Clearing web browser history • Creating, accessing, downloading, or distributing non- educational materials (e.g., games, music) without permission and/or during class time • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous Digital Citizens • Consecutive Failure to Bring Device to Class • Horseplay (running, throwing, mishandling, etc.) 	<p>Examples of Level II Offenses:</p> <ul style="list-style-type: none"> • Downloading, posting, or distributing material that: <ul style="list-style-type: none"> ○ Are harmful or prejudicial to others (e.g., defamatory or libelous) ○ Are pornographic, obscene, or sexually explicit, or profane (e.g. photos and music) ○ Are Illegal (e.g., copyrighted materials) ○ Refers to weapons, alcohol, drugs, guns or gangs ○ Constitutes gambling ○ Are restricted • Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames • Intentionally destroying hardware or software • Engaging in theft • Engaging in any illegal activity • Harming or destroying another user's data • Creating or sharing a computer virus • Disrupting the network or the educational process
<p>Violations of these policies may result in one of the following but not limited to these disciplinary actions:</p>	
<ul style="list-style-type: none"> • Student/Parent Conference or Call (1st) • Restitution (money paid in compensation for loss or damage) • Removal of Unauthorized files and folders • Restriction of the Internet Privileges* • Restriction of District-Issued Chromebook Use Privileges** • Suspension • ISS/OSS 	<ul style="list-style-type: none"> • Student/Parent Conference or Call (1st) • Restitution (money paid in compensation for loss or damage) • Removal of Unauthorized files and folders • Restriction of the Internet Privileges* • Restriction of District-Issued Chromebook Use Privileges** • Suspension • Court Referral/ Criminal Charges • Alternative School Placement/ ISS • Expulsion
<p>3 Level I Offenses may result in restriction of internet privileges and/or restriction of device privileges</p>	

If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's internet privileges are restricted, this means that for the period of the restriction the student may only access Internet while at school and under teacher supervision.

**If a student's District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

General Rules: If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

Chromebook Agreement

I understand that I am being issued a Chromebook to enhance my educational experience; it will be in my possession for use at and away from school.

I understand that I am responsible for the equipment issued to me and I will care for the equipment in such a manner as to prevent loss, damage, or theft to the best of my ability. I further understand that:

- The Chromebook is an instructional tool/resource and will be brought to school every day charged and ready for use.
- The equipment should never be left unattended in an unlocked accessible area.
- I will use extreme care and caution in the protection of my designated equipment.
- In the event of damage, loss, or theft of any of the equipment, I am responsible for obtaining an incident specific police report immediately. In the event of damage, loss, or theft I will notify my Media Specialist immediately.
- I will return the Chromebook to West Greenville on or before the last day of the school term, my last day of enrollment, or immediately upon request at any time, and I shall return the Chromebook in the same condition as it was issued by the school.
- The equipment is the property of the Greenville County School District and I will not remove or alter any district or school labels, markings, or barcodes.
- I will not install, use, operate or maintain the Chromebook improperly, carelessly, in violation of any applicable law, GCSD policy, or in any manner contrary to that contemplated by this Agreement. I will not install any programs or change District-required settings on the Chromebook
- The use of a Chromebook is a privilege, not a right, for educational purposes. The school may revoke my home use of the Chromebook at any time it deems appropriate. Violation of this Agreement or District policies/procedures may also result in disciplinary action.
- Use of my Chromebooks are governed by and subject to the rules, policies, and conditions contained in the Greenville County School District's technology acceptable use policy, and other applicable school and district policies, rules, and guidelines.

I agree to the above terms and conditions as such. I agree to fully cooperate with the property loss reporting requirements and with the property loss incident investigations should one occur.

Photography and Video Consent

During the current school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways, but not limited to:

- Used as a demonstration project/activity in education workshops/classes/conferences
- Posted on the West Greenville website or web pages linked from that site
- Appear on a video made during a student presentation of their project
- Videotaped to appear in a school related program to be used by a local television station or school/county project
- Used in a printed publication such as the yearbook, a newspaper or magazine

*While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

As a parent or guardian of this student, I consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including publications, presentation or broadcast via newspaper, internet or other media sources.



Technology Agreement Forms Signature Page 2020-2021

Return this page to West Greenville School or sign online at

<https://forms.gle/eWRQTPAXBBCn6EAn9>

Student Name (Printed): _____

Parent Name (Printed): _____

COPPA Consent Form (Children's Online Privacy Protection Act)

My child and I have read and understand the COPPA Consent form.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Responsible Use Form

My child and I have read and agree to the Greenville County School District Responsible Use Procedures. I give permission for my child to receive a Chromebook through West Greenville School and understand that the Chromebook is the sole property of Greenville County Schools and West Greenville School.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Consequences for Violations to the Responsible Use Procedures

My child and I have read and agree to the terms outlined in the Consequences for Violating the Student Chromebook Policy.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Chromebook Agreement

My signature below indicates that I have thoroughly and completely read and understand the Chromebook Agreement and Insurance Plan. I understand if insurance isn't paid, my student cannot take the Chromebook home.

Parent Signature: _____ Date: _____

Consent to Photography or Video

_____ Yes, I give consent for West Greenville School to photograph my child for school purposes and/or at school events.

_____ No, I do not authorize West Greenville School to photograph for my child for any event, including yearbook.