



# **Greer Middle College Charter High School 2020-2021 STUDENT HANDBOOK**

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## Principal's Message

**“The character of a school is evident in the character of its students.”**

Welcome to Greer Middle College Charter High School (GMC). As you begin this school year, I encourage you to place your academic work as your first priority. This will be the most important ingredient in your preparation for the future beyond high school. It is my belief that every student can be successful in learning. I believe that most of you can achieve at a high level. The faculty and staff of the school stand ready to provide you with learning opportunities to enable you to reach your goals and dreams.

I encourage you to review this handbook thoroughly. You will find useful information to assist you in becoming successful at GMC. The rules and regulations stand only so that you can proceed with learning in a safe environment without interruptions. You should become familiar with what is expected of you while you are at school and then conduct yourself in an acceptable manner.

As the friendships, ideals, and school years blend together, the spirit and substance of Blazer Nation will become part of you. I encourage each of you to become involved through active participation in the classroom and beyond its walls. Become a part of the spirit of your school. Take pride in yourself and in the place, which you will one day refer to as your Alma Mater. In order to make a difference, take the time to study, to learn, to participate, and to contribute. You can take advantage of the many opportunities before you by challenging yourself to set high goals and then work to reach them.

The tradition of quality and excellence at GMC is an important component of our school. Never say that school spirit is for someone else because you and your companions are the only reason our school stands. This will be a unique year—let us make the most of the future through our shared experiences.

Best wishes for continued success during the year ahead,

- Mr. C

*Fred Crawford*, Executive Director/Principal

### Overview

A Greer Middle College (GMC) student accepts academic rigor as the main focus of high school, expects to attend college for training or a degree, has reached the maturity and skills level required to begin taking college courses, has reached a developmental level that allows independent work, and seeks the challenge to learn and to grow.

GMC is “Where the future begins” because of the possibilities available to its students. Located on the Benson campus of Greenville Technical College, this high school occupies a unique position in Greenville County. The students of GMC are able to use facilities on any of the Greenville Technical College (GTC) campuses as well as enroll in the College's classes.

With the combination of academic rigor and technical courses, GMC produces students who are capable of meeting the demands of other academic institutions and/or the workplace. GMC students become valued contributors to the community and their school by volunteering their time and energy. Each student must complete fifty hours of community service each school year. Our students' contributions make great things happen at Greer Middle College and in the community.

### Steps for Student Success

To be successful, GMC students must:

- Believe in themselves.
- Promptly seek assistance from any faculty, staff, or administration when necessary.
- Prepare for classes and bring all necessary materials to class.

- Ask for help. Each student is a member of a team that is working for success.
- Get involved in student government, athletics, and other school sponsored organizations and activities.

#### CODE OF RESPECT AND RESPONSIBILITY

As a student at Greer Middle College, I pledge my best efforts to respect other people, my school, and myself. I further pledge to work to my potential, to be responsible for my own behavior, and to act in caring compassionate ways both in and beyond the classroom.

**SIGNATURE:** \_\_\_\_\_

### GMC HIGH SCHOOL HONOR CODE

#### PREAMBLE

As members of the GMC community, we share a commitment of honor and integrity. We value those things that are right and decent; we reject any behavior that fails to meet those standards. Therefore, any act of academic dishonesty will not be tolerated.

#### CITIZENSHIP EXPECTATIONS FOR STUDENTS

1. To cooperate with all faculty, staff members, and peers
2. To conduct themselves as good citizens
3. To work hard and study in all classes

### STATEMENT OF UNDERSTANDING

*As a student at GMC, I understand the expectations of the school's Honor Code; I acknowledge the rules regarding academic integrity and realize the serious consequences of my violation of those rules.*

**Signature:** \_\_\_\_\_

#### DISCIPLINE

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. The general responsibility of discipline rests with the faculty. All faculty members have the authority and are expected to correct misconduct during any part of the school day or at any school function. Interpretation of discipline policy is at the discretion of the administrative team.

#### STUDENTS' RIGHTS

When accused of an offense a student will be given;

1. oral or written notice of the charges; and if disputed,
2. will be given an explanation of the evidence
3. will be given an opportunity to present his version.

#### DISCLAIMER

This handbook nor any part of it should be construed as a contract itself. The handbook is not intended to be comprehensive and none of its provisions should be interpreted as superseding the code of conduct set forth by the GMC Charter. It is to serve as a guide for the students, parents, and faculty of GMC. The school reserves the right to make changes or exception to statements in this handbook. All stakeholders will be notified of any changes when and if they are made and posted to the on-line version. **Final interpretation of all school rules and regulations is left to the administration of the school.**

## CODE OF CONDUCT

All teachers have been given the authority and responsibility to insure compliance with properly adopted rules and regulations, even though violations may occur outside the classroom. Teachers may and should take appropriate action wherever they find a violation on the school grounds. The administration reserves the right to determine the appropriateness of behavior and dress. Authority to suspend students is prescribed by South Carolina Law.

## STUDENT PICK UP AND DROP OFF

**For safety and supervision purposes students are to be picked up/dropped off in the front of the school ONLY.**

**VISITORS: All visitors must have permission from the administration, sign in at the main office, and be issued a visitor's tag.** Unauthorized visitors are subject to trespassing charges.

