

# Greenville Early College

*“Developing a college state of mind...”*

## Student Handbook 2013-2014

*Revised 12/12/13*



225 South Pleasantburg Drive  
Greenville, South Carolina 29607  
Office: 864-355-7960  
[www.greenville.k12.sc.us/ec/](http://www.greenville.k12.sc.us/ec/)

Principal- Mrs. Tiffany Estes

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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

**What is Greenville Early College?**

**Principal’s Message**

Dear Students and Parents,

I am honored to be appointed as the principal of the Greenville Early College Program. I feel blessed to be the instructional leader of such an amazing program. I understand that this will be a transition for the students, teachers and parents. I can assure that I will work hard to make that transition as smooth as possible for everyone.

I believe it is extremely important to provide instructional leadership that will facilitate an educational environment that provides differentiated instruction to meet the individual needs of each student. I thoroughly believe that learning be academically challenging, offer engaging curricular activities and make real-world connections for students as they explore new ideas. It is my sincere desire to provide opportunities for our students to gain the necessary skills to become productive citizens in a constantly changing society and prepare them for post-secondary opportunities. Parents, teachers, support staff and administration all play an integral role in educating our children so they can succeed throughout life.

Thank you for your support of the Greenville Early College Program. I am truly honored to work with you and your children at GEC. Please don't hesitate in contacting me if I can be of further assistance.

Sincerely,

*Tiffany A. Estes*

The Greenville Early College is a 6th-12th grade program within Greenville County Schools. The program serves approximately 60 6th and 7th graders, with priority given to targeted students who feed into the Carolina High School and feeder schools. Specific criteria such as test scores, free/reduced lunch status and first generation college goers are some of the criteria for selection into the program. Eligible students will be contacted each year in January. The Early College Program is housed at the University Center of Greenville. The program is a partnership between Greenville County Schools, Clemson University, Furman University, the University Center, and USC Upstate to introduce and provide college experiences, academic assistance, and acceleration for students.

University partners will host a “College Connection” that allows students to visit a college campus twice each semester while providing enrichment and academic activities on campus. In grades 6-8, the primary focus will be literacy, mathematics, and critical thinking skills, with the opportunity to enroll in dual credit classes once in high school. The instructional framework covers skills that address the global achievement gap: 1. Critical Thinking and Problem Solving; 2. Collaboration; 3. Effective Oral and Written Communication; 4. Accessing and Analyzing Information.

Upon successfully graduating from Greenville Early College students will have the opportunity to apply to Clemson University, Furman University and/or USC Upstate. If they meet the entrance requirements they will be provided with financial assistance such as scholarships (after utilizing federal financial aid) to pay for their education.

**OUR BENEFACTORS**

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

**ACADEMIC STANDARDS**

As part of the middle school philosophy, Greenville Early College strives to develop within its students a desire and individual responsibility for learning. To promote academic excellence, standards for academic performance are necessary. Therefore, all students are required to meet the following standards of academic performance:

**Written Assignments**

1. All assignments will be done on standard size, loose-leaf paper unless otherwise instructed by the teacher.
2. All assignments will be neat and orderly.
3. All assignments will be signed by the student, labeled, and dated.
4. All assignments are to be written in pencil unless otherwise instructed by the teacher.
5. All assignments will be evaluated with regard to the rules of good grammar, spelling, and composition.

**Homework Assignments**

1. All homework assignments will be evaluated first by the standards for written assignments.
2. Homework will be graded as accepted, not accepted, or will be given a numerical grade.

**Faculty & Staff**

Principal.....	Mrs. Tiffany Estes
Nurse/Office Clerk.....	Ms. Lisa Spence
6th grade ELA.....	Ms. Paige Steele
6th grade Math.....	Mrs. Brittanie Manning
6th/7th grade Social Studies .....	Mr. William Gillette
6th/7th grade Science.....	Mr. John Esposito
7th grade ELA.....	Dr. Samantha Maddox
7th grade Math.....	Ms. Eugenia Webb
Plant Engineer.....	Ms. Sandra Richey

**OUR MISSION**

The mission of Greenville Early College is to offer an innovative approach to secondary instruction, with the goal of increasing the high school graduation and college enrollment rates for students who are at-risk of dropping out.

Greenville Early College’s objective is to provide a personalized learning environment that will develop a “college-going identity” and maximize the learning potential of all students.

