



## 2015-2016 Student Handbook

League Academy of Communication Arts  
125 Twin Lake Road  
Greenville, South Carolina 29609  
Phone: 355-8100 Fax: 355-8160  
<http://www.greenville.k12.sc.us/league/>



Dear Students and Parents:

Welcome to the 2015-2016 school year at League Academy, a National School to Watch. I am looking forward to an awesome year. Our teachers, administrators, and staff have worked hard to prepare a rigorous, student-centered, and arts integrated experience for our students. We continue to learn and grow in our professional learning communities by partnering with community arts organizations, learning from each others experiences, and focusing on student learning.

As we move forward with our new school year, we will keep our mission statement at the forefront in order to provide your students with a meaningful middle school experience. The mission of League Academy of Communication Arts is to prepare students to become lifelong learners and contributing members of society through rigorous, arts-focused, standards-based instruction.

The student handbook is provided for League Academy students and parents as an informative tool to convey school personnel expectations for student life at League Academy. Please take the time to read it with your student. Please sign and return the statement on the next page to your student's advisory teacher.

I am honored to be a member of the League Community and will strive each and every day to bring the best middle school experience to our students and stakeholders. Should you need anything at any time, please feel free to contact me or any of our staff.

Mary Leslie Anderson  
Principal, League Academy  
CHALLENGE-CREATE-COMMUNICATE

League Academy of Communication Arts  
Student Handbook Statement  
2015-2016

I have read and understand the League Academy of Communication Arts Student Handbook for 2015-2016 School Year.

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_

Date \_\_\_\_\_

## **Mission Statement**

*The mission of League Academy of Communication Arts is to prepare students to become lifelong learners and contributing members of society through rigorous, arts-focused, standards-based instruction.*

## **Tagline**

*Challenge- Create- Communicate!*

## **School Motto**

*Hands on Today, Eyes on Tomorrow*

## **Section 1: Academic Information**

*Alphabetically listed below*

As part of the middle school philosophy, League Academy endeavors 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.

### **Academic Grading Policy**

A= 93-100

B=85-92

C=77-84

D=70-76

F=61-69

The School District of Greenville County complies with statewide grading requirements. Middle school students will receive a numeric grade.

The grading scale provides consistency across South Carolina. This is especially important for determining high school students' eligibility (based on grade point ratio) for college and for scholarships, including a state LIFE scholarship.

### **Attendance**

South Carolina Law requires the regular attendance of all pupils. Greenville County Schools has adopted uniform rules to assure that students attend school regularly.

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 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 all minimum requirements for each course. Accrued students 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 (11th) day must be lawful and documented as such (for example with a doctor's note, etc.) and will be excused if they fall within the following guidelines:

#### **Lawful Absences**

The following will be defined as a lawful absence:

- A personal illness of a child verified by a statement from a physician within two (2) days of the students' return to school. Absences for CHRONIC or EXTENDED illness will be approved only when verified by a physician's statement. (This includes doctor's appointments.)

- Serious illness or death of an immediate family member verified by a statement from the parent within two (2) days of the student's return to school.
- Absences for religious holidays when approved in advance. Requests must be made to the Principal in writing.
- Absences for extreme hardships must be approved by the Principal. Such approval should be prearranged when possible.

### **Unlawful Absences**

Any student absence, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence, shall be counted as unlawful and will not be excused. When a student returns to school from being absent he/she should bring a note explaining why he/she was absent (see Written Excuses, below). The note should be turned in before the 8:25 a.m. bell. The student will receive an admission slip that should be presented to ALL of the student's teachers. The admission slip should be secured promptly upon return to school. A student will not be permitted to enter class without it and it must be signed by each class period's teacher.

### **Make-Up Work**

In order to receive full credit for make-up work, all work must be submitted within five school days, immediately following the absence. In cases of prolonged illness beyond five days, special consideration will be given. It is the responsibility of the students, not the teachers, to arrange for make-up work.

- Work assigned before the absence or field trip will be due the day the student returns.
- Tests assigned before the absence will be taken on the scheduled test date or date arranged with the teacher.
- If a student misses a test or quiz while absent, on the first day back, arrangements should be made with the teacher to make up the assessment within five days.
- In general, work is made up before or after school in order not to miss more class time. Arrangements may also be made with the teacher to make-up assignments during Advisory. Arrangements should be made with the teacher to complete this in a timely manner.

