

High School Alternative Program (HSAP)



Creating New Opportunities *The Power of Yet*

Parent and Student Handbook
2023-2024

Leigh Anne Terry- Coordinator/Principal

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DISCLAIMER

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory, serving only to guide the student and parent. The program reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all program rules is left up to the Director of Alternative Education.

MISSION

The Alternative Programs of The School District of Greenville County will provide short-term educational settings, which offer instructional programs to address the behavioral, academic, and social needs of our students.

BELIEFS

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| 1. All students are capable of learning. | 5. Students should be provided with a safe environment for learning. |
| 2. All students are individuals with unique needs. | 6. Students need a curriculum that provides opportunities for academic and social development. |
| 3. Students have a desire to be successful. | 7. Education is the responsibility of the home, school, student, and community. |
| 4. Students deserve respect, acceptance and encouragement. | |

OBJECTIVES/GOALS

1. Assist students in developing skills necessary to be successful in a regular school setting.
2. Assist students in developing self-discipline & a sense of personal responsibility for their actions.
3. Assist students in improving academic skills.
4. Provide students with a safe and nurturing environment for learning.
5. Provide differentiated instruction with a standards-based curriculum that meets student's needs.
6. Provide opportunities for students to develop a more positive self-concept.
7. Assist students in identifying barriers that inhibit their educational and social development.

PROGRAM DESCRIPTION

The High School Alternative Program was established in 1996. The goal of the program is to provide short-term intervention in a structured learning environment for at-risk students experiencing difficulty in the traditional academic setting. Students attending the High School Alternative Program will be given the opportunity to continue their education in an environment designed to address their academic, social, and behavioral needs.

Students are referred to the program by a School District Hearing Officer. Once completing the program, the student will be able to return to his/her home school. Completion of the program is based solely on student performance. The ultimate goal of the High School Alternative Program is to help students reintegrate successfully into the traditional school setting or continue their education in a setting of their choice, including Adult Education.

The High School Alternative Program offers courses via Edgenuity computer-based instruction. Academic support will be provided by instructional facilitators and certified content teachers. Students attend school from 8:30 A.M. – 3:00 P.M. and work in multi-age/multi-grade level classes. Each student works on an educational plan tailored to meet his/her academic needs. Small class sizes help to create an intimate climate and provide increased opportunities for attention to social and behavioral needs. The staff at the High School Alternative Program is trained to function as a team and to be consistent

in their expectations of students who attend the program.

The High School Alternative Program promotes acceptance of responsibility for one's own actions and the development of self-discipline. The on-site counseling staff will offer opportunities for individual and group counseling and opportunities to improve the skills necessary for success in life. Students are returned to the traditional academic setting once they have successfully completed their prescribed program.

PROGRAM STAFF

Director of Alternative Programs Dr. Kathie Greer

Coordinator/Principal Leigh Anne Terry	lterry@greenville.k12.sc.us
Guidance Counselor Charlotte Wright	cwright@greenville.k12.sc.us
Social Worker/Attendance Laura Johnson	lpjohnson@greenville.k12.sc.us
Behavior Support Nicole Shartzter	nshartzter@greenville.k12.sc.us
Transition Specialist Ulysses Sweeney	ussweeney@greenville.k12.sc.us
Family & Community Services M. McDonald	mmcdonald@greenville.k12.sc.us
Instructional Coach Ameka Cruz	acruz@greenville.k12.sc.us
English Instructor Belinda J. Garrison	bjgarrison@greenville.k12.sc.us
Math Instructor Tricia - Ann Simms	tasimms@greenville.k12.sc.us
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Social Studies Instructor Amanda Bentley	acbentley@greenville.k12.sc.us
Spanish/Related Arts Heather Cortes	hcortes@greenville.k12.sc.us
Support Staff Annette Walker	afwalker@greenville.k12.sc.us
Support Staff	
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Instructional Facilitator Margarita De Jesus	mdejesus@greenville.k12.sc.us
Instructional Facilitator Tim Maybin	tmaybin@greenville.k12.sc.us
Instructional Facilitator Adrian Wideman	awideman@greenville.k12.sc.us
Instructional Support Judy Poynter	jpoynter@greenville.k12.sc.us