- All homework assignments must be completed to the satisfaction of the teacher in order to be accepted.
- All homework assignments must be completed by the established deadline.
- Homework assignments may be given daily.
- All homework should be an extension of class work. It may be given as a drill/practice of a concept that has been developed. Common forms of homework include practice and drill sheets, book reports, interviewing and reporting, reading library books, and answering chapter questions.

### School Planners

Every student received a school planner in the beginning of the school year. The planner should be used for writing school assignments, keeping up with attendance, as well as for correspondence between your parents and your teachers.

If the planner is lost it is highly suggested that students purchase a new planner as it is utilized as an organizational tool. Planners can be purchased at your local dollar stores and supermarkets.

### Field Trips

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

### Access to Field Trips

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

### Grading Scale

The School District of Greenville County complies with statewide requirements.

Middle and high school students will receive a numeric grade.

The grading scale provides consistency across South Carolina.

If you have questions about the grading scale, contact the school at 355-7560

	<u>Statewide</u>
A	93-100
B	85-92
C	77-84
D	70-76
F	69-61

### Behavior and Attitude

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

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

## GENERAL PROCEDURES

### School Day

The school day for students is from 8:45 A.M. to 2:45 P.M. (Monday, Wednesday & Friday) and 8:45 - 4:45 (Tuesday & Thursday~ extended day)

**The building will open at 8:00 A.M. Students should not arrive before 8:00 A.M.**

Students arriving prior to 8:45 A.M. will be admitted to designated holding sites. Students will be directed to the appropriate areas when school begins. Classrooms open at 8:45 A.M. If you arrive at school after 8:45 A.M., you must go by the office to obtain a permit to class. You will be considered tardy for that class.

**Car riders must be picked up by 3:00pm on Monday, Wednesday & Friday; 5:00pm on Tuesdays & Thursdays (extended day)**

### Daily Schedule

9:00-9:10	Morning Message
9:15-10:00	1 <sup>st</sup> Block
10:05-10:50	2 <sup>nd</sup> Block
10:55-11:35	3 <sup>rd</sup> Block
11:40-12:20	Lunch
12:25-1:10	4 <sup>th</sup> Block
1:15-2:00	5 <sup>th</sup> Block
2:05-2:45	6 <sup>th</sup> Block

Students are dismissed at 2:45 on Mondays, Wednesdays, and Fridays. They are dismissed at 4:45 on Tuesdays and Thursdays due to our extended day enrichment program.

Each Tuesday students report directly to the Kroc Center, where students participate in P.E., art, music, and leadership classes. Car riders should report to the Kroc Center between 8:00-8:45am. No students should arrive before 8:00am. Students return to GEC at 12:40pm for lunch and afternoon classes.

### Office Hours

The school office will be open from 8:00 A.M. until students are dismissed, Monday through Friday. Exceptions are noted on the school district calendar.

## Visitors

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

## Parent Involvement

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

## Conferences

If you would like to schedule a conference with one or all of your child's teachers please call the main office at 355-7560 to schedule an appointment.

## ATTENDANCE

1. All students are required to attend class and may not leave class without permission.
2. Any student who is absent from class with an excuse will be required to make up work missed or will be given a zero. It is the student's responsibility to obtain missed work.

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

In accordance with South Carolina Compulsory Attendance Law, the School District of Greenville County has adopted uniform rules to assure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again.

All children are required to attend a public or private school or kindergarten beginning at age five and continuing until their 17<sup>th</sup> birthday. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

The school year consists of 180 school days. To receive credit, students must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet minimum requirements for each course. **Accrued student absences may not exceed ten (10) days during the school year. Any absence in excess of ten (10) may cause the student to lose credit for the year.**

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

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

## Written Excuses

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

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

## Lawful Absences

1. Absences caused by a student's own illness\* and whose attendance in school would endanger his or her health or the health of others. **\*Including doctor's appointments.** \*\*Verified by a statement from a physician within two (2) days of the student's return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement.
2. Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
3. Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
4. Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships.

## Unlawful Absences

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

## Assignments

If a student is absent for more than two days and needs assignments, a parent/guardian should call the school for assistance. Teachers are given twenty-four hours to get assignments ready. This is to prevent interruption of instruction.

## Early Dismissals

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

dismissals are excused for the reasons which apply for an excused absence. Early dismissals count as an absence in all classes missed. If early dismissals come before second period, an absence for that day will be recorded.