### **Early Dismissals**

On the day a student needs to leave early, he/she must bring a note from a parent or guardian stating the reason for his/her dismissal, the phone number where parents can be reached, and the advisory teacher's name. This note must be signed by the parent and must be in the main office no later than 8:25 A.M. The parent or legal guardian with whom the student lives must meet the student in the office to sign him/her out. Please bring a valid picture I.D. Early dismissals are excused for the reasons which apply for an excused absence. Early dismissals count as an absence in all classes missed. The last early dismissal time is 2:30 P.M. There will be no early dismissals during PASS testing or exams.

### **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. The student has the responsibility of requesting make-up work. Excuses for these absences should:

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

**Tardiness**

School begins at 8:25 for all grades. Students not in first period at 8:25 are TARDY. If a student arrives after 8:30, he/she must report to the office for an admittance slip to be admitted to class.

**Skipping School/Class**

Students will not leave the school grounds during the day without permission from an administrator. Students who leave the school grounds without permission, or students who are absent without the consent of parents or guardian, shall be considered truant and shall be liable for suspension from school.

**LEAGUE ACADEMY  
BELL SCHEDULE**

PERIOD	TIME
First	8:25 – 9:16/9:18
Second	9:20 – 10:08/10:10
Third	10:12 – 11:00/11:02
Fourth	11:04 – 11:52/11:54 (7 <sup>th</sup> grade Advisory/ lunch)
Fifth	11:56 – 12:44/12:46 (8 <sup>th</sup> grade Advisory/ lunch)
Sixth	12:48 – 1:36/1:38 (6 <sup>th</sup> grade Advisory/ lunch)
Seventh	1:40 – 2:28/2:30
Eighth	2:32 – 3:25

**Benchmark Tests/Exams**

All students will take benchmark tests at the end of each quarter to assess what they have learned that quarter. Semester and year-end exams are given in all high school credit classes and count as a major assessment in the corresponding academic quarter. Exams for High School Credit Courses count 20% the final grade.

**Plagiarism**

Presenting the work or ideas of others as one's own is plagiarism. Ideas or work taken from others— including written work (quoted or paraphrased); theories, statistics, or formulas; pictures, graphics, and other illustrative material—must be fully and properly acknowledged in students' written, visual, and oral presentations.

Plagiarism is a serious offense at League Academy. Students who plagiarize the work of others will be subject to disciplinary action.

### **Progress Reports**

Progress Reports will be issued and sent home to all students on the following dates:

September 17, 2015    November 23, 2015

February 18, 2016    April 29, 2016

### **Report Cards**

Report cards will be sent home on the following dates.

October 29, 2015                      January 22, 2016

March 24, 2016                      June 6, 2016

### **School Day**

The school day for League Academy will be from 8:25 to 3:25. The school will be opened to students at 7:30 a.m. Students are expected to be seated in their first period class when it begins at 8:25. A tardy bell will sound at 8:25.

### **Sports Participation**

In order to participate in athletics, students must meet the minimum criteria stated by the South Carolina High School League. Students wishing to participate must have an overall passing average in each of their academic classes. Each athlete is expected to conduct himself/herself in an honorable way at all times--in school and in the community. In addition, students who have been suspended from school will be ineligible for participation. Students must also complete the required physical examination/forms to participate.

### **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.

## **Section 2: General Information**

*Alphabetically listed below*

### **Agendas**

Students are given an agenda at the beginning of the year, which houses all of the student passes and the student R Cards . Students are required to use the agenda throughout the year for planning and for leaving the classroom. If lost, they may purchase a new one in the guidance office for \$5.00.

### **Book Bags**

Students are encouraged to use book bags to transport their books and materials to and from school. However, in order to assist with organization and to provide a safer classroom environment, students are required to keep their book bags/nylon sports bags/large handbags in their lockers, until their last locker break.

### **League Academy Personal Electronic Device Agreement**

Greenville County Schools is allowing the use of some Personal Electronic Devices in school as a pilot for educational purposes. As citizens of the 21<sup>st</sup> Century, these devices have great potential for student learning in the classroom. A Personal Electronic Device encompasses any electronic device that could be used for learning (cell phones, iPads, Laptops, eReaders, etc.). Students must agree to the Personal Electronic Device agreement below and acknowledge that disciplinary action may be taken if students violate this agreement.

#### **District Guidelines**

1. Personal Electronic Devices are only to be used within the established guidelines of each school.
2. Personal Electronic Devices will only be allowed on the Greenville County School's protected Guest Network. PEDs may not be able to print or access all of Greenville County School's internal resources.
3. Students agree to abide by GCSD Acceptable Use Policy.
4. All PEDs are brought to school at the owner's risk. Neither GCSD nor the school is responsible for theft or damage.
5. Greenville County Schools cannot troubleshoot problems with Personal Electronic Devices
6. Use of the PED for unauthorized activities is prohibited.
7. The use of all PEDs are at the discretion of the teacher in the classroom for instructional purposes only. Should a student misuse the technology or use the technology inappropriately, he/she will be subject to discipline as outlined in the Greenville County Behavior Code.