SCHOOL/OFFICE HOURS

The instructional day for students begins at 8:30 A.M. and ends at 3:00 P.M. **STUDENTS MUST BE IN THE BUILDING PRIOR TO 8:30.** (Oversleeping is not an excused tardy.) Someone will be available in the office to assist parents and/or students between the hours of 8:00 A.M. - 4:00 P.M. If special assistance is needed, please schedule a conference to meet with the appropriate personnel. Students may be dropped off as early as 7:45 AM; this is when the doors will be opened. (Doors are not opened prior to 7:45 AM) Breakfast and Lunch are provided to all students at no charge. If students wish to eat breakfast they should arrive prior to 8:15 am. Students will eat lunch with the class they are assigned to. Students should be picked up no later than 3:30 PM. If a student is not picked up by 3:30, a parent conference will be required in an effort to correct this issue. Parents must contact the

Main Office and submit written permission should their child request to ride with someone other than the designee assigned by the parent during the intake procedure. All students must use the designated area for drop off and pick-up.

Class Schedule

	HSAP Class Schedules	
Check-in	7:45 AM – 8:25 AM	Class Schedule
	8:30AM -8:55 AM	Daily Goals/ Life Skills
1st Block		
1A	9:00-9:45	class
2A	9:50-10:35	class
2nd Block		
2A	10:40-11:00	Ripple Effects- Life Skills
2B	11:00-11:30	lunch
3rd Block		
3A	11:30-12:15	class
3B	12:20-1:05	class
4th Block		
4A	1:10-1:55	class
4B	2:00- 2:45	class
	2:45- 3:00	Daily goals Checklist/Review
	*All teachers are available via email any time	

CURRICULUM REQUIREMENTS FOR A SC HIGH SCHOOL DIPLOMA

For a public-school student to receive a South Carolina High School Diploma, the student must meet the following requirements:

Complete a minimum of twenty-four units of credit as prescribed

Subjects Units Required

English/language arts	4.0
Mathematics	4.0
Science	3.0
U.S. History of Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other social studies	1.0
Physical education or ROTC	1.0
Computer science (including keyboard)**	1.0
Foreign language or Career and Technology Education***	1.0
Electives	7.0
Total	24

** The student must demonstrate computer literacy before graduation.

CURRICULUM/GRADING SYSTEM

The High School Alternative Program provides computer-based instruction provided by Edgenuity. Edgenuity offers a standards-based digital curriculum in math, science, English, social studies, and electives. Mastery for each course is 60%.

Algebra I*	English I*	World History*
Algebra II*	English II*	Sociology
Geometry*	English III*	Art Appreciation
Precalculus	English IV*	Music Appreciation
Probability and Statistics	Geography	Physical Education
Biology*	Economics*	And more
Chemistry*	Government *	
Physical Science*	US History*	

Testing

END-OF-COURSE EXAMINATION PROGRAM (EOCEP)

End of course exams are final exams for block/semester courses. These exams are administered in U.S. History; Algebra 1; Algebra 1, Part B; English 1; and Biology 1. EOCs count as twenty percent (20%) of the final average

ELEVENTH GRADE STATE TESTING

All students entering the eleventh grade for the first time in the school year 2023-24 and subsequent years must be administered a Work Keys assessment.

CHROMEBOOK

Each school year every person who uses a Greenville County School District Chromebook must review the Acceptable Use Rule (Board Rule EFE). This rule is available on the GCS website at www.greenville.k12.sc.us/gcsd/depts/ets/policy/aup.asp

PERSONAL BELONGINGS

Book bags and backpacks are not allowed within the school. Students should keep all permitted personal belongings with them at all times. Items brought that are not permitted will be held and a scheduled parent conference will be required for return. Any items of value should be left at home. Furthermore, students are encouraged not to bring excessive amounts of money to school. The school and the School District of Greenville County are not responsible for theft or loss of personal belongings. Food and drink will be provided during breakfast and lunch. Students may not have food or drink during regular class periods. Each student will need a pair of headphones.