### **Tardy Policy**

The tardy policy is as follows:

1. Persistent tardiness will not be tolerated; corrective action will be taken.
2. Office Staff & Teachers will keep an accurate accounting system of tardiness to class through the day.
3. Teachers will close classroom doors at 8:50 A.M. and the start of each subsequent class period.
4. Persistent "EXCUSED" tardiness will be carefully examined by the administration to attempt to reduce it. Tardiness for any reason is disruptive to the learning environment and to the learning process.
5. A student arriving at school after 9:00 A.M. should have a note from his/her parents explaining the tardiness. He/she should report to the office clerk.

### **Make-Up Work**

Failure to make up work within five school days, immediately following the absence, will result in the student's grade being jeopardized in classes missed during the period of absence. In cases of prolonged illness, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work.

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

### **Textbooks**

All basic textbooks are loaned to students for use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay replacement costs for lost books and an appropriate charge for damaged books.

### **Book Bags**

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

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

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

Greenville Early College and will be **vigorously** enforced. Principals may make additions to these standards.

### **GEC Dress Code**

**Students are expected to wear the GEC school uniform each day, except on previously-announced "dress down" days. Students may wear one of the five school uniform shirts, and their uniform bottoms must be khaki, navy, or black in color. Boys may wear pants or shorts at the waist line. Girls may wear shorts, skorts, skirts, capris, or pants. Shorts, skorts, and skirts must be fingertip length. If the garment has belt loops, all students are required to wear a belt (Males & females).**

1. **Effective 1/6/2014** (return from winter break), All GEC students must wear their school uniforms daily except where noted. "Dress down days" will be communicated to students.
2. Student dress and grooming will be neat and clean.
3. Shirts/Blouses should be tucked in. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g., raising hand.
4. On principal appointed dress down days, clothing that inappropriately exposes body parts will not be permitted, This includes: low-cut shirts, tank tops, spaghetti strap tops, halter tops, and vests or see-through or mesh garments worn without shirts. Bra straps and bra sides must not be visible. No sleeveless shirts are permitted.
5. Students shall not dress in such a way that partially or totally exposes underclothing.
6. Trousers/slacks/shorts must be worn at waist level. Excessively baggy trousers and clothing are not permitted. Clothing may not drag the floor.
7. Skirts should fit and be in good taste and not be shorter than mid-thigh, even with leggings underneath.
8. Shorts may be worn, however, they must be properly fitted and in good taste and may not be shorter than mid-thigh. Biker shorts are not permitted.
9. Hats, sunglasses, hair curlers, skullies, bandanas, or do-rags may not be worn in the building. Sweat headbands or sweat armbands may not be worn. Do not bring any of these items to school. They will be confiscated.
9. Shoes or sandals must be worn at all times. Flip-flops (shower-type shoes), thong-type shoes, slides and slippers are not permitted.
10. Clothing or jewelry is not permitted that displays profanity, suggestive phrases, alcohol, tobacco, or drug advertisements, or other inappropriate phrases or symbols. Any clothing that is disruptive to the functionality of the school will not be permitted.
11. Extraneous articles hanging from clothing, such as chains are not permitted. Studded bracelets or belts, handcuffs, knuckle rings or any other item that could be used as a weapon are not allowed.
12. Facial jewelry is permitted only on the ears. Tongue, eyebrow and nose rings/piercings are not permitted.
13. Holes in pants, shorts, skirts or shirts are not permitted. Students will not be given tape to cover holes.
14. Trench coats are not to be worn to school.

**\*\*\*Students may participate in "dress down" Fridays as long as their attire meets GCSD & GEC dress code as indicated. If the school is participating in a field trip or other event on Fridays, students may be required to wear their uniforms.**

## CODE OF CONDUCT

### **Greenville Early College Dress Code Policy:**

Students will be checked each morning coming into the building to ensure that their attire meets dress code policy. If students are not in uniform (both shirts and bottoms) the following consequences will be enforced:

1. Student will be given the opportunity to call home for a parent/guardian to bring them appropriate clothing (uniform). Student will remain in administrative ISS until appropriate clothing is brought to school.
2. If student is unable to reach parent/guardian or parent/guardian cannot bring appropriate uniform to the school, administration will have appropriate clothing for the student to change in to for that day (students will return clothing at the end of the day). Student will have lunch detention and no recess for that day. After the 5th time, student will be assigned administrative ISS for each subsequent dress code violation.
3. If student refuses to change into school supplied uniform a disciplinary referral will be given. Student will be suspended from school for one school day for 1st offense; three days for 2nd offense and five days for 3rd offense. If subsequent offenses occur student will be subjected to additional suspension days and may be placed on probation. Parent/guardian will be required to meet with administration after 2nd offense to discuss dress code violations.