#### **League Academy Guidelines**

*In addition to the above guidelines:*

1. PEDs will not be used for non-instructional purposes.
2. PEDs may not be used to record, transmit, or post photographic images or videos of a person.
3. Students will be required to adhere to the following "NO TECH" zones: the cafeteria at lunch, the gym during AM holding, dances, stairwells, restrooms, locker rooms, and hallways. This includes during instruction at the teacher's request.
4. Students are responsible for charging their devices at home. Charging at school will not be allowed.
5. Students will not be penalized academically for not having a device.

**Pursuant to state law, persons entering school property are deemed to have consented to reasonable search of their person and property (Act 373 of 1994), this would include personal electronic devices.**

#### **Buying/Selling**

The buying/selling of any goods while on school grounds is prohibited. Snacks and school supplies are available through the School Store sponsored by the PTSA. Snacks and drinks can be purchased after school from the vending machines in the cafeteria and on the 8<sup>th</sup> grade hall.

#### **Cafeteria Procedures**

The following are 2015-2016 meal prices:

Daily Lunch Cost	\$2.30
Reduced Lunch Cost	\$0.40
Daily Breakfast Cost	\$1.00
Reduced Breakfast Cost	\$0.30
Extra Milk	\$0.65

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

- Students are to purchase and pick up all items in the cafeteria the first time through the line.
- Students are to remain at their assigned tables until the end of the period.
- Food/Drink is to be finished in the cafeteria and disposed of properly.



- Teachers will assign students to clean the table for the next lunch period.
- Bag meals must not contain any glass containers or carbonated drinks.
- Students are encouraged to eat lunch every day.

Applications for free/reduced lunch forms will be distributed at the beginning of the school year. Money may be deposited into lunch accounts between 8:00 –8:20 A.M. each morning or online at [www.myschoolbucks.com](http://www.myschoolbucks.com) . Breakfast will be served each morning from 7:45 to 8:15 A.M. The lunchroom is not responsible for lending money to students who forget their money.

### **Field Trips**

Students on approved school field trips and approved school activities will not be considered absent from school, but must make up work missed. 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 deny participation in a field trip as a consequence of an incident of misconduct. The principal may exclude a student from a field trip, if the period of a student's suspension covers the date(s) of the trip or the student's current pattern of behavior 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 assignments.
- All medications taken on field trips must have the appropriate Field Trips Form completed by a parent. **Medication must be brought to the nurse by a parent. Students may not bring medication on the bus.**
- Students will not be penalized academically for non- participation in a field trip.

### **Guidance Department**

The League Academy Guidance Department provides a comprehensive school counseling program to enhance the academic, career, and personal/social development of all students. Our four counselors act as advocates on behalf of all of our students and work to ensure that League Academy students develop the attitudes, knowledge and skills needed for academic and personal success. Working with students in individual and group settings, consulting with staff, parents and community members and integrating the school's guidance program into the instructional program are among the primary responsibilities of our guidance counselors. Our counselors are also responsible for coordination of 504 plans, parent/teacher conferences, course registration, individual graduation plans and a successful transition into and out of League Academy.

Students may seek out the assistance of their guidance counselor or they may be referred to their counselor by their parent, teacher or another faculty member. Parents and students may find additional information and resources on the Guidance page of the League Academy website and are encouraged to contact their counselor at any time for assistance.

### **Health Room**

- Students are allowed to visit the health room, after obtaining a health room pass from their teacher.
- All health related phone calls to parents should be made in the health room. Dismissals due to illness must first be seen in the health room or they will be considered unexcused.
- Parents are required to bring medications into the school in their original container and fill out the appropriate form. This includes cough drops.
- The use of crutches requires a note from your doctor stating the number of days they need to be used.
- Emergency phone numbers need to be updated with the health room if changes occur during the year.
- If a student is ill and has a FEVER, the student must be FEVER FREE for 24 HOURS **without** the use of fever reducing medications, before returning to school.

- If a student wears contacts, parents are responsible for bringing in a small bottle of contact solution to the health room for use during school hours if needed.
- When a prescription medication is required to be used during school hours, the Parent/Physician form for Prescription Meds must be submitted at the **SAME TIME** the medication is submitted to the health room.
- Students who are going to Self-Administer a medication, such as an inhaler or an epi-pen, must obtain signed permission from the parent and physician. Additional back-up medications are strongly encouraged to be kept in the health room with the nurse. These “self-administer meds” must have the proof of permission taped to the med. This may be obtained from the health room when all forms have been turned in.