Electronic Devices

For purpose of this policy, electronic devices are defined as telecommunications devices, including cell phones, smart watches, mp3 players, Bluetooth devices such as wireless headphones, speakers that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

While enrolled in the High School Alternative Program (HSAP), no student may have in their possession, a cell phone, MP3 player, or any other electronic or electronic device. Violations will result in the device being confiscated by faculty or staff. Neither the school nor the district will be responsible for any lost, stolen, or damaged electronic device or cell phone brought onto school property.

The principal or his/her designee may authorize a student to otherwise possess an electronic device if the student is an active member of an emergency service organization, and needs the electronic 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 an electronic 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 the use and possession of electronic devices is subject to discipline as follows:

First offense – The electronic device or mobile telephone will be confiscated. The electronic device or mobile telephone will be held until a conference is conducted with 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. The student will receive a disciplinary warning.

Second offense - The electronic device or mobile telephone will be confiscated. The electronic device or mobile telephone will be held until a conference is conducted with the parent/legal guardian. The student will receive a disciplinary infraction of a 2-day suspension and a parent/guardian conference will be held and the student will be placed on HSAP probation.

Third and subsequent offenses - confiscation of the electronic device or mobile telephone and after a conference with the parent/legal guardian, the electronic device or mobile telephone will be returned to the parent/legal guardian when the student exits the program. The student will receive a disciplinary infraction in accordance with their probation.

HSAP does not allow students to bring any electronic devices, Bluetooth devices, and/or cell phones to school. Staff and the HSAP will not be held liable for any damage and/or loss to such items.

TOBACCO PRODUCTS

Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on school buses, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. This includes vape/e-cigarettes, matches, and lighters. Disciplinary actions will be handled in accordance with the Behavior Code.

LIFE SKILLS/RIPPLE EFFECTS

HSAP not only focuses on the academic success of students but also on their social development. All students attending HSAP will receive Life Skills instruction. Some of the subjects covered in Life Skills are communication, anger management, conflict resolution, decision-making, and alcohol & drug abuse. There is no grade or academic credit given for Life Skills or Ripple Effects; however, it is a requirement for exiting the program through transition. Life Skills will be conducted by the Facilitators and students will also have access to Life Skills activities in our Ripple Effects Program.

PARENT/TEACHER COMMUNICATION

Parents should expect contact from their student's facilitator on a weekly basis to update them on their student's progress. We hope that parents will take advantage of the Alternative Program webpage and the Parent Backpack. All parents are encouraged to contact the school to set up a conference with a student's facilitator (s) by calling 355-5182. Teachers & Facilitators may also request conferences if needed. Parents are encouraged to stay in touch with facilitators and teachers by attending scheduled parenting meetings, calling if they have a concern after talking with their child.

PARENT INVOLVEMENT

Periodically throughout the school year, our family and community coordinator, Marie McDonald will sponsor Parent Programs. Parents are urged to attend and talk with teachers and fellowship with other parents, and interact with program staff who will discuss various subjects of interest to the parents of the students.

ADDRESS/PHONE CHANGES

Any student who has a change of address or phone number during the school year should report the new information to the office immediately.

HSAP TRUST CONTRACT

In an effort to remind students of their focus on completing the appropriate skills to transition out of HSAP. If a student is in jeopardy of not progressing towards their academic and behavioral goals due to disciplinary infractions the student will be placed on trust violation status.

EXPECTATIONS FOR STUDENTS/EXIT REQUIREMENTS

Program exit requirements will be explained to parents and students during the enrollment conference. We do require that students demonstrate over a substantial period of time the ability to function academically and socially in the regular school environment. Our staff will contact parents weekly to share student progress and to answer any questions. While in the Alternative setting students are expected to complete their assignments at a rigorous level. Sleeping in class will not be tolerated. Students will be expected to work during class throughout the day. Students that cannot stay awake will be here for a longer period of time due to the fact that they are choosing not to work during the school day.

MEDICATION

All medications shall be maintained in the main office. Proper forms from parents and physicians must be completed and on file. We cannot dispense any medication without parental and physician consent.