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

### **Technology Use/ iPads**

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

Cell phones are not to be used in classrooms during school hours unless it is approved and authorized by a faculty member. Students who violate this policy will be subject to disciplinary action. Any student found to have used an electronic device to take inappropriate pictures, send inappropriate messages, or make calls with the intent to disrupt the school environment will be subject to disciplinary action and confiscation of the device.

Students may not download any games on their individual iPads without permission from administration or teachers. Facebook, instagram and other social media sites are prohibited from being downloaded on GEC devices. Downloading such sites may result in confiscation of the device.

**IMPORTANT: During school hours, the use of radios, tape/CD decks, MP3 players, electronic games, cameras, and similar devices by students is not permitted. School officials may confiscate all such unauthorized equipment. Students should never bring such devices to school.**

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

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

**Students come to school to learn. They follow the rules set up to ensure that their schools are safe and orderly. We are proud of these young people.**

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

### **CATALOG OF OFFENSES**

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

School officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

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

### **Gum, Candy, Food, or Beverages**

1. All food and beverages are to be consumed in the cafeteria.
2. Gum and candy should NOT be brought to school.
3. All beverages brought to school should be in **unopened, original containers**.
4. Students may have water in class (in clear bottles).

### **Possession of paging device (Pager/Beeper)**

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

The only exceptions are:

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

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

### **Paging Devices, Telecommunications Devices, and Cell Phones**

For purpose of this policy, paging devices are defined as telecommunications devices, to include mobile telephones, that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students who choose to bring paging devices to school must keep them in their pockets or in their book bags. During school hours while on school grounds, no student may use, or have turned on, a paging/cellular device without the prior permission of the principal, as set forth below. "Turned on" includes a paging device that is activated and set or programmed to ring, vibrate or otherwise send or receive a signal.

The principal or his/her designee may authorize a student to otherwise possess a paging device if the student is an active member of an emergency service organization, needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the principal. In such cases, the student must have prior written consent from the principal or his/her designee.

A person who finds a student in possession or use of a paging device in violation of this policy, must report the student to the school principal. The principal or his/her designee must confiscate the device. The device will be returned to the student's parent/legal guardian according to the terms set forth below. Confiscated cell phones must be returned to a parent/legal guardian prior to the end of the school year. A student who violates this policy regarding use and possession of paging devices is subject to discipline as follows.

**First offense** – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**Third and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

### **Public Displays of Affection**

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

### **Damaging school property**

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

### **Theft**

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

### **Buying and selling**

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

### **Disobedience or disrespect**

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

### **Gambling**

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

### **Profanity**

Schools and other school system locations are profanity free zones. **Obscene, vulgar, and profane expressions of any kind are prohibited.** Any student using profanity while on school system property, attending a school-sponsored event, or representing the school or school system will face appropriate disciplinary action as outlined by the Code of Conduct. **Profanity towards any adult will result in an out-of-school suspension. This includes profane/sexual gestures.**

### **Threats, harassment, hazing, intimidation or blackmail of students**

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

### **Sexual harassment/misconduct of a sexual nature**

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

## Fighting

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

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

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

## Distribution of unauthorized materials

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

## Cheating or plagiarism

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

## Acceptable use of district technology resources

The School District of Greenville County has developed a computer network that connects all schools to each other, the District Office, and the Internet. “Acceptable use” of this network is use that is consistent with the instructional goals of the District. The District takes precautions by using filtering software to keep inappropriate Internet sites out of the classroom. Electronic teaching and learning tools and online access are designed to support your education. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration.

Please note that students who do not have access to the Internet will not be able to access web based programs that teachers may be using in class. **Your child has agreed to the terms and conditions of this document upon acceptance of the school district handbook. Violation of any of the terms or conditions will result in disciplinary action.**

- Treat computer equipment with care and respect. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.
- Any written text, graphics, or executable files created, downloaded, displayed, or exchanged with another student or teacher must be education-related and not offensive in any way.
- Do not use school computers for illegal activities such as planting viruses or hacking.
- Do not use school computers for commercial purposes.