Please refer to the Greenville County Schools website (<http://www.greenville.k12.sc.us>) for more in depth explanation of Health Services information, policies, and permission forms. This information can be found under the Student Services – Health Services heading.

### **Locks and Lockers**

Students will be issued a locker at the beginning of the school year. Due to enrollment numbers, some students may be required to share lockers. **DO NOT** share combinations with anyone not issued that locker. Students may use only their assigned lockers. Students are responsible for lockers and their contents. Always lock the lock securely. If a student has a locker problem, report it to the advisory teacher. **Articles of value are best left at home.**

### **Media Center Guidelines**

- The media center is open to students from 7:45 A.M. to 3:45 P.M. on school days. If students need extended hours, please notify one of the media specialists in advance to make arrangements.
- Students may come to the media center during school hours with a pass in their agenda, signed by the supervising teacher and which indicates the purpose and length of time for the visit. Students should come prepared for their task with all materials required to complete it.
- Books may be renewed one time to extend the loan period. If the book is overdue, the student must have the book with him in order to renew it.
- Fines for late library materials must be paid with exact change.
- All fines, fees and overdue books must be cleared with the library before students will be allowed to attend school functions such as dances and other special celebrations.
- Chewing gum, food products, and drinks are not allowed in the media center.
- Courteous and respectful behavior is expected of all students in the media center.

### **Office Hours**

The school office will be open from 7:30 A.M. until 4:00 P.M. Monday through Friday. Exceptions are noted on the school district calendar. Bus students arriving early and/or staying late will be supervised. Students must be picked up from the school grounds by 4:00 each day.

### **Phone Messages**

Students are expected to make all daily school and after school arrangements, prior to coming to school each day. Messages should be kept to a minimum. Emergency messages that must be communicated to students during the school day will be taken and written down by the school receptionist. These students will be called to the office at the end of the day to pick up their messages. Students will only be allowed to call home with a pass from a teacher. If a student has a change in transportation, parents must send in a written note to the front office.

### **Parent-Teacher-Student Association**

The PTSA is an organization that works to improve League Academy. Through the Fall Open House program, on September 21, 2015 parents are provided an opportunity to meet faculty and staff, to learn first-hand knowledge of the school program, and to tour the facilities. Through the publication of the newsletter, the PTSA alerts the school

community about activities and needs of the school. Membership in the organization is open to all parents, community members, teachers and students at a cost of \$5 per membership.

### **School Day**

If a student chooses to eat breakfast at school, they are to report to breakfast immediately upon arrival to school. All students at League Academy can eat breakfast for free.

The classrooms will be opened to students at 8:10 A.M. Students are expected to be in their homerooms by 8:25 A.M. Students arriving after 7:30 A.M. and prior to 8:15 A.M. will be admitted to designated areas to be announced. There will be no supervision for students dropped off before 7:30 A.M. Students will only be admitted to the library, a classroom, or other area of the school during this time with a pass from the subject area teacher.

Students should vacate the school premises at dismissal time. Students must be issued passes to be in the classrooms and hallways before 8:15 A.M. and after 3:15 P.M. with the exception of afternoon bus riders. Students must be picked up by 4:00 P.M. Habitual offenders may lose after school privileges or be assigned a consequence.

### **League Academy of Communication Arts Dismissal Plan 2015-2016**

1. Students who are walkers (these are students who are walk off campus to meet a ride or students who walk home) will be dismissed first. All other students will remain in their classrooms until called.
2. Students who are bus riders of busses that are here will be called. Mr. Bertollo will get bus rider information to 8<sup>th</sup> period teachers so that teachers are aware of who is riding which bus.
3. After the bus riders have been called, the office will then call car riders. It is at this point that teachers who are not 6<sup>th</sup> grade teachers will report to their normal duty. Remaining bus riders will stay with a designated teacher on the team.
4. Once most of the car riders are cleared out of the building, the office will call for remaining bus riders to the cafeteria, and students going to after school help or other extra-curricular activities (such as sports) will be called to go to their location.

### **School Improvement Council**

The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. Unlike PTA and other voluntary school organizations, councils are mandated by law to exist in every public school in South Carolina. Our SIC plays a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local school.

### **Technology**

*Children's Online Privacy Protection Act (COPPA) Internet Permission Form* - COPPA requires verifiable parental consent before a child under the age of 13 can access a commercial web site or use a commercial mobile/tablet application (app). The law permits school districts to obtain this consent thereby eliminating the need for each website operator or app owner to request consent from each parent which is difficult to do in a classroom setting. This form will be sent home in the first day of school package for parent signature and is required if the student is to access the internet at school.