TRANSPORTATION/STUDENT PARKING

All students will be responsible for arranging their own transportation to and from school. Designated areas are provided for student parking. Students should park their cars in their assigned areas. Students should enter the building immediately. Loitering in the parking lot is prohibited. Students must remain in the assigned drop-off/pick-up waiting area. The school and the School District of Greenville County are not responsible for thefts or other vandalism to student cars or property. Students are encouraged not to leave valuables in their cars. All students should enter and exit the campus at the designated area. Students are to immediately report to the Check-In area upon arrival.

Parent/Guardian must call the Main Office and submit written permission if they request their child to ride with anyone other than the person designated at the intake conference. There are forms to be completed if students will be walking, being a co-rider in a carpool, or a city-bus rider. Students must enter and exit the building as soon as they arrive or depart. Loitering will not be permitted.

BREAKFAST/LUNCH PROGRAM

Breakfast are provided to all students at no cost. Lunch will be provided according to your lunch account from your home school.

*No outside food is permitted * Drinks that are **sealed** at check-in **will be** permitted. Glass bottles will not be permitted.

VISITORS

Visitors are not allowed on campus unless permission has been granted from the office. Students are not to invite relatives or friends to school for class visits. With permission, parents are welcome to visit the school. Expelled or suspended students are not allowed on school grounds. All visitors must check in the main office.

HALL MOVEMENT

Students should not be in the halls at any time without adult supervision. Any time a student needs to transition in the building. There must be prior notification to the room or office they are transitioning to and adults must be in the hallway or at their doors ensuring that the appropriate transition occurs.

EARLY DISMISSALS

When a student needs to leave school early, he or she must bring a note stating the reason for the early dismissal and the phone number where the parent(s) or guardian(s) may be reached. Students will not be dismissed by a telephone call. Parents must enter the school to sign out the student when the student is leaving school early.

Although parent notes will be honored, early dismissal will be classified as excused or unexcused.

TARDINESS TO SCHOOL

Students are expected to arrive at school and be in their classroom by 8:30 A.M. Breakfast services will end at 8:15 AM. Please plan for traffic delays and leave a little early. Students will receive two free tardies of 15 minutes or less per semester. Thereafter, a parent conference will be required in an effort to correct this issue. Excessive tardies will require an attendance intervention to implement an improvement plan and inform parents/students of possible consequences for continued truancy.

ATTENDANCE REGULATIONS

Students who do not attend class will be considered skipping class and will receive disciplinary action which could extend your time at HSAP. School is compulsory between the ages of six and seventeen, by state statute. The maximum age for public school attendance is 21. However, a student who reaches his twenty-first birthday while enrolled as a high school senior and is a candidate for graduation may remain to complete that school year.

Absences in High School are accrued per course. Note: Classes missed during early dismissals count toward the maximum number of allowable absences in any one class.

Procedures for Makeup Work

1. Provision for make-up of school work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.
2. Make up of school work missed during unexcused absences may be approved only with permission of the principal after consultation with the teacher(s) concerned.

Intervention

1. Facilitators shall make daily contact (phone, letter, or e-mails) with the parent(s)/guardian(s) of students who are absent.
2. After a student has accumulated three (3) consecutive or a total of five (5) unexcused absences, the attendance clerk will submit an attendance printout and dates of contact to the intervention team coordinator. The intervention team shall:
 - a. Hold a conference with the student and the parent(s) or guardian(s).
 - b. Identify reasons for the student's unlawful absences.
 - c. Develop a plan in conjunction with the student and the parent(s)/guardian(s) to improve attendance.
 - d. Apprise the parent(s)/guardian(s) of the South Carolina Compulsory Attendance Law.
 - e. Document the conference by having all appropriate conferees sign and date a Student Attendance Intervention Plan Form in the spaces provided.
3. Upon the seventh consecutive or eighth accumulated unexcused absence, the attendance clerk or the intervention team coordinator shall send an Attendance Referral to an attendance supervisor with the following information:
 - a. List of courses and grades currently enrolled in.
 - b. A summarized copy of the student's attendance is signed and dated by the Principal.
 - c. Written excuses for absences.
 - d. Copy of current discipline record.
 - e. A completed Student Attendance Intervention Plan Form.
4. Upon receipt of a referral, the attendance supervisor shall immediately intervene to improve the student's attendance. Intervention shall include but not to be limited to:
 - a. Convene a conference with the parent(s)/guardian(s) and the student.