- Follow copyright laws at all times. See District copyright policies for more information. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist for guidance.
- **Keep your password secret.** You will be held responsible for all activities associated with your password.
- All online communication must be polite and not threatening or offensive in any way. The District has the right to review any email sent or received using District equipment and email accounts. Email accounts should be used for educational and District purposes only.
- Do not give out personal information on the Internet. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of students' home directories.

## Smoking

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

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

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

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

## Tardiness

A student who arrives late to school or to class is tardy. Students will follow policy as outlined in each school's handbook.

## Failure to pay school fines

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

## Threats and assaults against school personnel

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

## Firearms on district property

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

## Weapons on school property

Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns,



blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, knives with a blade over two inches long, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death.

### **Drugs and alcohol**

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

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

### **Ganging**

"Ganging" or participating as a member of a gang in inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.

### **Discipline of students with disabilities**

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

#### **Notice**

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

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

### **CAFETERIA REGULATIONS**

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

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

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

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

### **TRANSPORTATION**

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

#### **Buses**

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

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

#### **Cars**

Students arriving at school before 8:45AM must report to the designated holding area. Families that provide transportation for their students may drop off students beginning at 8:00. To keep students as safe as possible, please wait for them to enter the building before leaving the school. If you anticipate a tardy arrival, please call the school's office clerk, Ms. Spence, at 864-355-7560 before 9:15 to ensure an accurate lunch count.

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

cost that is good for an entire school year. Please contact the athletic director at your child's home school if you have questions about athletics.

## **HEALTH ROOM AND MEDICATIONS**

All medication must be brought to school by a parent; this includes cough drops. Parental Authorization Forms must be completed in the health room for permission for medication to be given at school.

Please note the health room policy changes listed below concerning prescription medication. These are effective beginning in August 2010.

Due to changes in South Carolina policies governing the administration of prescription medication we will not longer have a 10 day grace period before written physician authorization is required for all prescription medications.

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

All Health Services procedures and guidelines and these forms are available at <http://www.greenville.k12.sc.us/gcsd/depts/stuserv/health.asp>

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

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

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

## **ATHLETICS**

Greenville County middle school sports follow the policies and eligibility rules of the South Carolina High School League (SCHSL). Any 7<sup>th</sup> or 8<sup>th</sup> grade Greenville Early College student who chooses to participate in athletics may do so at their home-school (the middle school they are zoned for). Parents/guardians must supply transportation. If Tanglewood is the home school students may still take the bus there in the afternoons on Monday, Wednesday and Fridays; arrangements will need to be made for Tuesdays and Thursdays (extended days)

In order to be eligible, students must be promoted to their respective grade (cannot be academically placed or retained) **and** must be passing all of their academic and related arts classes. All middle school sports will fall under the same code of conduct followed during the school day. Students also must have a current physical on file before trying-out for any sport. Students who participate on any middle school athletic team are required to purchase insurance (regardless if they have personal insurance through their parents/guardians). This is a one-time

## **IDENTIFICATION BADGES (IDs)**

Beginning with the 2013-2014 school year all students will be required to wear an ID Badge throughout the school day. All students were given a new ID the first week of December.

ID checks will be conducted daily in homeroom. Students who do not have an ID Badge will be given temporary ID will be issued for that day. Students with temporary ID's will have lunch detention and will not be able to participate in recess that day.

## **GEC 2013-2014 Discipline Highlights**

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

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

### **Tardy Policy**

1st tardy = Warning by teacher or attendance clerk.

2nd tardy = Warning by teacher or attendance clerk.

3rd tardy = Warning by teacher or attendance clerk.

4<sup>th</sup> tardy = Teacher or attendance clerk contacts parents.

Any tardy after 4 = Parent contact and After School Detention.

\*\*\* 7 or more tardies may result in disciplinary action by an administrator.

**There are 5 minutes in between classes. Students must be on time to class.**

## **GEC Dress Code Policy**

### **Uniforms**

**Effective 1/6/2014 students must wear their uniforms to school. Dress down days will be designated by administration.**

### **Shirts**

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

### **Pants**

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

### **Shorts and Skirts**

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

### **Overall Dress Code Reminders**

- No underwear should show and when wearing shorts underneath pants, the shorts should not show as well.
- No holes in pants or jeans (**students will NOT be given tape to cover holes**).
- No hats, skullies, bandannas, do-rags, sweat bands, arm bands may be worn in the building.