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and email out of the classroom. The District does not supervise individual email accounts, a Parent Portal is available that permits the supervision of your child's email account.

Please note that parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access email or 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.

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law. The guidelines below supply students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

Students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
10. Violating any state for federal law or regulation, board policy or administrative rule.

Agreement of Use:

- Students, parents and guardians agree that GCS computer equipment must be handled 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 for education-related purposes only.
- 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 computer activities associated with your password. For example, if you share your password with your friend and he/she signs on as you and breaks one of the rules outlined above, you may be held responsible.
- All online communication must be polite and not threatening or offensive in any way. All students in grades 3-12 are issued email accounts. 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.

#### Personal Electronic Safety:

Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

- Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Never give out your phone number, social security number, full name, age, home address, or any other personal information.
- Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 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 a student's home directory.

The District may, for a legitimate reason, perform the following:

- Obtain emails sent or received on District email.
- Monitor an individual's use on the District's systems.
- Confiscate and/or search District-owned software or equipment.
- The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

### Valuables

Students are cautioned to never leave money or other possessions unprotected at any time on campus. The school does not assume any responsibility for lost articles. Students are asked to refrain from bringing large sums of money, valuable jewelry, etc. to school.

### Visits/Conferences

Parents and other members of the community are always welcome at League Academy. For the security of all students and to avoid disturbing the learning environment of students, visitors must enter by way of the front office and secure permission and a visitor's pass before going to any other part of the building.

Outside volunteers wishing to donate their time to work with League Academy students who are not acting in a capacity as a PTSA volunteer, should register to volunteer with our Mentor Greenville affiliates who will provide training and guidelines for volunteering in the school.

### Withdrawals

If a student's family changes residence outside the League attendance area, the following steps should be taken. Records will be sent to the new school once a request for records has been received.

- Notify the student's teachers of the upcoming move
- Request a withdrawal form from the guidance clerk at least two days prior to the student's last day
- Clean out locker and return all textbooks to the media center
- Pay all outstanding fees and fines (media center and cafeteria)
- Sign withdrawal form along with counselor and principal

## **Section 3: Behavioral Expectations**

*Alphabetically Listed Below*

Education is too important to be the sole responsibility of the schools. The success of school discipline depends on a collaborative effort among home, school, and community. By working together we can achieve the goals we all seek – safe, orderly schools and a quality education for our students.

Listed below are sections of the Greenville County Schools Code of Conduct. The entire document can be viewed on the district webpage. In accordance with board policy, and where deemed appropriate by the administration of League Academy, modifications and clarifications have been made to reflect the unique needs of our students.

### **Student Identification Badge Policy**

The purpose of this policy is to ensure safety and security of League Academy students who are on the campus each day. One student Identification badge and a break-away lanyard will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID badge authorizes a student to be on campus. EVERY student must wear the ID badge at all times while on school grounds. It is crucial that we are able to identify everyone on campus. Identification badges help us in identifying students and staff, as well as trespassers.

The ID Badge must be worn on a breakaway lanyard hanging around the neck. Each grade level has a designated lanyard color. Eighth graders may wear the school-issued lanyard, or wear a break-away lanyard of their choice.

- School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
- If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- The ID Badge must be presented to any school staff member or person of authority when seeking student identification.
- The front and back of the ID must remain visible, plain and free of stickers, markings, other photos, etc.
- IDs that are lost, stolen, altered, damaged, broken, worn, or defaced in any way must be replaced IMMEDIATELY.
- Cost for replacement is \$5.00 for a new ID.
- Replacement lanyards are available for \$1.

Teachers will do an ID check at the beginning of each class period each day. Proper IDs and lanyards must be visible upon entering the building. For a student who does not have his/her ID badge on the correct lanyard, they will adhere to the following procedures:

- The student will obtain a temporary one-day ID sticker from their first period teacher.
- Students may report to the Media Center from 8:00 – 8:20 to purchase a new identification badge or lanyard.
- Not displaying/possessing School ID will result in detention. Persistent violation of the ID policy will be referred to administrator.

Note: Refusing to provide access to your ID to an adult on campus is considered Insubordination, a Tier 2 infraction and subject to a disciplinary referral.

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

League Academy and Greenville County Schools are 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#>

## **Dress Code**

### **DRESS CODE – STUDENTS**

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

The following minimum standards apply throughout Greenville County Schools and will be vigorously enforced. Principals may make additions to these standards. The administration will make final decisions about appropriateness of dress.