- b. Review the plan for improving attendance developed by the parent(s)/guardian(s), student, and intervention team, and make adjustments as necessary.
 - c. Follow-up on recommendations made by the intervention team.
 - d. Review with the parent(s)/guardian(s) the South Carolina Compulsory School Attendance Law and give the parent(s)/guardian(s) a copy of the law.
 - e. Inform the parent(s)/guardian(s) and student that any additional unexcused absence will result in referral to the appropriate agency.
 - f. Document the conference by having the parent(s)/guardian(s) and student sign and date the Student Attendance Intervention Plan Form. Include your written findings on recommendations made by the intervention team.
5. Continuing contact, as needed, will be maintained between the referring school and the attendance supervisor.

SEARCHES, STUDENT INTERROGATIONS, AND ARRESTS (Summary of Policy JCAB)

The Board by this policy recognizes that both State law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures. The Board accordingly directs all District personnel to conduct searches and seizures on District property or during District-sponsored events in accordance with applicable federal and State law. The Board's express intention for this policy is to enhance security in the schools, prevent students and other persons on school grounds from violating Board policies, school rules, and State and federal laws, and ensure that legitimate privacy interests and expectations are respected consistent with the need of the District to maintain a safe environment conducive to education. As authorized by state law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Please note that the Dress Code is extremely important because it deals with Compliance and Decision making which are key elements in helping staff determine when a student is ready to transition back to a regular school setting.

In complying with the above, the following guidelines are additions to the Alternative Program include but are not limited to:

1. Students will wear **collared shirts** all students must fasten all buttons except at the neck.
 - a. Shirts must cover the stomach and back.
 - b. Jerseys of any type are not permitted
 - c. **No Hoodie is allowed in the program.**
 - d. Crew neck or V-neck sweatshirts can be worn over a collared shirt.
 - e. Jackets without hoods may be kept on.
2. Shirts must be tucked in students are required to wear belts and they must be buckled.
 - a. Any pants that are sagging or dragging will be cinched up as to not reveal undergarments
3. Students must wear dress pants **with belt loops** (i.e. khaki pants, black pants etc)
 - a. No blue jeans or camo pants may be worn.
 - b. Jeans or Pants that have a shredded look or holes are not permitted.
 - c. Leggings or Jeggings are not considered pants and should not be worn as such.
 - d. No shorts may be worn
4. Students are not permitted to wear multiple layers of clothing (i.e. gym shorts under pants, socks, etc)
5. All shoes must have a heel strap
 - a. Slides, flip flops, shower shoes, or bedroom shoes are not permitted.
6. Accessories such as jewelry, chains, grilles, bracelets, and gloves are not permitted and should not be worn.
7. Piercings are allowed as long as they do not become a distraction in class.
8. No headbands or other hair accessories such as hats, head coverings, bonnets, brushes, picks, combs, scrunchies, sponges, etc are not allowed.
 - a. **1** Pony tail twist is permitted to pull your hair up.
9. No aerosol cans of any type are allowed.
10. Blankets are not permitted

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

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

STUDENTS WHO DO NOT MEET THE DRESS CODE, PROLONG THEIR TIME AT HSAP

MESSAGE FROM THE COORDINATOR

Dear Students,

The staff of the High School Alternative Program looks forward to assisting you in your academic and social development. We expect you to cooperate with the staff and accept responsibility for your actions. You are expected to become familiar with this handbook and obey all rules of HSAP and Greenville County Schools.

We look forward to you taking advantage of all the opportunities afforded to you in this program. We encourage you to make good choices concerning your behavior and academic success. It is our desire to help you reach your goals of returning successfully to a regular school setting or to make a smooth transition to Adult Education Programs.

Dear Parents,

We look forward to working with you and your child while they are attending the High School Alternative Program. This important time in your child's life is most likely to be successful when students, parents, and the school work together. We welcome your involvement in your child's academic, social and behavioral development and believe that your support and encouragement are essential to his/her success.

Please go over this handbook with your child! Emphasize that he/she is expected to obey all rules, respect others, and accept responsibility for their own actions. Let's work together to help your child be successful in their education and social development.

Leigh Anne Terry
Coordinator/High School Alternative Program