## Forms of Academic Dishonesty (consequences are listed in the discipline matrix)

### A. Cheating on Exams and Tests

1. Copying from others homework, class work, or any other assignment for which a grade is given.
2. Having or using notes, formulas, or other information in a programmable calculator or any other electronic device without clear permission from the teacher.
3. Having or using a cell phone, pager, laptop, or any other communication device to send or receive information without permission from the teacher.
4. Taking an exam for another student or allowing this to be done.
5. Giving or receiving information about all or part of an exam, including, but not limited to answers.
6. Having or using a "cheat sheet" without specific permission from the teacher.
7. Changing a graded assignment and resubmitting for a better grade unless given permission by the teacher.
8. Completing a test in class while answers are being discussed and submitting the test as one's own work.
9. Working together on a take-home test unless specifically given permission to do so.
10. Sharing test materials with other students without permission from the teacher.

### B. Plagiarism in papers and assignments

1. Copying any assignment meant to be individual work or allowing one's paper to be copied. Giving or getting improper assistance on an assignment meant to be individual work.
2. Including in any assignment turned in for credit any materials not based on one's own research and writing. This includes, but is not limited to using the services of a commercial term paper company or the Internet, and/or using the services of another student.
3. Failing to cite quoted or paraphrased material.
4. Making up data or citing nonexistent sources.

### C. Other forms of Academic Dishonesty

1. Changing one's grade, such as by tampering with computer records including report cards and progress reports.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or an extension for an exam, assignment, or paper.
3. Forging a signature (for a graded assignment).
4. Facilitating academic dishonesty by knowingly helping another violate any part of this code.

## GMC DRESS CODE

**\*GMC Administration reserves the right of final interpretation of the dress code. Consequences are not appealable.**

A detailed description of required dress for GMC students includes the following:

1. All clothes must be neat and without rips, tears, or holes.
2. **Shorts and Pants:**
  - a. **Color choices:** khaki or black in a "khaki" material.
  - b. **Shorts and skirts:** no shorter than 3" above the top of the knee.
  - c. **Pants:** must fit at the waist and not drag the ground.
  - d. **Prohibited:** leggings, athletic pants/shorts, joggers, sweatpants, any type of jean fabric (denim) short/pants, overalls, and jumpers.
3. **Shirts:**
  - a. **Color choices:** plain solid navy, black, light blue or white golf/polo shirts with a collar and short or long sleeves.
  - b. **Other specifications:** one small logo may be present on the shirt. Shirrtails must be tucked in at all times for all students. If a shirrtail does not remain tucked in when hands are raised, the shirt is too short.
4. **Jackets and Sweaters:**
  - a. **Color choices:** plain solid navy, black, light blue or white.
  - b. **Other specifications:** one small logo may be present on the outerwear, and sleeves must be  $\frac{3}{4}$  or longer. Denim jackets of any color are NOT allowed.
5. **Hoodies and Sweatshirts:**
  - a. **Specifications:** OFFICIAL GMC hoodies or OFFICIAL GMC sweatshirts are approved outerwear. "Official GMC" gear is outerwear purchased from GMC (athletics or a school-sponsored fundraiser) or a school-approved vendor, such as Land's End.
  - b. **Other specifications:** No other garments outside of the two descriptions above may be worn over the polo. Vests, short-sleeve tops, trench coats, long-sleeve T's, hoodies or sweatshirts, etc., that are NOT OFFICIAL GMC gear are a violation of the GMC dress code.
6. Footwear is to be worn at all times.
7. Facial jewelry other than the ears must be stud only. Spiked bracelets or necklaces and chains are prohibited.
8. Head-coverings are unacceptable inside buildings. No bandanas or rags.
9. **Students are to be in uniform at all times while on any part of the GMC or GTC campuses.** This includes any other event requested or required by school officials (such as SLCs, etc.).
10. Any other personal appearance issue(s) that are deemed as a distraction to learning OR are outside the parameters of the representation of a GMC student will also be considered a violation of the dress code.

**\*GMC Administration reserves the right of final interpretation of the dress code. Consequences are not appealable.**

## 2020-2021 GMC DRESS DOWN DAY CODE

On a GMC Dress Down Fundraiser Day, participating students may pay to dress down on a Dress Down Day. All of the above GMC Dress Code rules apply in addition to these exceptions:

1. All clothes must be neat and without rips, tears, or holes.
2. **Shorts and Pants:**
  - a. **Color choices:** khaki or black pants or blue jeans.
  - b. **Shorts and skirts:** no shorter than 3" above the top of the knee.
  - c. **Pants:** must fit at the waist and not drag the ground.
  - d. **Prohibited:** leggings, athletic pants/shorts, joggers, sweatpants, overalls, and jumpers.

3. **Shirts:** if a shirttail does not remain at the waist when hands are raised, the shirt is too short.
4. Any other personal appearance issue(s) that are deemed as a distraction to learning OR are outside the parameters of the representation of a GMC student will also be considered a violation of the dress code.

**\*GMC Administration reserves the right of final interpretation of the dress code. Consequences are not appealable.**

Dress Code Violation Consequences:

Students out of dress code may be asked to correct their attire AND be assigned the following consequences:

- 1<sup>st</sup> offense: 30 min After School Detention (ASD)
- 2<sup>nd</sup> offense: 60 min ASD
- 3<sup>rd</sup> offense: 2 hour Saturday Detention. Student MAY have certain attire privileges revoked. (No Short/Skirts for remainder of the semester.)
- 4<sup>th</sup> + offense: 4 hour Saturday Detention.

### **Tardies**

Tardies are defined as a student being 10 or less minutes late to class without permission or a pass. More than 10 minutes late may be interpreted as cutting class. More than 45 minutes late and the student will be given an unexcused absence.

Tardies to 1<sup>st</sup> block (handled by the office; restarts each semester):

- 1<sup>st</sup> – 3<sup>rd</sup>: Parent notified via PowerSchool
- 4<sup>th</sup>: 30 min ASD
- 5<sup>th</sup>: 60 min ASD
- 6<sup>th</sup>: 2 hour Saturday Detention
- 7<sup>th</sup>+: 4 hour Saturday Detention

Tardies to 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block classes (handled by the classroom teacher; restarts each semester):

- 1<sup>st</sup> – 3<sup>rd</sup>: Teacher Notifies Parent (TNP)
- 4<sup>th</sup>: Teacher assigns 30 min ASD
- 5<sup>th</sup>+: Referral to office

### **Student Parking Lot/Driving on Campus**

Driving to school is a privilege. An application for student parking permission must be completed at the beginning of each school year along with paying the \$25 fee. Parking permits purchased AFTER spring break are \$10. Violations of the following regulations will result in disciplinary referrals (see discipline matrix).

Repeated failure to abide by GMC parking regulations will result in the revocation of the driving privilege.

Any student who drives must display a current parking decal from GMC. Students with classes at OTHER

Greenville Tech campuses must obtain a second parking sticker from GTC. **The GTCPD has legal jurisdiction in the GMC parking lot and will enforce parking and other laws as they see fit. They will also be notified by GMC administration in the event of any accident or legal incident.**

1. Students must park only in the designated lot for GMC students. Students are not allowed to park in any GTC, GMC faculty or GMC visitor area or spaces.
2. Student's vehicles must have the GMC parking decal displayed in the rear exterior windshield, in the lower, driver's side corner. Student must park in space as he or she enters. Student cannot drive through a space.

3. Students are not allowed to enter campus unless it is a school day or they have permission from a GMC faculty member.
4. Students must park within marked spaces.
5. Students should exit their vehicle upon parking. Students are NOT to remain in their vehicles or in the parking lot after arriving to school.
6. No loud or inappropriate music.
7. Any and all parking lots are off-limits areas during school hours.
8. No student should leave campus without following the procedures, including signing out in the main office.
9. Items in student's vehicles (tobacco, drugs, weapons, etc.) are subject to punishment as possession under the Discipline Referral Matrix.
10. Posted speed limits must be obeyed.
11. No reckless driving.

**Off-Limits Areas**

Students are not allowed in any off-limits area without specific permission from a GMC faculty member. See the discipline referral matrix for consequences. The off-limits areas are (but are not limited to) the following:

All parking lots	Faculty workrooms, offices, and restrooms
Remote areas of campus, including the nature trail.	Loitering in stairwells
The elevators	The balcony
Storage Rooms	

**OUT OF CLASS PASSES**

Hallway passes are given at the discretion of each teacher. Student name, destination, time out and time back to class must be indicated for each use.

**BULLYING**

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

([http://www.violencepreventionworks.org/public/recognizing\\_bullying.page](http://www.violencepreventionworks.org/public/recognizing_bullying.page))

This includes cyberbullying, which is the use of cell phones, instant messaging, email, chat rooms, or social networking sites including, but not limited to, Facebook, Instagram, SnapChat, and Twitter that is reasonably perceived to have been used to exhibit bullying behavior.

Any student who believes he/she has been subjected to harassment, intimidation, or bullying may file an oral or written complaint with the administration. Reports by students or employees may be made anonymously, although disciplinary action may not be taken against any person solely on the basis of an anonymous report. The administration will determine whether an alleged act constitutes a violation of this policy. Reports of violations and complaints will be promptly investigated. The administration will address the results of any violations and complaints including corrective or disciplinary action to be taken.

## Discipline Referral Matrix

Teachers are expected to apply sanctions in the classroom for minor misbehavior and/or disruptions prior to submitting a discipline referral. The listed behaviors and subsequent consequences below will be used as the major guide by the administration for processing discipline referrals that are submitted by faculty.

	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Academic Dishonesty/Cheating/Plagiarism</b> <b>*Possible consequences for inappropriate behavior online during e-Learning.</b>	TNP; 60 min ASD; resubmit assignment for 70% credit (teacher MAY adjust assessment and/or rubric as needed)	TNP; Saturday Detention; resubmit assignment for 50% credit (teacher MAY adjust assessment and/or rubric as needed)	TNP; Saturday Detention; student receives a score of Zero for assignment	Admin Discretion
<b>Inappropriate Use/Misuse/Abuse of Technology (hardware and/or software) at school, including personal electronic devices.</b>	30 min ASD; 1 Day loss of access to technology, including personal electronic devices, during the school day.	60 min ASD; 3 Day loss of access to technology, including personal electronic devices, during the school day.	2 hour Saturday Detention; 5 Day loss of access to technology, including personal electronic devices, during the school day.	4 hour Saturday Detention; 10 Day loss of access to technology, including personal electronic devices, during the school day.
<b>Vandalism/Destruction of School Property/Pranks</b>	30 min ASD and restitution	60 min ASD and restitution	2 hour Sat. Detention ASD's and restitution	4 hour Saturday Detention and restitution
<b>Public Display of Affection</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Disrupting Class/School Function</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Failure to Follow Instructions of Faculty</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Forgery/Lying</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Failure/Refusal to Give Name</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention

<b>Disrespect</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Being in Off-Limits Areas; More than 1 individual in a restroom stall</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Gambling</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Use of Profanity or profane gesture</b>	30 min ASD	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention
<b>Cutting Class</b>	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention	OSS
<b>Leaving Campus without permission</b>	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention	OSS
<b>Reckless Driving/Parking Lot Violations</b>	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention	OSS
<b>Possession/Use of Tobacco and/or Vaping Products and/or Paraphernalia</b>	1 day OSS; CON	2 days OSS; CON	3 days OSS; CON	5+ days OSS; CON
<b>Failure to serve detention</b>	The next detention, progressing/increasing in length each time.			
<b>Inappropriate (Aggressive) Physical Contact</b>	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS; RAP; Notify GTCPD	
<b>Fighting</b>	3-5 Days OSS; Notify GTCPD	5-10 Days OSS; RAP; Notify GTCPD		
<b>Minor Harassing/Threatening/Pranking other Students (Including online/social media)</b>	60 min ASD	2 hour Sat. Detention	4 hour Saturday Detention (Possible shift to Bullying Consequence)	OSS (refer to Bullying consequence)
<b>Major Harassment/Intimidation of another student (Including online/social media)</b>	1 Day OSS	2-3 Days OSS	3-5 Days OSS (refer to Bullying Consequences)	

<b>Bullying (Including online/social media)</b>	1-3 Days OSS	3-5 Days OSS	5-10 Days OSS; RAP; Notify GTCPD	
<b>Unauthorized Possession and/or use of laser pointers, fireworks, smoke bombs, pepper-style sprays, and/or similar devices</b>	1-3 Days OSS; CON	3-5 Days OSS; CON	5-10 Days OSS; RAP; Notify GTCPD; CON	
<b>Sexual Act</b>	5-10 Days OSS; RAP; Notify GTCPD			
<b>Harassing/Using Profanity toward/Threatening a faculty member and/or their property</b>	5-10 Days OSS; RAP; Notify GTCPD			
<b>Possession and/or Use of alcohol, drugs, drug paraphernalia, controlled substances, and/or medications</b>	5-10 Days OSS; RAP; Notify GTCPD; CON			
<b>Possession and/or use of weapons or objects that might be interpreted as weapons (SC 16-23-430)</b>	5-10 Days OSS; RAP; Notify GTCPD; CON			
<b>Any other behavior deemed inappropriate by GMC Administration</b>	TBD by GMC Administration based on the behavior			

\*GMC Administration reserves the right to final interpretation of the discipline policy, code, and matrix - including dress code, tardies, and computer/technology misuse. Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and none of its provisions should be interpreted as superseding the code of conduct set forth by the GMC Charter. It is to serve as a guide for the students, parents, and faculty of GMC. The school reserves the right to make changes or exceptions to statements in this handbook.

#### Discipline Referral Matrix Key

- TNP: Teacher Notify Parent
- ASD: After School Detention (Ms. Allen's room; begins at 3:15 every Tuesday and Thursday)
- SD: Saturday Detention
- OSS: Out of School Suspension (Student is not allowed on campus or at any school function during any part of the date of suspension.)
- GTCPD: Greenville Technical College Police Department
- RAP: Recommended for Alternative Placement
- CON: Item(s) confiscated; Parent may pick up at the END of the school year

## Cell Phones/Mobile Electronic Devices

**Cell phones must be powered off and out of sight during instructional time, unless given explicit permission from the teacher.** Cell phones may be used before school, after school, during lunch, and during class changes. Students may use communication devices in offices only with the permission of the staff member present. When in use, cell phones must be in “silent” mode. The camera/video/sound recording functions may not be used without permission from a faculty member. **DISTRIBUTION OF RECORDINGS AND/OR PICTURES OF ANY PERSON, THING, AND/OR EVENT ASSOCIATED WITH GREER MIDDLE COLLEGE WITHOUT THE CONSENT OF THE GMC ADMINISTRATION IS STRICTLY PROHIBITED.** Music or conversations should not be heard by others. This policy is for the user as well as the owner of the phone. Lost or stolen phones will not be the responsibility of GMC. If the policy is violated, the student will be disciplined according to the discipline referral matrix based on the type of misuse of the device.

## SEARCH AND SEIZURE

The school administration has the right to search a student’s person and property (including the use of metal detectors, recorded video/audio, and drug dogs if deemed necessary). If there is a reasonable suspicion that drugs, weapons, dangerous or illegal or prohibited items, or stolen goods are likely to be found. (SC 59-63-1120) Under SC law anyone who comes onto school grounds has been deemed to have consented to a search of their person and property, including vehicles.

## SUBSTITUTE TEACHERS

A substitute teacher has the same authority as a “regular” teacher and should be treated with respect and courtesy. Any attempts to take advantage of substitutes will result in disciplinary action at the appropriate level.

## Arrival/Dismissal

Students should not arrive before 7:30 am unless there is a supervised meeting, pre-arranged by a faculty member. General campus supervision is from 7:30 am until 3:30 pm. School starts at 8:00 am and ends at 2:50 pm, Monday through Thursday; student release time on Fridays is 1:30. There are eight “Skinny Fridays” throughout the school year. Students are released at 12:30 pm on “Skinny Fridays.”

Early dismissals for appointments should be arranged prior to departure. Students may NOT leave campus without permission from their parent AND permission (signing out) from the main office.

In order to ensure the safety of all students, GMC maintains the right to not release students to people who are NOT on their sign-out/emergency contact list. It is the parent’s responsibility to ensure that this list is accurate with the school, including court documents with respect to custody or custody restrictions, if applicable.

## ATTENDANCE

*Greer Middle College Charter High School has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school they are missing valuable instruction. All children are required to attend a public or private school beginning at age five and continuing until their seventeenth birthday. Students are counted present only when they are actually in school, on homebound, or are present at an activity authorized by the school principal. Credit may be denied to students who miss more than three (3) days of a half unit course or five (5) days of a one unit course, regardless of the grade earned.*

## EXCUSED ABSENCES

South Carolina State Law requires a minimum class attendance of 170 days during the academic school year for a student to receive credit. Under a A/B schedule, any absence that *exceeds 3 days in a semester class and 5 days in a yearlong class must be medically necessary and documented by a physician.* Medical excuses

must be submitted to the Attendance Office within 5 days after returning to school.

Excused Absences are defined as absences that occur because of one or more of the following:

- Illness
- Medical/dental related, including appointments (verification needed)
- School sanctioned activities
- Absences related to the legal system
- Family emergencies
- Bereavement/funerals
- Religious observances
- Corporate shadowing
- Short-term suspensions resulting in absences

### **UNEXCUSED ABSENCES**

An absence from school is unexcused if it does not meet criteria categorized as an excused absence or if a signed note is not submitted by the parent/guardian within 24 hours upon the return of the student from an absence. An unexcused absence may be defined as “**truancy**” if the student is absent without the parent’s or guardian’s knowledge. Failure to document absences will result in the loss of credit restoration privileges once the absence limit (3 in a semester class and 5 in a yearlong class) is exceeded.

### **PROCEDURES FOLLOWING ABSENCE**

It is the student’s responsibility to arrange all class make-up work following an absence. Assignments made during the absence must be made up within a time set by the teacher and not to exceed five days unless compelling evidence warrants an extension. Assignments made prior to the absence are due upon student’s return to school.

1. Absences must be cleared *on the day of return* by submitting a written excuse signed by a parent/guardian/doctor. A student’s absence is considered excused *only* when verified by a parent/guardian/doctor. If absences are not cleared upon return, the student will receive an “unexcused absence.” Students must remember that it is their responsibility to have their parents/guardians prepare and send documentation to verify excuses for absences *on time*.
2. Falsely representing a parent/guardian’s documentation in any way will result in disciplinary action.
3. Re-admittance notes (excuses) must contain the following: student’s full name, specific dates and class periods of absence, reason for the absence, and signature of the parent/guardian or doctor, along with daytime telephone numbers for home or work.

### **GRADE CLASSIFICATION**

Students are classified according to the number of credits earned.

Sophomores: Five (5) units - must include English I and one (1) unit of math.

Juniors: Eleven (11) units - must include English I and II, two (2) units of math, and one (1) unit of science.

Seniors: Seventeen (17) units - must include English I, II, and III, three (3) units of math, and two (2) science units.

### **Uniform GMC Late-work Grading Policy**

Minor grade assignments – Teacher discretion.

Major grade assignments – A 10-point penalty will be assessed for each school day the assignment is late, up to 3 days. After 3 days, the assignment will receive 50% of credit earned.

## TEXTBOOKS

Students are financially responsible for textbooks if the book is lost, stolen or damaged. Students may write their name in their textbooks using ink BUT ONLY IN THE DESIGNATED AREA ON THE FRONT, INSIDE COVER. Students will not leave textbooks in teacher's classrooms. Students must use book bags for textbook storage as teachers will not be responsible for textbooks left in rooms. Students returning textbooks with the bar code missing or damaged will be charged a \$5 fine. Failure to return a textbook will result in a student's report card being held. Overdue books must be returned or paid for before attending extracurricular activities, prom, or receiving a diploma. Students will return textbooks only to the textbook manager.

Textbooks are loaned free of charge to students, with the exception of summer college classes. Each student issued a textbook has the responsibility to return it in the same condition as when it was issued, less normal wear. Students are encouraged to place a protective cover on each textbook issued. Some academic courses will require calculators. Students need to purchase their own calculators (please refer to each course's required supply/materials list) and book bags.

*Reimbursement for lost or damaged textbooks, lost college books or access codes, computer software, library books, or other school property is charged to the student using current replacement costs. Please see **college contract** for details on the college textbook policies. The year-end report card will be withheld until the school's business office receives reimbursement monies.*

## COMPUTER USE

A computer acceptable use policy, procedures, and permission form must be signed by students and parents/guardians and be on file before computer access is given to GMC students. Computer resources include hardware, software, and the Internet. Such resources are to be used as learning tools for academic research and growth. Inappropriate or unethical use of computer resources and the Internet is strictly prohibited. Students are expected to abide by all GMC lab and technology user rules as well as state and national laws regarding use. In addition to detention time, violation of rules or laws will result in students losing the privilege of using technology at GMC. (See discipline matrix.)

## GMC STUDENT EMAIL

All students are issued a school email. All activities related to student email are the property of GMC and is for school/academic use only. Students are not allowed to send mass emails inside or outside of the school domain without permission from a faculty member. Students are expected to check this email at least once each school day. Violations of student email usage fall under the computer use policy.

## FIELD TRIPS

Any student wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parent/guardian permission requirements as outlined by the supervising faculty member. In addition, all transportation for field trips and related activities must be in faculty vehicles, the school bus, or a regular bus or mini-bus. Participating students must be passing all subjects and have submitted signed permission slips prior to the activity.

**WE ARE NOT RESPONSIBLE FOR LOST OF STOLEN PERSONAL PROPERTY.** Students bringing personal property, (such as: cell phones, hats, iPods, mp3 players, etc.) do so at their own risk. These items should be locked up at all times during school hours. These items will be subject to confiscation if visible during the school day.

## Eligibility Guidelines for GMCCHS Students Taking GTC College Classes

- GMCCHS students must successfully pass the ACCUPLACER placement test in one or more parts to be eligible to take GTC classes. SAT or ACT scores can be used as qualifying scores.
- GMCCHS students must be proficient (80 or above) in all of their high school classes and maintain a 3.5 GPA for sophomores and 3.0 for juniors and seniors.

- GMCCHS students must be proficient (C or above) in all of their GTC classes.
- GMCCHS students must show other areas of responsibility. Indicators of responsibility include: initiative, determination, commitment, discipline, attendance, and grades.
- GMCCHS students must have the recommendation of their guidance counselor.

It is at the discretion of GMCCHS and Greenville Tech College to limit the number and type of courses allowed.

When students are in a Greenville Tech College class, the rules of GMCCHS and Greenville Tech College apply. This includes following the GMCCHS dress code.

By state law, a student has 5 days to drop a semester class. If a GMCCHS student withdraws from a Greenville Tech College class after the initial drop date, he/she will receive a W on the college transcript and be required to pay GMCCHS for the textbook. The student will receive a grade of "F" for that course on their high school transcript.

If a GMCCHS student earns a "D" in a GTC course, the student will be required to retake the same course, but must wait one semester before retaking that course or any other GTC course. The student must also pay for that course at his/her own expense prior to enrolling in another GTC course. Both attempts will remain on the student's college transcript. Only the highest grade will be calculated into the student's high school GPA.

If a GMCCHS student earns an "F" in a GTC course, the student will be required to retake the same course, but must wait two semesters before being able to retake that course or any other GTC course. The student must also pay for the course at his/her own expense prior to enrolling in another GTC course. Both attempts will remain on the student's college transcript. Only the highest grade will be calculated into the student's high school GPA.

## **GTC LIBRARY & WRITING AND MATH CENTERS**

All GMC students are eligible for a Greenville Technical College library card and to utilize the Greenville Technical College libraries. Students who take classes at Greenville Tech may also check out laptop computers. (The form for both of these is on the GMC website.) Students who take Greenville Tech classes can get help with writing assignments at the College Writing Center. Students taking GTC mathematics classes can get math assistance at the Math Center. Hours of operation are posted at the College. These two areas are staffed with GTC faculty and peer tutors. Greenville Technical College instructors are available to assist students during their posted office hours.

## **GRADUATION REQUIREMENTS**

ENGLISH	4 units
MATH	4 units
SCIENCE	3 units
PHYSICAL EDUCATION	1 unit
SOCIAL STUDIES	
US History	1 unit
Government	1/2 unit
Economics	1/2 unit
Other social studies	1 unit
COMPUTER SCIENCE	1 unit
FOREIGN LANGUAGE	1 units
ELECTIVES	<u>6 units</u> (including senior project)
TOTAL	24 units

Students must also be keyboarding proficient. GMC also requires that each student successfully complete a minimum of 200 hours of community and/or school service (50 hours per year), a Senior Project, and the Senior Project class.

## **CLASS RANK**

Computation of senior students' grade point average for class rank will be determined at the end of the seventh (7th) semester. Class rank is determined by adding the quality points and then dividing the total by the number of courses attempted using the South Carolina Uniform Grading Policy.

## **GRADING AND GPR CALCULATION**

Under the South Carolina Uniform Grading Scale high school students receive a numerical grade for each subject based on the scale. The numeric grade and category of the course will determine the quality points earned for each subject. College Prep and Tech Prep courses earn the base weight. Honors and dual credit courses have higher values.

Students and parents need to choose courses carefully. Students who withdraw from a course after 5 days in a 90-day course or 10 days in a 180-day course will receive an "F" with zero quality points that will be included in the student's GPA.

## **GRADING SCALE**

A	90 – 100	F	59 or below (no credit)
B	80 – 89		
C	70 – 79		
D	60 – 69		

GMC follows the South Carolina Uniform Grading Scale.

To receive credit for a course at GMC, a student must complete instructional requirements at the mastery level (80 and above) and also must be in compliance with the attendance policy. A student who fails to comply will not receive credit for the course.

Grades earned by the student are numerical. A student's numerical average is determined by considering each unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of the GMC grading scale:

An average of 85-100 is needed to qualify for the Life Scholarship.

If a student receives below proficiency (0-79) on a major graded assignment, another opportunity will be given to master the material with further instruction through Academic Assistance. Retesting will follow the additional instruction, if a student attends Academic Assistance.

## **GRADING, PROGRESS REPORTS AND REPORT CARDS**

GMC students are allowed to re-do major assessments if the original score earned is below an 80. The grade for the re-do is calculated using 70% of the new grade and 30% of the original grade and is capped at an 80. Multiple attempts may be given at the discretion of the teacher. Students receive report cards at the end of the 4 nine weeks grading periods. Students will receive progress reports at the mid-nine weeks point of each grading period. Final grades for courses are determined by averaging both grading periods with the final exam. Numerical grades will be entered on the report cards for the nine weeks' grades and final grades. All grades are available online at any time through the Parent Portal.

## **VALADICTORIAN/SALUTATORIAN**

In order to be eligible to be valedictorian and or salutatorian at GMC a student must have been enrolled at GMC for the last four semesters prior to graduation (semesters 5, 6, 7, & 8).

## **STATE DIPLOMAS**

GMC only awards state diplomas to students who have met all GMC requirements for graduation. GMC does not award certificates of attendance.

## **STUDENT-LED CONFERENCES**

Each student will conduct a conference with his/her parents and advisor at the end of 1st and 3rd quarters. The

student-led conference provides an opportunity for the student to share his/her Individual Learning Plan and overall progress in school. This is an attendance day for all students. Students are expected to attend the conference in dress code, conduct the conference seriously and share important information from their Individual Learning Plans and progress in school. Students will also be given first and third quarter report cards during these conferences.

## **EXAM POLICY**

Exams are administered at the end of each semester and count as 10% of the semester grade. Students must return all books and clear all fines and debts prior to final exams. No “make-up” exams will be given unless the student’s absence has been approved through the administration. There are **NO** exam exemptions. Some courses require students to take a state mandated End-of-Course Exam. EOC exams count as final exams in those courses (20%).

## **OFFICE HOURS**

Office Hours are held from 2:55-3:55 following the normal school day. Students receive peer tutoring, extra teacher assistance, review for proficiency of class objectives, or more time to work on assignments. Students are expected to use this time to work, not to socialize. Attendance at Office Hours is REQUIRED when a student scores below mastery (<80) on a major assessment and/or when a student’s overall average drops below mastery (<80). Additionally, any student who would like extra help may attend. Office Hours take priority over all other activities including athletic events or practices, all clubs, etc. Students are responsible for making transportation arrangements when attending Office Hours.

### **OFFICE HOURS SCHEDULE:**

Monday – Math/Social Studies

Tuesday – Science/Electives

Wednesday – English

Thursday – Career and Technology/Spanish

Friday – Re-test (1:30)

## **SMART CENTER/AIC’s**

GMC’s Smart Center is provided to assist students after school until 5 pm. Complete information concerning the Smart Center and Academic Intervention Contracts can be found on GMC’s website.

## **PARTICIPATION IN EXTRA-CURRICULAR EVENTS**

To be eligible to participate in a GMC extra-curricular activity, a student is required to:

Meet the academic requirements set forth by the school and (if applicable) the state organization governing the sport, activity or program AND have and maintain a record of acceptable and appropriate citizenship, character, and personal conduct, both inside and outside the school.

Forms for eligibility must be signed by each teacher and given to the adult in charge of the activity. Also both parent/guardian and student must sign the form, which includes the advisor’s name and an outline of the activity’s functions and procedures.

## **ANNOUNCEMENTS**

Announcements will be distributed through several avenues. Announcements will be emailed to all families that have submitted a working email address. If your email address changes for any reason, please contact the school office. Announcements will also be disseminated through the GMC website, monthly calendars, letters from the principal and board of directors, and through verbal statements from faculty and staff.

**TELEPHONES** in the main office and teacher classrooms are not for student personal use and are to be used only in a case of emergency.

**STUDENT MESSAGES** of only an emergency nature will be given to students, and only those from a parent. Students should not use GMCHS as a personal mailing address or for deliveries.

**EMAIL ADDRESS, HOME ADDRESS, AND PHONE NUMBER CHANGES** need to be reported to the main office so that changes may be made in the computer.

## **DISTRIBUTION OF LITERATURE**

No pamphlets, posters, advertisements, or literature of any type may be distributed or posted on campus without the approval of the principal. School personnel and students may not participate in political campaigns or activities on campus at any time. No school employee or student may distribute campaign materials at school. This does not apply to student government campaigns and election activities.

## **DELIVERIES**

Deliveries should not be arranged by students or parents. Items ordered as a delivery to GMC by a student or parent will be turned away. This includes, but is not limited to, food and floral arrangements.

## **SENIOR INFORMATION**

Students meeting all school and state diploma/certificate requirements are invited to participate in graduation ceremonies. These guidelines will be provided to and discussed with seniors during the school year. Seniors are responsible for clearing all accumulated financial obligations and school debts prior to graduation practices. Failure to do so will result in the student not being allowed to participate in graduation ceremonies. All seniors may order caps and gowns, but purchase does not guarantee that a student will graduate or be allowed to participate in graduation. **\*\*Seniors' service hour sheets (200 total hours) is DUE at their SPRING SLC!** See the information on the updated service hour sheet itself for specific requirements and expectations.

College visitations that require the senior to miss a school day should be prearranged through the administration. Class work for prearranged visit may be made up. Seniors are allowed 2 college visit days, without consequence, per year.

Transcripts are generated through the guidance department. Seniors are entitled to three (3) final transcripts sent to institutions of higher learning at no charge. Each additional transcript cost \$3.

## **STUDENT RECORDS**

A student and his parent have a federal statutory right to review all official school related records, files, and data directly related to the student. Records will be made available to parents and students within a reasonable amount of time from the time of the request. Should the parent or the student dispute the accuracy or believe that the student's rights have been violated; the parent is to be provided a hearing to challenge the disputed information. Students eighteen (18) or older may have access to their records without parental permission.

College Board Exams scores are required by most colleges as well as transcripts. The Scholastic Aptitude Test (SAT I) measures the basic verbal and mathematics abilities a student has acquired. The Preliminary Scholastic Aptitude Test (PSAT) is open to all students who would like to take a nation-wide test similar to the College Board. The PSAT is the instrument which is responsible for the National Merit Scholarships which result from a junior's test scores. Information, application, and booklets are available in the guidance office.

## **STANDARDIZED TESTING PROGRAM**

The Preliminary Scholastic Aptitude Test (PSAT) is open to all students who would like to take a nation-wide test similar to the SAT. The PSAT is the instrument which is responsible for the National Merit Scholarships which result from a junior's test scores. The PSAT will be administered to all sophomores and juniors that sign up to take it. The ACT will be administered in the spring to students in their third year of high school.

## IMPORTANT INFORMATION ABOUT ADMISSION TO STATE COLLEGES AND UNIVERSITIES

South Carolina public colleges and universities require applicants for admission to complete a certain course of study while in high school.

AREA	UNITS
ENGLISH	4 - At least two having strong grammar and composition, at least one in English literature, and at least one in American Literature (College preparatory English I, II, III, and IV)
MATHEMATICS	4 - Including Algebra I and II, Geometry, and Pre-calculus are strongly recommended as the 4th unit.
LABORATORY SCIENCES	3 - Chosen from biology, chemistry and/or physics.
FOREIGN LANGUAGE	2 - Two units of the same foreign language and a third unit is strongly recommended depending on college major.
OTHER	1 - Computer science or World History, World Geography, or Western Civilization.
US HISTORY	1
ECONOMIC	1/2
GOVERNMENT	1/2
ADDITIONAL SOCIAL STUDIES	1
PHYSICAL EDUCATION/ROTC	1

### EMERGENCY PROCEDURES

A planned program for evacuation of all personnel and students exists in our Emergency Preparedness Plan. A chart showing the evacuation plan is posted in each classroom and teachers are to inform students of routes. Students will practice evacuation and emergency drills (fire, tornado, earthquake, lockdown) at various times during the year.

### EMERGENCY INFORMATION

Parent/guardians should notify the school office of address and telephone numbers and where they can be reached at all times in the event of emergency situations via the Information for Health Room form. The ability to contact parents/ guardians quickly is essential. *Report any changes to this information immediately.*

### INCLEMENT WEATHER / SCHOOL CLOSINGS

If school is closed for inclement weather or any emergency, listen to local radio stations or check your email for an announcement from the school. Parents, students, and others will also have the option of signing up for text alerts via Remind. The Principal must authorize school closings. GMC will generally follow Greenville County School District closings for inclement weather.

### MEDICATIONS/HEALTH ROOM

Any student who is under the care of a physician and taking medication during school must have his or her parent/guardian and physician complete forms for dispensing the medication. State law only allows a nurse, school physician, or authorized personnel to dispense aspirin or any other medication and requires written permission. All medications must be supplied to the school by the parent/guardian and a current "permission to dispense" form must be on file. Health room policy and procedures can be found on GMC's website.

## **MENTAL HEALTH SERVICES**

GMC offers on-campus Mental Health counseling one day per week to support those students in need of such services. For more details about requesting Mental Health services, please see

## **FOOD SERVICE**

The school does not have a full service kitchen, so food will be available for purchase from local vendors and a snack bar. All lunch orders are done through the website. Healthy snacks such as water, juice, fruit cups, etc. are available daily. Greer Middle College participates in the Free and Reduced Lunch Program for qualifying families. Contact school office for more details 864-469-7571.

## **STUDENT DEBTS**

Student incurred debts must be paid in full in order to participate in extracurricular activities such as, dances, prom, field trips, etc. and including GMC's graduation ceremony. All student fees and debts must be cleared for report cards to be issued. Types of students debts include, but are not limited to: lost or damaged textbooks, dues, athletic uniforms, unpaid cafeteria balances.

**FUND RAISING** by any school organization must have the written approval of the Development Coordinator and the club sponsor. Private fund raising on campus and door-to-door fund raising is prohibited.

## **GO BLAZERS!!**

Revised 6/11/20