- Student dress and grooming must be neat and clean.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed. Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. Flip flops or shower shoes are not allowed.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex. Studded bracelets, belts, handcuffs, knuckle rings and any other items that could be used as a weapon are not allowed.

### DRESS CODE VIOLATIONS

Students will contact parents to bring proper attire.

Students not in compliance with the dress code will not be allowed to attend classes until properly attired. Continual violation of the dress code could result in suspension.

### DRESS CODE

In an attempt to keep students focused on academic achievement, we have strengthened our dress to reduce distractions. Please follow the requirements .

#### **SHIRTS/TOPS:**

- \* All students must wear shirts with collars and sleeves.
- \* No see-through fabrics are acceptable.
- \* Turtle necks and mock turtle necks are considered collared shirts and may be worn.
- \* Collared shirts of any color may be worn.
- \* Shirts must fit and be appropriately sized (not too tight/too big)
- \* Shirts must cover all mid-sections and cover all undergarments.
- \* T-shirts and jerseys may be worn under or over collared shirts.
- \* If a t-shirt worn under a collared shirt, the collared shirt must be buttoned.
- \* Sweat shirts and hoodies may be worn over collared shirts.
- \* Jackets are not considered shirts, so a collared shirt must be worn under jackets.

#### **PANTS/JEANS/SKIRTS AND SHORTS:**

- \* Pants, jeans, skirts and shorts must fit and be appropriately sized (not too tight/too big.)
- \* Pants, jeans, skirts and shorts must be worn at the natural waistline above the hips.
- \* Pants, jeans, skirts and shorts must cover all undergarments and have no holes above the knee.
- \* Shorts and skirts must come to the mid-thigh (or longer) when sitting or when arms are raised.
- \* Tights and leggings may only be worn under skirts, dresses, and shorts of appropriate length.
- \* Sweatpants and other athletic/biker shorts will not be allowed for ladies or gentleman.



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.

Teachers – if you have any middle school age appropriate clothing that you would like to donate to the cause, please send to Stacey Ejiri, the nurse. Jeans – polo shirts – etc. We have kids who need the help and who can use these items if they are dressed inappropriately.

#### DRESS CODE VIOLATIONS (STUDENTS)

Students will be required to contact their parent/guardian to bring proper attire.

- Students not in compliance with the dress code will not be allowed to attend classes until properly attired. (within reason)
- We will have some clothing items on hand that can be “checked out.”
- Continual violation of the dress code could result in suspension.

### **Discipline Policy**

In order to maintain the tradition of academic excellence, League Academy will be a safe and orderly environment where all students will have the opportunity to learn. Acts that impair the ability of the school staff, teachers, and administrators to maintain a safe school environment will result in consequences. The discipline policy of League Academy will reflect the Code of Conduct that has been approved by the Greenville County School Board. Principals will reserve the right to adjust consequences based on the severity of the incident. However, the consequences below will represent the minimum consequence for particular offenses.

#### Tardies

Students that are late to school or late to a class cause major disruptions to the school day for office personnel and classroom teachers.

- **Tardies to school:** All students are allowed three tardies to school without a referral. This allows for unusual circumstances (wreck, slow traffic, oversleeping, breakdowns, etc.). All other tardies, unless accompanied by a medical note, will be deemed unexcused. Persistent tardiness will be addressed by administration.
- **Tardies to class:** There is no reason for a student to be tardy to class once they arrive at League Academy. Students are allowed 2 minutes to change classes. Persistent tardiness, as well as other minor classroom disruptions, will follow the Teacher Discipline Plan below.

#### **Teacher Discipline Plan: Teachers and teams will follow the R Card Procedures determined by team.**

Teachers will make every effort to handle minor classroom disruptions according to the following plan:

***First Offense:*** Warning

***Second Offense:*** Warning/Parent Contact

***Third Offense:*** Teacher Consequence/Detention

***Fourth Offense:*** Parent Contact/Discipline Referral

#### **Potential Consequences**

***Lunch Detention (LD)*** - Assigned by the classroom teacher as an intermediary step to a disciplinary referral. Students should heed this strong warning and modify the behavior so as to avoid a disciplinary referral.

***Principal Detention (PD)*** - Assigned by an administrator as a result of a disciplinary referral. Principal Detention is held every Tuesday and Thursday from 3:25-4:00 in room 314.

***In-School Suspension (ISS)*** - Assigned by an administrator. Students will report to the ISS room and remain the entire school day (including lunch). Student will be given assignments from their classes to complete. Students in

ISS are not allowed to talk, sleep, or work on computers (unless for school purposes). Disruptions in ISS will automatically result in students being sent home as an OSS consequence. ISS does not count against student attendance.

