

West Greenville School
Student Handbook
2022-2023



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Attendance

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

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

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

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

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

Absences

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10 day absence limit until the student has reached his or her 11th unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6th unlawful absence.

Carnegie Credit

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

In order to receive high school credit after the 10th unlawful absence, “seat time recovery” is required for every subsequent absence that is unlawful. (Note: the 10 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student’s absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

Student Behavior Code

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

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District’s Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

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

Disorderly conduct - Level I

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

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

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process

- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

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

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- Demerits
- Detention
- In-school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

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

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

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

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others
- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
 - intimidating, threatening, or physically abusing another student

- any other acts as determined at the school level that are not inconsistent with Board policy

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

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

Criminal conduct - Level III

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

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

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

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

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

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools

- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

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

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

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

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the guidelines below.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

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

Level I Consequences

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

Level II Offenses

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

Level II Consequences

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

Level III Offenses

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

Level III Consequences

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

Discipline of Students with Disabilities

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

Anti-Bullying and Safe Schools

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

Reporting Bullying, Harassment & Discrimination

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

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAG. Complaints may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Ombudsman. Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

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

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in

writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

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

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

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

Title IX Complaints (Sex-Based Discrimination/Harassment)

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

Reporting

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

Investigation

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found at

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long- range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

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

The SC Grading Scale is as follows:

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

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

[Link to: SC Uniform Grading Scale](#)

2nd-12th Grade

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

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

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

Grading Floors

High School Students (Grades 9-12)

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

Seat Time Recovery

Students who don't qualify for credit because they have exceeded the allowed number of absences may participate in Seat Time Recovery.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the District. This exception to the 120-hour requirement is to be administered by the District on a case-by-case basis and only for students who have excessive absences that have been approved. General requests for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed in order to satisfy the 120-hour requirement.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for a 45 day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review a student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.
- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

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

Directory Information

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

Student Speakers at School-Sponsored Activities

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

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=fqinsurance>. Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

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

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

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students. Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on Board Docs on the District's website at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>



Dear Students and Parents,

Welcome to West Greenville School! I am honored to be the Principal at West Greenville and I look forward to doing everything I can to ensure you have a positive experience during the 2022-2023 school year. 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.

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 and other social media sites.

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

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.
Principal of West Greenville School



CLEAR BAG POLICY

West Greenville students will be allowed to bring ONE clear bag or backpack to school for the purpose of carrying needed instructional and personal materials while transitioning to and from school.

Clear bags or backpacks should

- Be made of colorless, clear materials that can be easily seen through.
- Be large enough to hold all needed materials so multiple bags are not used (i.e. purse and backpack).
- Have minimal pockets for easy external viewing.

Frequently Asked Questions

1. Are mesh backpacks allowed?
No. Mesh backpacks are not allowed. Students are permitted to only use clear backpacks.
2. Can the backpack have mesh pockets?
Yes. Mesh side pockets are allowed on the backpack (see example).
3. Are transparent colored backpacks allowed?
No. Colored, transparent backpacks are not allowed (see example). Only fully clear backpacks.
4. Are stripes allowed to be on the backpack?
No. Stripes in any location are not allowed on the backpack.

Examples of acceptable clear bags or backpacks include:



Examples of unacceptable bags or backpacks include:





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, 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.



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: _____



PHOTO AND VIDEO RELEASE

There are times during the school year in which your student may appear in a photograph or digital video that will be part of the communication materials associated with West Greenville School. Please check one of the options below or complete the form at

<https://forms.gle/waJ3jR7Yi9qwxCbY6>.

☐

I give the West Greenville staff permission to use a photograph or digital video of my child as part of material (websites, publications, social media, etc.) associated with the school.

☐

I DO NOT give the West Greenville staff permission to use a photograph or digital video of my child as part of material (websites, publications, social media, etc.) associated with the school.

Please sign/date and return OR complete the form electronically at
<https://forms.gle/waJ3jR7Yi9qwxCbY6>.

Parent/Guardian Signature _____ Date: _____



Student's name:

Parent email address:

Which providers/agencies are currently involved with your child? Please check all that apply and write in any additional not listed. Feel free to list contact information if you have it.

☐ Primary Care doctor. Doctor Name/Office:

☐ Mental Health/Counseling. Current counselor:

☐ Psychiatrist. Psychiatrist Name/Office:

☐ Department of Social Services (DSS). Caseworker name:

☐ DJJ/Diversion. Caseworker Name:

☐ Continuum of Care. Caseworker:

☐ Dept. of Disabilities and Special Needs (DDSN). Provider Name:

☐ Vocational Rehabilitation. Caseworker:

Additional agencies or relevant information:

Are you interested in learning more about or being referred to any of the above agencies? If so, which ones?

Please list all medications your child takes, including those we do not administer at school, and who prescribes the medication. Do not worry if you do not know the exact dosing information.

Medication	Dosage (if you know it)	Time given	Prescriber



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.

Volunteer Guidelines, Policies, and Procedures

- **Volunteer Level I:** volunteer must be in the presence of and supervised by GCS employee at all times. The volunteer must have a National Sex Offender Registry check conducted every time (s)he volunteers at the school.
- **Volunteer Level II:** status allows interaction with students without a GCS employee immediately present. A volunteer must have a National Sex Offender Registry check run every time (s)he volunteers at the school, in addition to a criminal background check.
- Current Greenville County Schools employees do not need an additional criminal background check to be a Volunteer II.
- **Volunteer Liaison:** designated staff member at each school who maintains list of approved volunteers and available to answer questions for volunteers.
- Volunteers should familiarize themselves with the district policies/rules, school handbook, and school routines and procedures. Volunteers who fail to follow district/school policies and procedures or jeopardize the safety of a school or students may lose volunteer status, be denied access to the school, or be subject to other consequences.
- The instruction of and discipline of students is the responsibility of the teacher and cannot be delegated to the volunteer.
- Sign-in and Sign-out procedures: Volunteers must sign-in and sign-out in the front office. Volunteers are required to wear and clearly display the school-issued temporary volunteer tag.
- If a volunteer is injured while on school property or providing volunteer services, (s)he should report the injury to a school administrator.
- All Level II Volunteers must watch the Safe School Climate video annually, which can be found at [School Visitor and Volunteer Guidelines](#).

Expectations for Creating a Positive School Climate

- **Safe School Climate Act:** A person may not engage in harassment, intimidation, or bullying, including by a gesture, electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (a) harming a student physically or emotionally or damaging a student's property, or placing the student in reasonable fear of personal harm or property damage, or (b) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. Some examples of harassment, intimidation, or bullying are name calling, unwanted physical conduct, or other demeaning actions toward students.
- **Harassment and Discrimination:** Volunteers must avoid any action or conduct which could be reasonably viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct

communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, or telecommunication device, and includes text messaging and instant messaging. The District will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination.

- **Reporting:** A volunteer who witnesses, or has reliable information that a student has been subject to harassment, intimidation, or bullying is expected to immediately report the incident to the appropriate school official. Reprisal or retaliation is prohibited against a person who reports suspected harassment, intimidation, or bullying. Volunteers should always err on the side of reporting when in doubt.
- **Professional Volunteer Attire:** Like students and employees, volunteers are expected to dress appropriately and are not to wear attire which is disruptive to the learning environment.
- **Bloodborne Pathogens:** The pathogens are disease-causing organisms found in the blood and certain body fluids. Treat all blood and bodily fluids as infected and take steps to protect yourself. Immediately contact a teacher or school employee if you believe that a student has been injured or if there is a concern related to bloodborne pathogens. Only trained and/or authorized persons can clean potential bloodborne pathogens.
- **Emergency (or drill)** – If you are in the building during an emergency drill (fire, lockdown, tornado), please participate and set a good example for the students.

Confidentiality

- All information related to students, including behavior, is to be kept strictly confidential.
- Student information may be shared only with a school employee who needs to be aware of the information.
- Be cautious and responsible when discussing school matters outside of school.

Additional Resources

- Additional Information for volunteers can be found on the volunteer page on the District's website at

[School Visitor and Volunteer Guidelines](#)

- Board Policies and Administrative Rules are located at

[Board Policy-School Volunteers](#)

Questions? Please contact your school's Volunteer Liaison.

We appreciate, encourage, and support our volunteers!



West Greenville School 2022-2023 Bell Schedule

Lunch 1 Middle 1 & 2, Employment Teachers: Easterling, Greer, Jackson, Brown-Shuford, Finley	
Time	Period
7:45-7:55	Homeroom
7:55-8:35	Period 1
8:37-9:17	Period 2
9:19-9:44	Club
9:46-10:26	Period 3
10:26-10:46	Lunch
10:48-11:28	Period 4
11:30-12:10	Period 5
12:12-12:57	Period 6
12:59-1:44	Period 7
1:44-2:15	Daily Incentive

Lunch 2 Freshman Academy Teachers: Davis	
Time	Period
7:45-7:55	Homeroom
7:55-8:35	Period 1
8:37-9:17	Period 2
9:19-9:44	Club
9:46-10:26	Period 3
10:28-10:48	Period 4A
10:48-11:08	Lunch
11:08-11:28	Period 4B
11:30-12:10	Period 5
12:12-12:57	Period 6
12:59-1:44	Period 7
1:44-2:15	Daily Incentive

Lunch 3 Edgenuity 1 & 2 Teachers: Cloy, Arnold, Jamieson	
Time	Period
7:45-7:55	Homeroom
7:55-8:35	Period 1
8:37-9:17	Period 2
9:19-9:44	Club
9:46-10:26	Period 3
10:28-11:08	Period 4
11:10-11:30	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

Friday Modified Bell

Time	Period
12:12-12:42	Period 6
12:44-1:14	Period 7
1:14-2:15	Fun Friday & Incentive



Grade Promotion Requirements

Requirements for advancement to each grade level for students are:

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

- 1 unit of English
- 1 unit of Math
- 3 other units

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

- 2 units of English
- 2 units of Mathematics
- 1 unit of Science
- 6 other units

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

- 3 units of English
- 3 units of Mathematics
- 2 units of Science
- 9 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 of foreign language or career and technical course
- 7 units of elective credit

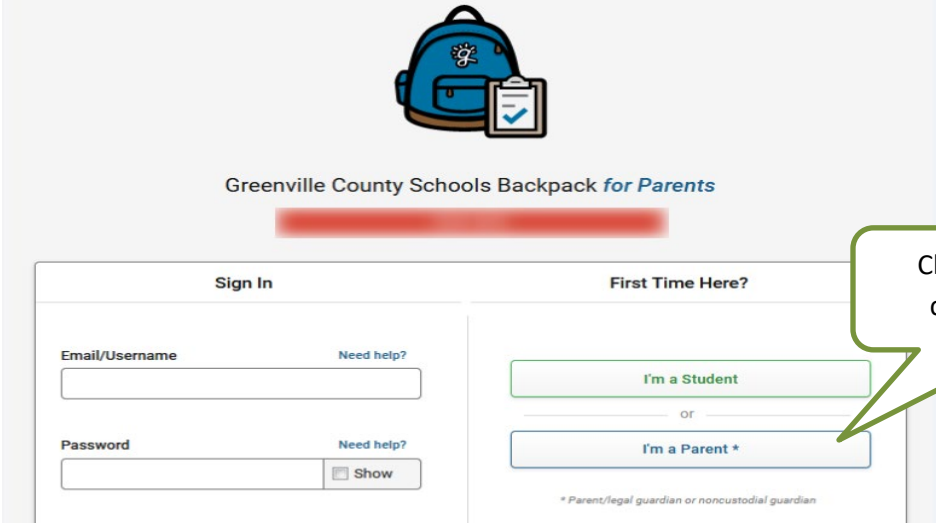
Creating a Parent Backpack Account

You will need an email address to create an account. You can obtain a free email account at Outlook.com, Google (Gmail), etc.

Go to the <https://parents.gcsbackpack.com>. You will see this screen.

If you already have a Parent Backpack Account, please proceed to Number 4 to add a Student to your Account.

1.



Click on this button to create your account

2. You will see the Sign Up for Parent Account.

Enter your primary email address for your backpack sign in.

Email

You enter your email address

Password

You will need to create a 10 character password following the rules listed.

One lowercase character
One number
Ten characters minimum

One uppercase character
One special character
No three or more repeated characters

Parent Information

Full Name

(Legal) First

Legal First Name

Last

Last Name

Middle

Middle Name (Optional)

Fill in your name and click the Create My Parent Account button

You will be required to click on the link in the verification email being sent to you after clicking "create my Parent account" below. You will not be able to sign in until you've confirmed your email address.

3. You will receive an email to verify the account.



backpack for parents

Hi [redacted]

Thanks for signing up for backpack. Get started by activating your account using the link below:

ACTIVATE YOUR PARENT BACKPACK ACCOUNT

Click on the button to activate your Account.

Backpack provides parents and guardians of students a way to view their students' information, manage contact and address information, help apply their student(s) to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.) and more. To learn more, visit parents.gcsbackpack.com.

Be sure to hold onto this email as a reference to the information you provided at sign up in case you ever forget your email used at sign up.

It will take you back to the log in screen. Use your email and password that you created above to log in.

4. You can now link your students to your account by clicking on My Students My Students (you will need your Student's ID Number).

5. Once on My Students screen, click Fill in your Student's information, click If your information is correct, you will receive this message.

Request to Add a Current Greenville County Schools Student



Your student request has been successfully submitted to the administrative clerk at your student's school for review.

What's next?

You will now need to **visit your student's school** to verify your identity and/or proof of custody as a parent guardian or non custodial guardian for the student. You must bring at least one of the following to verify your identity:

- State/County issued birth certificate
- Government Issued Photo ID
- Divorce/Separation Documents (if applicable)

This will direct you to go to your Student's school and what documentation that you will need to bring to set up your Decision Maker/Parent Account for your Student.

If you have any questions or concerns, please contact your School.

Good Luck and Have a Great School Year!