\*\*These items will be taken and returned in June 2014\*\*

- No flip-flops, bathroom or shower shoes, slides or slippers
- No sunglasses should be worn.
- No chains or straps hanging from clothes
- No studded bracelets, belts, necklaces, etc.
- Facial jewelry is only permitted in the ears. No tongue, eyebrow or nose rings/piercings etc.
- No hoods on in the building.

#### Dress Code Consequences

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

#### Food and Drink Procedures

##### Food, Gum, and Candy

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

#### Buying and Selling

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

#### Cell Phone and Other Electronic Devices Policies

The display or use of a cell phone by students during school hours is **NOT** permitted.

- Cell phones must be **TURNE**D OFF and **placed out of sight** during the entire school day.
- After school hours, students may use cell phones to call for a ride **with permission of an adult.**

#### Consequences

**First offense** – confiscation of the paging device or mobile telephone and after a conference held the next school day with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement acknowledging their understanding of Board Policy JDCA and the penalties for subsequent violations.

**Second offense** - confiscation of the paging device or mobile telephone and after a conference with the parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**Third and subsequent offenses** - confiscation of the paging device or mobile telephone and after a conference with the

parent/legal guardian, the paging device or mobile telephone will be returned to the parent/legal guardian 60 calendar days after the confiscation.

#### Electronic Devices

The following items are forbidden during school hours and will be confiscated if seen:

- Cell Phones, iPods, Pagers/Beeper, laser pointers, CD players, MP3 players, Nintendo DS, Game boys, and any other electronic devices are not allowed at school.

**The school takes no responsibility for lost or stolen devices.**

#### Sprays and Deodorant

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

#### District Policy Regarding Student Conduct Away From School Grounds

- The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds.
- We will assess on a case-by-case method the impact of out-of-school behavior on the school environment and take appropriate action.

#### Bus Riders

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

#### Fighting

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

#### Threats, Bullying, and Intimidation

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

#### Vandalism

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

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

#### Medication

Any medication, prescription or nonprescription, should not be brought to school by students. Contact the school nurse at 355-

7560 if medication is needed at school. (disciplinary actions range from **suspension to expulsion**)

#### **Sexual Harassment**

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

#### **Immediate Expulsion Recommendation Offenses**

- Threats / Assault against school personnel

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

#### **Possible Recommendations for Expulsion**

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

## **Reporting Bullying, Discrimination, Harassment and Intimidation**

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

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

### **Investigations and Consequences**

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

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

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

### **Appeals**

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

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

### MLA citation Style for Print and Non-Electronic Sources

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

#### **Book or Pamphlet with Two Authors**

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

#### **Book or Pamphlet with a Corporate Author**

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

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

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

Example:

"England." The New Encyclopedia Britannica: Micropaedia. 15<sup>th</sup> ed. 1998.

#### **Interview Conducted by You**

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

#### **Periodical Article (omit day for monthly and bimonthly publications)**

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

Examples:

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

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

#### **Television or Radio Program**

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

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

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

Example:

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

### MLA Citation Style for Electronic Sources

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

#### **Article from an Online Encyclopedia**

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

#### **Professional Organization Web Site**

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

#### **Article from an Online Periodical**

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

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

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

#### **Article from a Web Site**

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

#### **Online Radio or Television Clip**

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

#### **Article from a CD-ROM**

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

#### **Online Photography or Painting**

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

#### **Article from an Online Scholarly Journal**

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

#### **Online Map**

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

#### **Online Book**

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

#### **Online Music Clip**

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

#### **Posting on a Listserv or Web Forum**

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

#### **E-Mail**

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



## Greenville Early College Student Goals Form 2013-2014

My Spring 2013 PASS Scores					
	Writing	ELA (Reading)	Math	Science	Social Studies
Score					
Points to Next Level					

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My MAP Scores				
	Fall 2013	Growth Goal	Spring 2014	Met Goal (yes or no)
Reading				
Math				

My Lexile Score		
Fall 2013	Spring 2014	Growth (yes or no)

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### *Greenville Early College Student Creed*

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

December 17, 2013

I have received and reviewed my student handbook with my teachers. I also reviewed the handbook with my parent/guardian. I am fully aware of the policies and procedures as outlined in the handbook. I also understand the consequences if I do not follow procedures and/or policies.

Student print name: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to your homeroom teacher. Thank you.