**Out of School Suspension (OSS)** - Students will not be allowed on campus during OSS. This includes times during the school day and during after school sporting events, dances, talent shows, etc. Additionally, students are not allowed at any other GCS event while they are suspended from school.

**Expulsion (EXP)** - Expulsion from school in most cases means the removal of a student from school and the cessation of educational services for the remainder of the school year. School administration may make a recommendation for expulsion, however final decisions are made by a school board representative.

**Referral to Law Enforcement (RLE)**- In cases of criminal misconduct, League Academy will notify law enforcement. Law enforcement decisions/consequences are separate from school based consequences and will have no impact on the consequences imposed by the school.

### Level I-Disorderly Conduct

Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Notification may be via phone, email, or a copy of the referral sent home via the student. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Classroom and/or school tardiness	Verbal Warning by Teacher	Verbal Warning & Parent Contact	Verbal Warning & Parent Contact	Consequences range from Principal Det. to OSS depending on severity
Cutting class	PD	1 Day ISS	1 Day OSS	2 Days OSS
Leaving campus without signing out properly	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Illegally walking out of class w/out permission	1 Day ISS	1 Day OSS	2 Days OSS	3 Days OSS
Acting in a manner so as to interfere with the instructional process in the classroom	Consequences range from Principal Detention to OSS depending on severity			
Excessive talking that interferes with the instructional process in the classroom	PD	PD	1 Day ISS	1 Day ISS
Misuse of cell phone/ electronic devices (CD Players, walk man, iPod, MP3 players, Game Boy, etc.) at school in violation of the terms of the BYOD agreement.				
Failure to attend a Teacher Detention	PD	PD	PD	PD
Failure to attend a Principal Detention	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS
Refusing to attend ISS	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Disruptive behavior and/or refusing to work in ISS	1 Day OSS	1 Day OSS	1 Day OSS	1 Day OSS
Abusive language/gestures/written/electronic communication between or among students, to include profane language	Consequences range from Principal Detention to 5 Days OSS depending on severity			
Being in an unauthorized area (parking lots, etc.)	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Violation of Dress Code	Warning	PD	PD	1 Day ISS
	Holding in ISS /Change to appropriate dress.			
Possession of food or drink in the hallways or classrooms	PD	PD	1 Day ISS	1 Day ISS
Leaving trash or food in the building	PD	PD	1 Day ISS	1 Day OSS
Misuse of lunch account	Handled at the discretion of the principals			
Cheating	Zero on Assignment	Zero on Assignment	Zero on Assignment	Zero on Assignment

Giving false information to a school official (lying)	PD	1 Day ISS	1 Day OSS	3 Days OSS
Use of forged notes or excuses	PD	1 Day ISS	1 Day OSS	2 Days OSS

### Level II-Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Subsequent offenses beyond 4 may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Inciting a fight (including passing notes and conversations)	1-10 Days OSS			
Possession or use of unauthorized substances, including tobacco and tobacco products, lighters , e-cigarettes (or components, or cartridges) e-liquids, smoking cessation aids, non-prescription drugs, “look alike” drugs, and drug paraphernalia, including rolling papers	1 – 5 Days OSS			
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature.	PD	1 Day ISS	1 Day ISS	1 Day OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.	Range from ISS to 10 days OSS			
Misuse of District technology resources	Range from ISS to 5 days OSS Technology privileges may be revoked for school year			
Horseplay (Including running, physical contact, and “shanking”)	Range from ISS to 5 days OSS			
Stealing	1-5 Days OSS			
Gambling on school property	1-5 Days OSS			
Unlawful assembly	1-10 Days OSS			
Vandalism (minor)	-10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities			
Verbal Confrontation	1-5 Days OSS			
Rude, discourteous, or disrespectful behavior directed towards a teacher, school official, or staff member	1-5 Days OSS			
Abusive language or gestures to staff member, including but not limited to profane language	3-5 Days OSS			
Inappropriate behavior resulting in removal from class by a Principal	1 Day ISS to 5 Days OSS			
Threats, harassment, intimidation, or bullying	1-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Deliberate refusal to obey school personnel or agents whose responsibilities include supervision of students.	1 Day OSS	2 Days OSS	3 Days OSS	5 Days OSS
On campus while under suspension (trespass)	1-5 Days OSS added to previous consequence, notification of law enforcement, or recommendation for expulsion			
Gang related activities (flashing signs, writings, verbal slang, paraphernalia, etc.)	3-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Fighting (Fighting is defined as any physical contact in an aggressive manner)	5-10 Days OSS <u>Possible</u> recommendation for expulsion, Alternative School, or referral to law enforcement authorities.			
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal	1-10 Days OSS			

### Level III-Criminal Conduct

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another’s person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board. Acts of criminal conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>
Bomb threat	5-10 Days OSS, recommendation for expulsion and/or referral to law enforcement
Possession, use, or transfer of “look alike” weapons	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Theft and/or possession of stolen property	1-10 Days OSS Restitution and possible referral to law enforcement authorities
Possession, use, or transfer of weapons (a weapon is defined as a firearm, a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death	10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	1-10 Days OSS Recommendation for expulsion and/or referral to law enforcement
Disturbing school	1-10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Sexual offenses	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Arson	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Ganging. A “gang” shall consist of two or more persons acting together for 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	10 Days OSS, referral to law enforcement, possible recommendation for expulsion
Assault and battery	10 Days OSS, referral to law enforcement, possible recommendation for expulsion

### **Transportation Rules**

#### **Bus Transportation**

The School District of Greenville County must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed.

Each bus rider is expected to:

- follow the driver’s directions;
- sit in the assigned seat;
- keep hands, arms, legs, and objects to himself and inside the bus;
- refrain from cursing, name calling, gestures, or loud talking;
- refrain from pushing, shoving, or annoying other students;
- refrain from eating, drinking, chewing gum, or littering;
- obey all points of the Student Behavior Code.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

The bus supervisor and transportation officials have the authority to remove a student from the bus if the student becomes uncontrollable while on the bus. The student may not board the bus again until granted permission by the principal.

**Video Surveillance Systems:** Buses are equipped with video surveillance equipment that is used to view student and employee conduct by transportation management staff, principals or their designee, and other appropriate district staff.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Total restitution must be made or the bus privilege will be lost. Appropriate action for special needs students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Students who attempt to board the bus while suspended or adults who attempt to board or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.

The School District of Greenville County must safely transport all bus riders to and from school. Bus riders will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.

School administrators review and respond to school bus discipline referrals. This brief summary provides an overview of school bus discipline guidelines. A complete copy of these guidelines can be found on the district's website under the Transportation Department at [www.greenville.k12.sc.us/gcsd/depts/trans/index.asp](http://www.greenville.k12.sc.us/gcsd/depts/trans/index.asp).

Students may not ride home with a friend unless both students have signed notes by their parent or guardian. Prior approval by administration is required as some buses are full and will be unable to transport additional students.

### **Cars**

Car riders should load and unload in the designated pick-up areas only. For safety reasons, students may not be dropped off/picked up in the faculty parking lot or any other non-designated pick-up area. To insure student safety, law enforcement may be contacted in instances of violations. Students arriving at school before 8:15 A.M. must report to the designated holding area. **No students may be dropped off before 7:30 A.M., as there is no supervision and it presents a safety hazard.**

### **Walkers and Bicycle Riders**

Walkers are considered to be any student who is walking off campus—even to meet a car on the street. Car riders are considered to be those students who are picked up from the carline. Bike riders should use the walkways. Do not ride along the driveways or ride bikes on the sidewalk when traffic is heavy. Bikes must also be secured daily to the rack provided at the front of the school. All walkers should use the walkways. Running, horseplay, skateboards and rollerblades are prohibited.

Walkers and Bike riders should refrain from loitering in the hallways after school and should leave campus promptly upon dismissal.

## Student Goals Form 2015-2016

Student's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

### PASS Cut Scores:

	Not Met 6th	7th	8th	Met 6th	7th	8th	Exemplary 6th	7th	8th
Science	300-599	300-599	300-599	600-668	600-663	600-651	669-900	664-900	670-900
Social Studies	300-599	300-599	300-599	600-670	600-645	600-655	671-900	646-900	672-900

### Your Scores PASS 2015

	Science	Social Studies
Score		
Points to Next Level		

### ASPIRE Cut Scores:

	Not Met 6th	7th	8th	Met 6th	7th	8th	Exemplary 6th	7th	8th
ELA									
Math									

	ELA	Reading	Writing	Math
Score				
Points to Next Level				

### Your Scores ASPIRE 2015

### Your MAP Scores Fall 2015 to Spring 2016

	Fall 2015	Growth Goal (Spring 2016)	Made Goal (Y/N)
Reading			
Math			

### Lexile Scores

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup> /12 <sup>th</sup>	College
Lexile Range	200-400	300-500	500-700	650-850	750-950	850-1050	950-1075	1000-1100	1050-1150	1100-1200	1100-1300	1300+

<u>Your Lexile Score</u>	<u>Fall 2015</u>	<u>Spring 2016</u>	<u>Made Goal (Y/N)</u>

NOTES: