# Greenville Technical Charter High School

## Student Handbook
## 2026-2027

# Greenville Technical Charter High School

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GREENVILLE, SC 29607
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www.gtchs.org

## MISSION STATEMENT

The school will provide equitable opportunities for all students to acquire an education that prepares them to be productive citizens, lifelong learners, and part of a global workforce utilizing employability skills.

## Greenville Technical Charter High School
## Board of Directors
## 2026-2027

Chris Loewer, Board Chair
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## Principal

Dr. Rhonda Gregory

## Vision

*Educating Tomorrow's Leaders Today*

**A 2022 U.S. News and World Report "Best High School" Silver Award Winner**
**A National Blue Ribbon School of Excellence**
**A "Palmetto's Finest" Award Winner**
**Building Hope National "Model" Charter School Award Winner**

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Greenville Technical Charter High School (GTCHS) connects college with high school offering multiple college and career pathways for students. Located in Greenville, on the Barton Campus of Greenville Technical College, the students of GTCHS are able to use facilities on any of the Greenville Technical College (GTC) campuses as well as enroll in the college's classes.

With the combination of academic rigor and technical courses, GTCHS produces students who are capable of meeting the demands of other academic institutions and/or the workplace. GTCHS students become valued contributors to the community and their school by volunteering their time and energies. Each student completes fifty hours of community service in a single school year.

# The GTCHS Student

A GTCHS student accepts academic rigor as the main focus of high school and commits to higher expectations than that of a traditional high school experience. Each student is expected to attend college for training or a degree, has reached the maturity and skill level required to begin taking college courses, has reached a developmental level that allows independent work, and seeks the challenge to learn and to grow.

## The GTCHS Code of Conduct

**"The Warrior Way"**

- Be respectful. Encourage the right to teach and the right to learn at all times.
- Be actively engaged; ask questions, collaborate, and seek solutions.
- Be punctual; be on time to fulfill your daily commitments.
- Be appropriate; demonstrate behavior that is considerate of the community, the campus, and yourself.
- Be truthful; communicate honestly.
- Be responsible; be reliable and accountable for your choices.

## GTCHS Staff Directory

| | |
|---|---|
| Dr. Rhonda Gregory | *Principal* |
| Dot Fetters | *Registrar/Assistant to the Principal* |
| Drew Ray | *Assistant Principal for Curriculum & Instruction* |
| Elinor Lister | *Assistant Principal for Student Services* |
| Tiffany Peters | *School Counselor* |
| Brittani Duffy | *School Counselor* |
| Karen Rogers | *Career Development Facilitator* |
| Tyler Barefoot | *Director of Development* |
| Tawnia Kibby | *School Development Coordinator* |
| Jonathan Sarasty | *Director of Information Technology* |
| Yon Radford | *Facilities Director* |
| Ben Shiley | *Athletic Director* |
| Ellie McCann | *School Nurse* |

## Bell Schedule

| | Monday - Thursday | Friday | College Classes |
|---|---|---|---|
| 1st Period | 8:05 – 9:30 | 8:05 – 9:15 | 8:00 – 9:20 |
| 2nd Period | 9:35 – 10:55 | 9:20 – 10:30 | 9:35 – 10:55 |
| 3rd Period | 11:00 – 12:20 | 10:35 – 11:45 | 11:10 – 12:30 |
| Lunch/Advisory | 12:25 – 12:50 | 11:50 – 12:20 | |
| | 12:55 – 1:20 | | |
| 4th Period | 1:25 – 2:45 | 12:25 – 1:35 | 12:45 – 2:05 |
| Office Hours & Friday "Flex Time" | 2:50 – 3:30 | 1:45 – 2:45* | 2:20 – 3:40 |

*Friday's flex time is a part of the school day and will be required of students throughout the year for mastery learning, retesting, remediation, and other activities as needed.

**Teacher "office hours" for students: (2:50pm-3:30pm)**

Monday – Math
Tuesday – English/Related Arts
Wednesday – Social Sciences/Foreign Language
Thursday – Science

## Hours of Operation

The Main Office is open from 7:45 am until 3:45 pm, Monday through Thursday, and Friday until 3 pm. There is an employee on duty in the cafeteria from 7:30 - 7:50 am. Students that come to school early will go into the cafeteria until the 7:50 bell rings. Students should stay in the cafeteria until the bell rings at 7:50 am. If students need to be in building 119 or the Student Learning Center (SLC) before 7:50 am, they should have a note from a teacher granting permission; all IDs and drop off of musical or athletic equipment can be done after 7:50. **No loitering is allowed on the campus before 7:30 a.m. or after 2:45 p.m.**

***Upon entering the building, ALL visitors are required to proceed directly to the Main Office to obtain a visitor's pass, a parking permit and directions.***

## Fees & Obligations

GTCHS charges an annual student activity / materials fee of $50 per student and a

**Additional Fees:**

| | |
|---|---|
| Technology Fee | $40 *(required)* |
| Athletics | $100 |
| College Classes | See College Tuition Fee Schedule |
| Smart Center | $165 per semester |
| Leased calculator | $20 per year |

**Methods of Payment:**

Cash

Check : Make all checks payable to GTCHS

Online : Request an online invoice by contacting our Director of Finance or pay online through the GTCHS website. ( convenience fee added)

All students are responsible to care for and return their textbooks and any other school equipment in good condition or pay for them. All students are responsible for accruing fifty service hours per school year. Service hours must be earned and recorded with student advisors yearly.

Students who do not return items provided by the school, such as athletic uniforms, college and high school textbooks, GTC and GTCHS library books, technology, etc. will be excluded from all extracurricular activities until the items are returned or paid for.

Transcripts and other school records will only be released upon clearing of all obligations and fees.

## Inclement Weather

If school is closed for inclement weather or any emergency, listen to local radio stations, check the school website, and the school social media accounts. *GTCHS will post their own closings for inclement weather. Parents and students should look specifically for Greenville Technical Charter High School as* ***we do not follow Greenville County School District Policy or Greenville Technical College Policy.***

## Electronic Device Guidelines

We are a 1:1 school with educational technology provided. As such, all electronic devices such as I-pods, CD players, cell phones, headphones, earbuds, portable gaming devices, smart glasses are not required during school hours and should not be out. All devices must be silenced during the instructional school day (7:50 to 2:45). If these items are seen or heard at school during the instructional day, they will be immediately confiscated and the student will be assigned consequences. Not putting the device or removing earbuds/headphones away or having to continually ask the student to put the device or earbuds/headphones away will be seen as a "refusal to obey" school rules. **Students are not permitted to use their individual device as a "hotspot" on school grounds**. Consequences for violating the guidelines for electronic devices are as follows:

- First Offense – Confiscation of the electronic device. The student will collect the device from the front office and the student's parents will be notified. The student will also sign a copy of the policy and consequences stating they have read and understand the terms.
- Second Offense - Confiscation of the electronic device and/or earbuds/headphones. After a conference is held with the parent/legal guardian, the device will be returned to the parent/legal guardian. The student will be responsible for turning the electronic device into the designated administrator each morning before 8:00 for the next **10 school days**. Students will pick the

electronic device up from the administrator after school each day. *Failure to turn the electronic device into administration will result in disciplinary action.*

- Third Offense - Confiscation of the electronic device and/or earbuds/headphones. After a conference is held with the parent/legal guardian, the device will be returned to the parent/legal guardian. The student will be responsible for turning the electronic device into the designated administrator each morning before 8:00 for the next **30 school days**. Students will pick the electronic device up from the administrator after school each day. *Failure to turn the electronic device into administration will result in disciplinary action.*
- Fourth Offense - Confiscation of the electronic device and/or earbuds/headphones.. After a conference is held with the parent/legal guardian, the device will be returned to the parent/legal guardian. The student will be responsible for turning the electronic device into the designated administrator each morning before 8:00 for the next **45 school days**. Students will pick the electronic device up from the administrator after school each day. *Failure to turn the electronic device into administration will result in suspension. Should students have a fourth violation after this conference, the student will be suspended, placed on a behavior support plan and contract, prohibited from bringing the device into school for the remainder of the year.*

*NOTE:Refusal to turn in the device when asked to do so by an adult will be treated as refusal to obey and a suspension given. Additional consequences can include limiting access to GTCHS wireless capability or limits placed on the student's school account.

# THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OFFICE

Parents and eligible students have the right to file written complaints concerning alleged violations of the Family Educational Rights and Privacy Act. Written complaints should be sent to the following address. The Family Educational Rights and Privacy Act Office Department of Education 330 Independence Avenue, S.W. Washington, DC 20201 This office has the responsibility of investigating, processing and reviewing alleged violations. This office will refer appropriate cases to a review board for adjudication.

## NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records for each child with a disability are maintained by the LEA until no longer needed to provide educational services to the child. This notice is to inform you that the special education records for this student will be destroyed after five (5) years following program completion or graduation from high school, unless the student (or the student's legal guardian) has taken possession of the records prior to that time.

## GTCHS Nondiscrimination Notice

GTCHS does not discriminate on the basis of race, color, religion, national origin, sex, gender, disability, age, marital status, immigrant status, veteran status, English-speaking status, pregnancy, childbirth, medical needs arising from pregnancy or childbirth, medical conditions related to pregnancy or childbirth, including, but not limited to, lactation, or any disability in accordance with applicable federal laws. Title IX provides that no person shall, on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by GTCHS. Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 provide that no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied that benefits of, or be subjected to discrimination in programs or activities sponsored by the school. Questions pertaining to Section 504 and Title IX and reports of sexual

discrimination, sexual harassment, and/or assault should be directed to the Assistant Principal of Instruction.

## Dress Code

GTCHS believes that when students adhere to a specific dress code with approved colors, it fosters a school culture of community, solidarity and pride. Further, it is also to ensure safety since the colors identify GTCHS students from the older college students. Therefore, **students are to arrive to school *in dress code* and remain compliant throughout the day as long as on campus for any high school or college course or school activity** by wearing the following:

**IDs**: GTCHS IDs will be worn around the neck with a break-free lanyard when on campus, for high school and college classes. The GTCHS ID must be valid and visible at all times and no defacing of the student picture is permitted (i.e. – stickers on face, etc.). Broken or cracked cards are not considered valid and must be replaced. If you lose your ID or need to replace your ID, you can get a new one from the Main Office between 7:50-8:00 AM. The cost is $1 (cash only) for a temporary ID and $5 for a new ID. Students cannot charge more than 3 IDs on their school account.

**TOP**: A well-fitted, clean, non-faded, non-ripped, non-revealing and unstained **SOLID** navy or **SOLID** white or **SOLID** royal blue golf-style polo shirt is to be worn daily (white or royal blue shirts must have the school logo from **a GTCHS *approved vendor***). Students are also permitted to wear a **SOLID** navy or **SOLID** white button down dress shirt with school logo from **a GTCHS approved vendor** (maximum of top 2 buttons unbuttoned). The navy polo shirt may have a small brand logo no larger than the size of your school ID; **all other shirts must have the school logo**. Shirts are required to remain fully tucked in at all times--no exceptions. Long sleeve or short sleeve undershirts must be solid navy or solid white only. Students must wear a white undershirt when wearing the solid white button down dress shirt.

**BOTTOM**: All pants, skirts, and shorts should be khaki color and have belt loops (khaki = tan color). No green, brown, white, or other colors are accepted as "khaki." Sagging, baggy pants worn below the waistline are not allowed. All pants must have belt loops, and students must wear a belt in the loops. All bottoms must be neat, clean and without any rips, holes, or stains. Skirts may not be shorter than 3 inches above the knee (the length of your ID). Shorts must be at **least mid-thigh** or longer. Leggings or yoga pants (black, navy, or khaki in color) can only be worn with a skirt that meets dress code length. NO JEGGINGS allowed unless they are worn under the school-compliant skirt/shorts.

**SHOES**: Sandals/flip-flops/tennis shoes are permitted; *shower shoes and bedroom slippers* are not. Shoes of any color may be worn.

**ACCESSORIES**: Hair is to be clean and neatly worn. Tips, streaks, and braids of unnatural hair color are permitted. Discrete barrettes, ribbons, and ties may be worn, but no bandannas or hats. Head gear must not be wider than 3 inches (the length of your ID), should not obscure the face, or prevent the ability to see your ears (except for legitimate religious purposes). Jewelry and scarves are permitted. Earrings are permitted. One small stud piercing or one small hoop is permitted for facial jewelry; no septum piercings are permitted. No heavy gauge chains or spiked jewelry is allowed. Ties purchased from a **GTCHS approved** vendor or a plain navy tie may be worn with the school approved dress shirt. *GTCHS ID must be worn on the outside of all clothing and accessories at all times.*

**COATS:** A **SOLID navy** or **SOLID black** *heavy coat* (not sweater, hoodie, or pullover) that zips or buttons up may be worn. GTCHS letterman's jacket is permitted.

**EXTERIOR WEAR**: All other exterior wear worn must be **SOLID** navy blue or royal blue (with the school logo purchased through our athletic department). No dominant logos, stripes or patterns are allowed. Denim jackets are not permitted. Any logo larger than the size of

your school ID must be GTCHS-associated. A solid navy GTCHS associated sweatshirt or hoodie may be worn over the school-compliant polo shirt.

**SCIENCE LAB**: Appropriate dress code compliant full-length pants and closed-toe shoes are required in the science labs.

**FRIDAY SCHOOL SPIRIT DAY**: In an effort to display school pride, students and staff are permitted and encouraged to wear a GTCHS sponsored top to school each Friday. These can include a polo shirt, t-shirt or hoodie associated with any GTCHS sports team, club or activity and can be of any color. Polo shirts are <u>not</u> required on School Spirit Days. (Please note that shirts are to be worn with the school compliant khaki bottom unless otherwise specified).

**SENIOR SPIRIT DRESS FRIDAYS**: After the first report card, if the senior class as a whole has good grades and good discipline, the principal may allow seniors to wear jeans or chino shorts/pants (of any color) on Fridays. NO HOLES that show visible skin 3 inches above the knee are permitted. Skirts may not be shorter than three inches above the knee *(the long side of the student ID)*. Shorts must be mid-thigh or longer. This is a privilege to be earned, not a right to be expected and may be revoked at any time by administration.

**GTCHS Dress Code for Reward Days:**

- All pants/shorts must be worn at the waist.
- Jeggings/leggings may be worn with tops that come to the top of the thigh; the top must completely cover the 360 area between the natural waistline and the top of the thigh.
- Clothing that displays profanity, is provocative, reveals undergarments, or has suggestive phrases or advertisements is not permitted.
- Hats/sunglasses may not be worn in the building.
- Skirts may not be shorter than 3 inches above the knee (the length of your ID).
- Shorts must be at least mid-thigh or longer.
- Any pants- NO HOLES that show visible skin 3 inches above the knee are permitted.

**SPECIAL EVENT DRESS GUIDELINES:** Dresses may not be shorter than three inches above the knee; revealing necklines are not permitted. Sagging pants falling below the waistline are not permitted. Individual detailed dress guidelines will be communicated to students and parents via email prior to the event.

**Administration will make final judgment, interpretations, and changes regarding dress code issues.** Students are not permitted to remain in class with dress code violations. *Repeated non-compliance with dress code will be interpreted as insubordination and disciplined accordingly.*

## Medication Policy

All medication must be delivered to the Nurse or other designated school employee by the student's parent, legal guardian or a previously designated adult. Students may not carry ANY medication on their person without physician permission, parent permission and GTCHS permission to self-administer and self-monitor (SC Law S144). All medication will be maintained in the health room. Violations of the medication policy are dealt with sternly. Medication needed on field trips is also covered by this policy and must be given to and administered by an employee of Greenville Technical Charter High School designated by the principal. There are separate permission forms for medications on field trips. Please email the school nurse for permission forms. ALL forms will be available at orientation each year.

**For your child's safety please remember:**

- ALL PRESCRIPTION MEDICATION must have written parental and physician authorization before medication can be administered at school.
- All PRESCRIPTION MEDICATION must be administered as labeled and medications may not exceed package directions.

- ALL PRESCRIPTION MEDICATION must be brought to school by a legal guardian or designated person over 18 years of age and given directly to the school nurse.
- OVER THE COUNTER (OTC) MEDICATIONS will be provided by GTCHS if a student has a "permission for OTC" on file in the health room. DONATIONS of ibuprofen and acetaminophen are encouraged. Parents/guardians may deliver to the front office.
- Parents are responsible for knowing the expiration date of any medication brought to school and replacing medication before the expiration date. School personnel will not administer any medication past the expiration date.
- ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER.
- School nurses are legally required to administer only medications with FDA approval.
- No medication containing ASPIRIN can be given at school without a doctor's authorization. This includes but is not limited to Pepto Bismol, Excedrin, and some OTC cold medications.
- If your child forgets to take a morning dose of medication, school personnel are not allowed to give that dose at school. Parents may come to the Health Room to give the missed dose.
- Students with certain medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications **only if we have permission** from the prescribing doctor and the parent/legal guardian (SC Code 59-63-80). Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, Epi-Pens for severe allergic reactions, and some migraine medications.
- If there is sufficient evidence that unsupervised self-monitoring or self-medicating would seriously jeopardize the safety of the student or others, (stimulants, pain relief medication, and anti-depressants for example) the school may refuse to allow the student to carry his/her medication.

### Contacting Parents

If your child comes to the Health Room and needs to go home, we must contact a parent or legal guardian. We cannot send a student home with anyone until a parent has been notified. This is why it is very important that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on the Health Card will be called IF we cannot reach a parent first. Please understand that this is for your child's protection.

## Attendance Guidelines

Daily attendance and active participation in each class is a critical part of the learning process. Policies and procedures established at GTCHS are designed to help students learn responsibility and increase their potential for success. A significant role of today's high school is to help students learn to understand and appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

Furthermore, state law requires that all children between the ages of five and seventeen be enrolled in school. Regular attendance is necessary for academic progress to be made. The allowed number of absences includes both excused and unexcused absences. Students receiving units of credit in high school do so when they receive a passing average in each class AND fulfill the attendance requirements according to state law. **All** absences require *written documentation* that has been *signed by the parent/guardian* and *submitted within 5 school days of the absence*. All written absences are kept on file.

Parents should provide a note for **every** absence to avoid truancy issues. All parent notes, regardless of the reason, will be entered as a PN-parent note. These absences will still count against the 3 day/ 5

day absence guideline (see below). When a parent note is submitted for a lawfully excused absence it allows students to make up work and tests as well as assisting in truancy issues.

In order to receive credit for a class, students must be in attendance as follows:
**42** days of each 45 day course
**85** days of each 90 day course (every year-long class that meets on our A/B day schedule is a 90 day course)
In other words, a student may not miss more than 3 days in a 45-day course or more than 5 days in a year-long course, whether they are lawful parent notes (excused) or unlawful parent notes (unexcused)
**Absences that are medically excused by a doctor, required by court, or due to a field trip or disciplinary action do not count against seat time requirements**

Attendance is taken each period for each individual class. Students who are tardy, dismissed early, or absent from class for any approved reason will be marked accordingly. Students must be in attendance for at least 2/3 of the class to be counted present for the individual class.

***All absences are classified as lawful or unlawful.***
***Lawful absences (Absences with required parent or other documentation)***

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others
    - **Parent Note**- These absences **do** count towards the allowable amount of absences for a course.
    - **Medical Excuse from Doctor**- These absences do **not** count towards the allowable amount of absences for a course.
- Absences due to a death in the student's immediate family
    - Verification/documentation required by the parent within five days of the student's return to school.
    - These absences do **not** count towards the allowable amount of absences for a course.
- Absences due to a recognized religious holiday of the student's faith
    - Administration pre-approval with appropriate documentation required
    - These absences do **not** count towards the allowable amount of absences for a course.
- Absences due to activities that are approved in advance by the principal.
    - These absences do not count towards the allowable amount of absences for a course.

***Unlawful absences (May be an unlawful absence even with a parent documentation)***

- Absences of a student **without the knowledge** of his or her parents
    - Will also be subject to disciplinary action by the school administration
- Absences of a student **without acceptable cause** with the knowledge of his or her parents.

***Truancy***

A student is considered **truant** and an Attendance Intervention Plan Meeting is required when

- three consecutive unlawful absences or a total of five unlawful absences occur

A student is considered **habitually truant** when

- two or more additional unlawful absences occur after being placed on an Attendance Intervention Plan. Court intervention and an initial truancy petition may be filed.

A student is considered **chronically truant** when

- habitually truant student who continues to accrue unlawful absences after being placed on Attendance Intervention Plan

**College visitation**

Absences for high school sophomores, juniors, and seniors may be approved for the purpose of visiting college campuses. When applying for college visits, students must adhere to the following:

- Requests for approval of absences for college visits must be submitted in writing by a parent at least one week in advance of the scheduled visit
- Approval will be granted for no more than two visits per school year for juniors/seniors and no more than one visit for sophomores with one day granted per visit
- Each request should specify duration of the visit and travel time, which may be approved at the discretion of the administration
- Absences approved for college visits will be lawful absences and students will be allowed to make up classroom work

Please contact the Assistant Principal of Student Services to receive a college visit form.

**School Sponsored Activities**

Class absences due to participation in a school sponsored activity, including pre-approved college visits, shall not be considered for purposes of receiving credit. However, students with accumulated class absences at or above the limits for receiving credit shall not be excused from class to participate in those activities.

**Procedures following an absence**

It is the *student's responsibility* to request all make-up assignments from teachers on the day the student returns to class following an absence. Work should be submitted and tests made up no later than *5 school days* after the excused absence. If absences are not cleared upon return, the student will receive an "unlawful absence." Students must remember that it is their responsibility to have their parents prepare and send documentation to verify excuses for absences *on time*. Falsely representing a parent/guardian's documentation in any way will result in disciplinary action. **Re-admittance notes (excuses) must contain the following: student's *full name*, *specific dates* and class periods of absence, *reason for the absence*, and *signature of the parent/guardian or doctor*, along with *daytime telephone numbers* for home or work.**

**Early dismissals and tardiness**

Students are expected to arrive in class on time. Tardiness disrupts classes and interferes with the opportunity for students to learn. Tardies to first period (or the first class a student has for that school day) will be handled as follows.

3 to 5 tardies : Parent notified

6 th : 1 Hour ASD & Student Conference

7th Tardy- 2 Hours of Saturday School, Student and Parent Conference

8th Tardy Tardy and Beyond- 4 Hours of Saturday School.

10 or More Tardies- Parent Conference, Behavior Plan and Escalation of Consequences as determined by Principal or Principal's Designee.

**Tardies reset to zero at the end of first semester.*

Early dismissals before the end of the regular school day are discouraged. Once students arrive on campus, they are expected to stay until the end of their school day and are not permitted to leave without following the GTCHS Early Dismissal Procedures. Any early dismissal from class will be marked as EPU (Early Pick-Up) unless the student misses more than 1/3 of the class and then it will be marked as an absence. **For the first 5 EPUs without a lawful (excused) reason, the student will receive parent notification and warning.** For additional EPU's, the following policy will be enforced:

**For the first 5 EPUs without a lawful (excused) reason, the student will receive parent notification and warning.** For every **additional** 3 EPUs without a lawful reason, the student will be assigned 2 hours of Saturday School. The 10th EPU will result in a parent conference with administration

**EPU'S FROM SCHOOL-**

3 to 5 tardies : Parent notified

6 th : 1 Hour ASD & Student Conference

7th Tardy- 2 Hours of Saturday School, Student and Parent Conference

8th Tardy Tardy and Beyond- 4 Hours of Saturday School.

10 or More Tardies- Parent Conference, Behavior Plan and Escalation of Consequences as determined by Principal or Principal's Designee.

**EPU's reset to zero at the end of the semester*

**Early Dismissal Procedures**
All doctor, dentist, physical therapy, and other medical appointments are best scheduled for school breaks or after school in order to avoid missing valuable instruction time. All students are prohibited from leaving school grounds during school hours without permission from parents and signing out in the front office. Students are not permitted to sign themselves out of school without parent permission. They can only be dismissed via parent pick-up or an early dismissal note.

Early dismissals must be arranged *prior* to departure. Students will bring the Early Dismissal Form to the main office BEFORE classes begin on the day of early dismissal (between 7:50-8:00). Students will then be given a dismissal slip from the office that will serve as their pass out of class at the appropriate dismissal time. The Early Dismissal Form may be found on the GTCHS website under "Parent Resources." It contains the student's *full name*, the *reason for dismissal*, a *signature of the parent/guardian*, and a *parent/guardian contact number* as well as the name of the adult who is picking up the student. **The parent/guardian listed on the form may be contacted for verification. The student is required to sign out in the main office when leaving and to sign in upon return (if applicable).**

All dismissals are required to be in writing. We do not accept telephone dismissals; if parents have an unexpected "day of" dismissal, they are required to come into the building to sign the student out.This procedure is not only for the safety of our students, but it also limits class interruptions.

We do not permit early dismissals after 2:15 (if there is an emergency, parents may seek administrative approval). There are no early dismissals during mid-term or semester exams unless prearranged with the Principal or Principal's Designee.

A parent/guardian may submit a list of individuals authorized to obtain the release of their child from school at the time of the child's enrollment. The signature of the parent/guardian must be notarized (we have a notary on campus). A parent/guardian may amend a list submitted pursuant to this regulation at

any time, in writing, with a properly notarized signature of the parent/guardian. Certified copies of any court orders of divorce decrees provided by the custodial parent/guardian, which restrict another parent's/guardian's ability to seek the release of the child, shall also be maintained in the attendance office. If anyone seeks the release of a student from school, he/she must report to the Attendance Office and present satisfactory identification. ***Students are not to leave school grounds without permission from the attendance office.***

**Early Dismissal due to Unexpected Illness**

Any student who becomes ill at school must report to the School Nurse with a pass from their teacher. If a student is too ill to return to class, the nurse will contact the parents and dismiss the student. Students are to only visit the School Nurse when they have a pass secured by their teacher. **Students are not to stop by the health attendant's office between classes.** Students who are ill are not to use the front desk phone or cell phone to call parents about a dismissal for sickness. **The health attendant will call the parents.** The day the student returns to class, the parent should send a note to the attendance office (see Procedures Following an Absence).

**Withdrawal from School**

Students must follow withdrawal procedures through the attendance/registrar's office. Students planning to withdraw from GTCHS should be accompanied by an adult when completing the withdrawal process. Please note that Greenville County Schools have the following policy:

> *If a district school receives a charter student with final grades earned during the current school year, the counselor is to enter exactly the grades awarded by the previous school when enrolling the student. If the grade is below 75, then the counselor is to REMOVE the unit value to reflect the practice at the charter school. This maintains the integrity of the standard set at the charter school.*

## Seat time recovery (STR)

The objective of seat time recovery is to allow students who are *currently passing a course or just below passing* and have more than the maximum number of absences the opportunity to recover class hours by attending STR. STR for the first semester is required to be made up prior to the first day of first semester exams in order to receive credit for the class. STR for second semester is required to be made up prior to the first day of second semester exams in order to receive credit for the class.
STR will enable participants to make up the hours required to receive credit for a course. STR can only be made up in Saturday School. The cost is $5.00 per hour owed and must be paid in full prior to attendance.

## Instructional Policies and Practices

Each student's program of study includes mathematics, science, language arts, social studies, foreign language, technology, and fine arts. GTCHS aligns its curriculum with appropriate and approved State or National standards. All students are expected to enroll in the most rigorous coursework they are capable of completing successfully. Per our school charter, students are required to enroll in a minimum of one English, Math, Science, and Social Studies course each year of high school.

**College Courses**

A student's program of studies should include dual enrollment courses through Greenville Technical College. These college courses are taken in grades 10, 11, and 12 as an alternative to high school-level

academic courses at GTCHS. Please refer to the Middle College 101 Handbook (located on the GTCHS website) for all details concerning dual-credit classes.

**Graduation Requirements**

Twenty-four (24) specific units of credit are required for a South Carolina High School Diploma. In order to participate in the GTCHS graduation ceremony, the principal must certify that the student has met the following requirements:

| | |
|---|---|
| 4 units of English | 3 units of Science |
| 1 unit of US History | ½ unit of Government |
| ½ unit of Economics | 1 unit of other Social Studies |
| 4 units of Mathematics | 1 unit of Computer Science |
| 1 unit of Physical Education | 1 unit of Fine Arts |
| 1 unit of Foreign Language | ½ unit of Senior Project |
| 5 units of electives | ½ unit of Personal Finance |

*Students are also required to have **200** hours of community/school service (50 per year). Refer to the Community Service Guide found on the school website. At Greenville Technical Charter High School, only those students receiving a South Carolina state diploma will be allowed to participate in the graduation ceremony. Students also are required to fulfill all obligations (fees, textbooks, library fines, parking tickets, school service hours, seat time, etc.), attend all required graduation practices to include Senior Awards Night, and follow guidelines set forth by administration in order to participate in the graduation ceremony.*

In addition, according to the South Carolina high school diploma program requirements, "no student shall apply more than six units of credit earned in summer school and/or through approved correspondence courses, and/or through adult education programs to the twenty-four units required for the SC high school diploma."

**Grading**

To receive credit for a course a student must complete instructional requirements in a satisfactory manner and also must be in compliance with the attendance policy. A student who fails to comply will not receive credit for the course. GTCHS requires all students to earn a minimum of a 75 to reflect proficiency of course requirements. If a student fails a course with a grade of 70-74, the student is eligible and may be required to retake the course through credit recovery in a GTCHS approved credit recovery option. To be eligible for credit recovery, a student must have completed all required assignments for that course during the school year. GTCHS follows the state law applicable to grading policies as related to grading and credit recovery.

If a student fails a course with a grade below 70, the student will not be eligible for credit recovery and would need to see their school counselor to discuss their individual graduation plan.

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

| | |
|---|---|
| 95-100 | Exemplary |
| 85-94 | Mastery |
| 75-84 | Proficient |
| 0-74 | Not Met |

**Report Cards and Progress Reports**
Each major grading period is nine weeks in duration. Information regarding student progress is issued at the mid-point of each reporting period as well as at the end of each nine weeks. Progress reports are distributed to students on the dates shown in the GTCHS academic calendar. Live grades can be accessed by students and parents through the Parent Portal. Log-in codes are available for students and parents upon request from the front office.

**Grade Classification**
Grade placement is determined by units of credit earned. To be eligible for promotion at the high school level, students must meet the following minimum credit standards:

- Entrance to grade 9: All students in their first year of high school
- Entrance to grade 10: 5 units, including one unit of English, one unit of math, one unit of science and 2 other units
- Entrance to grade 11: 11 units, including two units of English, two units of math, one unit of science, and six other units
- Entrance to grade 12: 16 units, including three units of English, three units of math, two units of science, and eight other units

## Parent Conferences

Parent/student/teacher conferences are an important element of successful student progress. If you need a conference with one teacher, please contact the teacher with whom you would like to have a conference. *If you have any curriculum questions, academic concerns, or feel a matter has not been fully resolved, please contact the Assistant Principal of Curriculum & Instruction.*

## Office Hours

GTCHS expects students to achieve mastery and success in all classes. To achieve this, office hours are available for students Monday-Thursday. Students are required to attend office hours if their current overall average for the quarter is below 75% or assigned by administration. This time is used to work intensively one-on-one or in small groups to ensure mastery of concepts. It is not a time to make up work. Students need to arrive on time and be prepared to utilize the entire hour. **Extracurricular activities do not excuse students from attending office hours.**

As a mastery learning school, each teacher is expected to ensure they are providing opportunities for students to master the content and concepts. The manner in which they do so is based on their professional discretion. Reteaching of the material should always occur and an opportunity should be provided for students to demonstrate they have grasped the material. If reassessments occur, administration only recommends that they apply to major assessments and be completed with the teacher.

**Smart Center After School Program**
The Smart Center is a service provided for parents unable to pick up students by 3:00 each day. It provides tutoring for students who want extra help Monday-Friday, 2:45-5:30.

## Student Led Conferences

These conferences count as an attendance day and are ***mandatory***. Students meet with a parent/guardian and their advisor to review progress in classes and service hour accumulation. The

conferences may last between 20 and 30 minutes as scheduled by advisors. Advisors make every effort to accommodate parent schedules; however, please plan in advance to attend on the designated day.

**Semester and Final Exams**
Exams must be taken at the appropriate time on the assigned day unless an exception for extreme cases is granted by administration. Extreme cases are defined as illness, bereavement, and similar situations. Vacations, student job schedules, and convenience of transportation will not be considered for exam time changes. Students are not permitted early dismissal during semester or final exams.

Seniors Only: Teachers may elect to exempt seniors from the final exam if they have a 93 or higher in the course. The students F1 grade will count for their exam grade.

**Make-up Work**
The responsibility for make-up work rests with the student. When an absence is caused by the student's illness, death in the family, or by an unavoidable accident, the faculty will look favorably upon helping the student make up his/her work. Students must adhere to deadlines set by the teacher. In general, if students are absent from class, they have five (5) school days (not class meetings) after returning to school to make up missed work. GTCHS expects students to turn in their work on time unless they have been absent from school.

## Homework
Teachers assign homework for students to practice new learning or to work on projects to demonstrate their learning. GTCHS expects students to do their assigned homework on time. Daily homework, that is practice of a skill may not be graded for accuracy; however, projects, essays, or material that has been previously taught and assessed may be graded for accuracy and require additional time outside of school to complete.

**Textbooks**
Textbooks are loaned free of charge to students. GTCHS issues textbooks individually to students via an electronic system. The SDE barcode on the back of the book is assigned to a particular student. Only that student will receive credit for the return of the book. Reimbursement for lost or damaged textbooks, library books, or other school property is charged to the student using current replacement costs. The year-end report card will be withheld until reimbursement is received for all unreturned textbooks.

**Lockers**
Lockers are an option provided for students. Lockers are assigned on a first come first served basis. Lockers are subject to search by school authorities, since they are the property of the school. All assigned hall lockers should be kept cleaned and locked. Students are advised not to share lockers with other students. A school issued combination lock will be provided and must be used at all times. Any personal locks will be removed. Students who lose a combination lock will be assessed $6 for a replacement.

**Cheating/Academic Dishonesty**
GTCHS does not tolerate cheating or academic dishonesty in any form. Academic dishonesty is representing, in any manner, someone else's work or idea as your own. This includes the use of any outside assistance during any school assignments (i.e. tests, quizzes, homework, essays, or projects). This encompasses work completed in whole or in part by Artificial Intelligence programs, other students, or any other individual. Academic dishonesty also includes plagiarism, which is defined as the practice of taking someone else's work or ideas and passing them off as one's own. This includes improper citations

and paraphrasing of work. Teacher discretion will be used when allowing or requiring students to re-do an Academic assignment. Students will be referred to Administration for academic integrity or suspected academic integrity.

## Extra-Curricular Activities

Participating in extracurricular activities is considered a privilege. In order to participate in extracurricular/ co-curricular activities or athletic programs, students must adhere to GTCHS criteria, South Carolina High School League rules (where applicable) and law.

Therefore, students must:

- Meet the academic requirements set forth by the school and (if applicable) the state organization governing the sport, activity or program
- Meet disciplinary expectations by having no out of school suspension or repeated Saturday School assignments.
- Have accrued 50 service hours from the year prior or have created an approved plan with their advisor and the Assistant Principal of Student Services (9th graders are exempt their freshman year)

**Athletics**

Because it is a privilege to represent the school in athletic events, GTCHS has the authority to revoke the privilege when student athletes do not meet the required standards of conduct and appropriate behaviors. Responsibility for correct behavior exists while athletes are involved not only in their chosen sport, but also while attending class and participating in other school activities. All athletes who want the advantage of participation in athletic programs should be prepared to follow all rules and regulations as determined by faculty and school administration and the GTCHS Athletic Code of Conduct. Please consult the Athletic handbook for further information.

**Dances**

Attending GTCHS-sponsored dances is a privilege that can be revoked either for the remainder of the event or for all future events. Students must abide by rules of appropriate conduct and behavior during these social events. Students are NOT permitted to leave a dance with intent to return without permission, and they must be escorted by a faculty chaperone. All disciplinary procedures normally followed at GTCHS are in effect at these events.

**Field Trips**

Any student wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parent/guardian permission requirements as outlined by the supervising faculty member. All transportation for field trips and related activities must be in school-approved vehicles. No student is allowed to drive a vehicle on field trips unless the parent/guardian AND the administration approve based on extenuating pre-approved circumstances.
*Please note: If any student is not in good standing with grades and attendance, then administration reserves the right to deny field trip attendance.*

**Clubs**

GTCHS clubs are closed forum. This means the only clubs approved are those that directly relate to our academic curriculum. All clubs must have a school employee or approved parent or community volunteer to sponsor the club, and appropriate paperwork on file with the Assistant Principal of Student Services.

# Student Behavior

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

**Off Limits Areas**

*Loitering* in front of the school building, in hallways, in restrooms, in stairwells and stairways, outside buildings, and anywhere on the GTCHS campus during the school day is prohibited. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have an official hall pass from an authorized staff member.

1. Parking Lot
    - Students are only allowed to enter the parking lot during the school day with permission from the office; the administration advises students to bring in their money, lunches, books, and projects. Students are not to use their cars as lockers, and students who habitually ask to go to the parking lot will be denied. Students may not take other students with them to the parking lot.
    - Students are not allowed to leave campus in a vehicle during the school day unless an administrator and a parent/legal guardian grant permission in special circumstances.
    - Illegal drugs, unauthorized medications, alcohol, and weapons, whether in sight, discovered, or confiscated as the result of a search by school or law enforcement officials, will result in immediate recommendation for expulsion of the student. All items in vehicles driven onto the Greenville Technical College campus are the responsibility of the driver.
2. Building 120
    - Students may not enter any area that is marked "Students Not Permitted" signage.
3. Greenville Technical College Campus
    - Students are only permitted to be in other campus buildings when scheduled to attend a class or to meet with an instructor during designated office hours.
    - GTCHS students are permitted use of the library; however, they should not go there without permission during GTCHS operating hours if they are assigned to be on the GTCHS campus.
4. GTC Student Center
    - Juniors and seniors <u>in good standing</u> (no discipline issues) may walk to the GTC campus food court area during their lunch period.

**Breakfast/Lunch**

GTCHS is not an open campus. Once students arrive on campus, they are expected to stay until the end of their school day and are not permitted to leave without following the GTCHS Early Dismissal Procedures. More specifically, students are not permitted to leave campus for lunch. Because breakfast and lunch options are provided on campus, students are not permitted to have food delivered by outside vendors, delivery services, or other students (i.e. if a student has a late arrival, they should not pick up breakfast for all of their friends). While parents are permitted to bring food to their children, bringing food from outside restaurants is strongly discouraged and taking orders for a group of students is prohibited. Any outside food brought in at the beginning of their school day (i.e. if the student stopped at a gas station or restaurant on the way to school) is expected to be consumed and/or thrown away prior to the start of class.

# Parking

Parking decals must be updated <u>each school year</u>. To receive a parking decal, students must have the following:

- State-issued Driver's License
- Vehicle information, including make, model, owner, tag number

- Paid student activity fee

Parking decals are available during orientation; otherwise, students will see the front desk clerk.

Decals must be placed on the outside lower left corner of the back window. If you get a new car, you must register the new car as outlined above (there is no additional charge). The initial parking decal is included in the student annual school fee; additional parking decals will be $5 per decal.

Temporary Parking Permits – Students must obtain a temporary parking permit from the main office if they are driving a different car in an emergency situation. All cars must have a parking permit. Students may receive a ticket for parking a car without a permit even for a short time.

**Greenville Technical College Parking and Driving Regulations**

If you receive a ticket for offenses of GTC Regulations below, **you must pay*** GTC, unless there is evidence the ticket was written in error. In such cases, you may appeal to GTCHS administration **within 5 days of receiving the ticket**. *After 5 days, the right to appeal is waived.*

- The on-campus speed limit is 15 mph.
- Students must park between white lines only.
- GTCHS students are only allowed to park in Lot D.
- Vehicles must be forward facing in the parking space.
- Parking decals must be properly placed and visible at all times.
- Dangerous or reckless driving will result in driving privileges being suspended or revoked by administration

*Pay all tickets at the GTC Business Office

**Hallway and Campus Pedestrian Movement Regulations**

The following regulations for student pedestrian traffic at GTCHS (as well as GTC campus area) will ensure that movement of students to and from classes and activities is orderly and non-disruptive to the educational atmosphere.

- When walking in the halls, stairways, and on campus sidewalks, keep to the right at all times and follow the appropriate arrows during class changes. Refrain from standing in the middle of hallways, in hallway intersections, and in stairwells.
- No running or loud talking in the hallways, stairways, or sidewalks.
- During class times **no student should be in the hallways or other areas outside the classroom without a hall pass, signed by a teacher, stating the time excused and the destination**. The student must go only to the stated destination and return promptly. Hall passes are checked.
- Emergency drills at GTCHS are a serious matter. Students should be familiar with fire drill instructions posted near the doors in classrooms. When the signal for an emergency drill is given, students must move quickly, quietly, and in an orderly fashion to the location designated by the teacher. Silence is essential in the event that vocal instructions are necessary.

**Public Conduct on School Property**

GTCHS expects a high standard of conduct from its students, faculty, and support staff. No less is expected from its visitors. GTCHS teachers, staff, and administrators will enforce the rules and policies outlined in this handbook. This code of conduct governs the conduct of all persons authorized upon any premises or property that is under the control of the school for use in its teaching as well as at other locations where GTCHS students and employees are participating in administrative, cultural, recreational, athletic, and any other programs and activities. Any person who is not authorized by the school is trespassing and subject to arrest.

# Strictly Prohibited and/or Illegal Conduct

GTCHS has a zero tolerance for drugs, weapons, vandalism, and harassment or any other illegal activity. Any student who violates this policy will be immediately suspended and recommended for expulsion.

In addition, no person, either alone or with others, shall

- Cause or threaten physical injury to any other person for the purpose of compelling or inducing such other person to refrain from any act that he/she has a lawful right to perform, or to perform any act that he/she has a lawful right *not* to perform.
- Use, possess, sell or distribute alcohol, illegal drugs, and drug paraphernalia. Violation will result in **recommendation for expulsion**. Periodically, GTCHS may have drug dogs search the school and parking areas for drugs. These searches will be unannounced.
- Use or possess tobacco or vaping/electronic cigarette products.
- Physically restrain or detain any other person, or remove such person from any place where he/she is authorized to remain.
- Damage or destroy school property or property under its jurisdiction, or remove or use such property without authorization.
- Enter into any private office or classroom of an administrator, faculty member, or staff member without expressed or implied permission.
- Enter and remain in any building or facility for any purpose other than its authorized uses or in such a manner as to obstruct its authorized use by others.
- Remain in any building or facility after it is normally closed without authorization.
- Refuse to leave any building or facility after being required to do so by an administrator, member of the faculty, or staff member or obstruct the free movement of persons and vehicles in any place to which these rules apply.
- Disrupt or prevent the peaceful and orderly conduct of classes, lectures, and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
- Have in his/her possession upon any premises to which these rules apply any rifle, shotgun, pistol, revolver, or other firearm or weapon without the written authorization of the principal, whether or not a license to possess the weapon has been issued to such person. (South Carolina Safe School Law states that once on school property, all vehicles are subject to search.)
- Incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.
- Violate any law, regulation, or Board policy.

*Anyone who violates any provisions of these rules is subject to appropriate penalties up to and including reprimand, suspension, expulsion, arrest, and/or prosecution.*

Certain items do not make any contribution to academic achievement or pose a safety/security risk. Therefore, the following items are prohibited:

- Pagers, electronic games, CD players,
- Dangerous objects such as knives, spike wristbands, sharp objects, lighters, matches, or any device that can harm others
- Items of distraction such as toys, water guns, whistles, balloons, stink bombs, fireworks, confetti, offensive spray, rubber bands, permanent markers, fingernail polish, e-cigarettes, vapor devices, etc.
- Gum, sunflower seeds, candy, or any food items which detract from learning and teaching
- Radios and tape recorders are not to be brought to school without prior permission. Such items are disruptive and are an invitation to theft.

Students may not use cell phones during the instructional day while at school. Cell phones must be turned in at the start of each class to each teacher's designated location. Students are not allowed to take their cell phones out of the classroom, except when leaving at the end of the class, for early dismissal, or at the request of the school administration. Cell phones should not be turned on and used once the instructional day begins. Cell phones are only permitted to be used during morning wait time in the cafeteria until the bell at 7:50. At 7:50, students are moving throughout the building and may not use their cell phones while walking to class. Once students enter any building on GTCHS campus after 7:50, they are not allowed to use their cell phones or have them visible.

## Student Technology Usage

GTCHS utilizes technology resources including (but not limited to) desktops, laptops, iPads, Internet & e-mail and other applicable hardware/software. This technology is used to deliver instruction and enhance learning for all students and is not intended for entertainment. Students must obey all rules and regulations of the school and individual teachers when using technology. Inappropriate or unethical use of technology resources, including Internet, school provided email, and social media, is strictly prohibited and all violations will result in immediate disciplinary action(s) by GTCHS and all local and state governing authorities when necessary. Students are not permitted to make social media pages that appear to officially represent GTCHS. All student data, which includes electronic communication, files/folders, media, and any other data, are subject to review and examination by the school personnel without prior notification and may be monitored at any and all times and should not be considered private. Questions about a policy should be brought to your teacher, administration or the GTCHS Director of Technology. Please refer to the complete GTCHS Technology Responsible Use Guide for more information.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Cyberbullying is defined as the willful and repeated harassment and intimidation of an individual through the use of electronic mail or electronic communication with the intent to coerce, intimidate, harass, or cause substantial emotional distress to a person.

Bullying, Harassment, Cyberbullying, and Discrimination (as referred to and defined herein) encompasses, but is not limited to, unwanted harm towards a student based on or with regard to actual or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. This policy prohibits bullying or harassment of any student by any student, or other person in the school or outside of the school at school-sponsored events, on school buses, programs sponsored by GTCHS. For counsel and assistance in resolving matters of this nature, contact the administration. Depending on the circumstance, the administration will decide consequences after meeting with all persons involved in the incident.

# INFRACTIONS AND CONSEQUENCES

**Level I Infractions – Disorderly Conduct**

- Academic integrity and misrepresentation: A student will be honest and submit his/her own work:
    - Altering Report Cards or Notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses, is prohibited.

    - Cheating: Violating rules of honesty, including but not limited to plagiarism, sharing of work with another student, or copying another student's test or assignment, is prohibited.
    - False Information: Making false statements, written or oral, to anyone in authority is prohibited.
- Attendance: A student must attend every class every day unless there is a lawful reason for the absence. Students who are tardy, cut school or class, are out of area, or have excessive unexcused absences are in violation of this rule. In addition to any administrative response, students with excessive absences may be required to comply with the state's recovery procedures or be referred to Family Court. If a student has accumulated three consecutive unlawful absences or a total of five unlawful absences, school personnel will complete a truancy investigation.
- Cell phone and electronic devices: Refer to cell phone policy
- Disruptive behavior (Classroom): A student will maintain appropriate behavior so as to refrain from disrupting class, school, or any school sponsored activity and be prepared for instruction at all times. A student shall not talk out in class or move from his/her assigned seat/area without permission, throw objects (except as directed by staff for an instructional purpose), horseplay, harass, tease or make rude noises.
- Dress code and ID badges: A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang items or articles of clothing. Please refer to the Dress Code policy. ID's are required to be on a break-free lanyard and worn around the neck at all times. Teachers may exempt students from this rule in certain classes for safety reasons.
- Profanity (overheard or observed): A student is expected to refrain from all forms of profanity while in school, participating in a school activity or on school property. Profanity is defined as words (or words that sound similar to or can be misconstrued as profane), expressions, gestures (such as flipping the middle finger), or other behaviors that are construed or interpreted as insulting, rude, vulgar, obscene, foul, desecrating, or other offensive forms. This rule applies to any profane behaviors that occur off school grounds (such as those composed on an electronic text and/or social media networking site) that cause conflict with a student/students while in school, participating in a school activity or on school property. *Profanity directed at any school staff or authorized volunteer may be treated as a Level II or III infraction.
- Failure to complete school work: A student is expected to complete all assigned work and work from bell-to-bell while in class.
- Refusal to obey: A student will obey the lawful direction of any authorized staff member or volunteer while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner, and completing all assigned work.

**Possible Consequences for Level I Infractions**

- Verbal warning
- Withdrawal of privileges
- Detention (before school, lunch, after-school)
- Saturday School
- Teacher, Student, and Parent/ Guardian Conference
- Teacher, Student, Resource Person, and/or Administrator Conference
- Other sanctions approved by administrator to include out of school suspension

**Level II Infractions – Disruptive Conduct**
**Repeated violations of Level 1 infractions will cause them to be reclassified as Level II.**

- Insubordination: A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. Insubordination may include, but is not limited to, continual refusal to obey, any action requiring immediate intervention of an administrator, or escalation of the behavior.
- Aggressive physical or verbal action: A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. A student shall not approach another person in a confrontational, provocative or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression. A student shall not use profanity or any other derogatory language towards students, staff, or any other authorized school personnel while in school or school sponsored activity.
- Bullying, harassment, and intimidation: Bullying and/or harassing behavior are strictly prohibited GTCHS. It is the policy of the Board of Education to maintain learning environments that are free from harassment or bullying. Students are expected to use appropriate language and conduct at school and school functions and possess only appropriate materials. This rule applies to profanity, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying or obscene message to another person. This includes but is not limited to references to race, color, ancestry, national origin, gender, religion, disability, physical appearance or making offensive statements or gestures.
- Disruptive Behavior (School-wide): A student will maintain appropriate behavior so as to refrain from disrupting class, school, or any school sponsored activity and be prepared for instruction at all times. Behavior resulting in a significant school disturbance such as in hallways, the lunchroom, gymnasium, etc. will be considered a Level II infraction.
- False Alarm: In the absence of an emergency, a student shall not call 911, signal or set off an automatic signal indicating the presence of an emergency. Depending on circumstances, this could elevate to a Level III infraction.
- Fighting: A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member or any other adult at school. Incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult may be a Level II or III infraction depending on the severity and specific situation.
    - Fighting: The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. Subsequent violations or those that cause injury or a disruption shall be a Level III infraction. A student who is physically attacked may act in self-defense without consequence. (see below)
    - Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.
- Gambling: A student will not play games of skill or chance for money or property. In some instances, violations may be a Level III infraction.
- Inappropriate Conduct of a Verbal, Physical or Sexual Nature: A student shall not engage in any sexual behavior on school property or at a school-sponsored activity. Depending on the level and severity of the offense, these infractions may be considered Level III.
    - Public Display of Affection: A student shall not engage in physical demonstration of affection for another person while in the view of others, including but not limited to kissing, hugging, snuggling, and holding hands.
    - Indecent Exposure: A student shall not intentionally expose private body parts, including but not limited to the display of the buttocks (mooning).
    - Offensive Touching: A student shall not engage in unwanted touching of an offensive or sexual nature.
    - Sexual Harassment: A student shall not engage in unwanted verbal or physical (e.g. gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile or offensive. This includes the communication of (by digital or other means) or the intentional display of sexually explicit material.

- Inappropriate Sexual Material: A student may not possess, display, or send, electronically or otherwise, obscene, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity.

- Stealing ($50 and under): A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner.
- Threats against others: A student shall not threaten to strike, attack or harm any person, or cause another person to become fearful by intimidation, through any medium, including threats made in person, through another person at the request of the perpetrator, on the telephone, in writing, through the use of gang paraphernalia, or by any digital communication (cyberbullying) that pose a disruption to the school environment. The level will be determined by the level of disruption presented by the threat, whether the threat could have reasonably been carried out and whether the threatened person was made fearful.
- Tobacco: GTCHS does not allow students to use or to possess tobacco products or tobacco paraphernalia, including electronic cigarettes. This restriction applies while students are on school grounds, in the school buildings, on buses or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds.
- Toy Weapons: No student may possess, use, or distribute any object, device, or instrument having the appearance of a gun, including, but not limited to, look-a-like guns, water guns, toy guns, non-functioning replicas of guns, and objects that are a facsimile of a real weapon. In addition, students may not possess, use, or distribute any object, device, or instrument having the appearance of a knife. When determining the appropriate disciplinary action for the possession, use, or transfer of such an item, the following factors will be considered on a case-by-case basis: age of the student; ability of the student to comprehend the requirements of the policy; intent of the student; effect of the presence of the aforementioned items, i.e., was another person threatened or frightened; and past disciplinary record, including violent or disruptive offenses. Although each situation is unique and will require an individualized review of the circumstances, the administration will adhere to the following guidelines when determining an appropriate disciplinary consequence for the possession, use, or transfer of the items listed above. If a student possesses one of the described items but does not fire or discharge the item, the student may be suspended for at least one school day, and the item will be confiscated. If a student displays one of the described items in a nonthreatening manner with no intent to harm or inflict damage upon someone, the student may be suspended for a minimum of two days, and the item will be confiscated. Additional days of suspension may be imposed based on the circumstances surrounding the discharge and the other factors listed above. If a student displays one of the described items in a threatening manner or uses the item as a weapon, i.e., with the intent to harm or inflict damage upon someone, the student will be disciplined accordingly.
- Use of intoxicants; Possession of unauthorized substances: No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances.
    - on school property (including buildings, grounds, vehicles)
    - at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
    - during any field trip
    - during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents
    - No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance in any of the circumstances listed above. All principals/directors will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of

controlled substances. The administration will suspend students who violate this policy and may expel them.

- Vandalism ($50 and under): A student will not willfully, with or without malice, participate with others to damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/ guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.
- Reckless Vehicle Use: A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to safety or a disruption to the educational process. Driving to school is a privilege, which may be limited or revoked at any time by the school administration
- Vehicle Parking on Campus: A student will not leave an automobile on school premises without appropriate authorization and a visible parking permit. Unauthorized vehicles or inappropriately parked vehicles may be towed. Vehicle infractions may be a Level I, II, or III infraction depending on the severity and specific situation.

Consequences for Level II Infractions

- Verbal reprimand
- Withdrawal of privileges
- Daily check-in with identified staff member
- Detention (before school, lunch, after-school)
- Saturday School
- Out-of-school suspension
- Teacher, Student, and Parent/ Guardian Conference
- Other sanctions approved by administrators

*Repeated violations of Level II infractions may cause a student to be recommended for expulsion*

**Level III Infractions to Include Criminal Conduct**

- Assault and Battery: Assault and Battery occurs if a person unlawfully injures another person, or offers or attempts to injure another person with the present ability to do so and moderate bodily injury to another person results or moderate bodily injury to another person could have resulted.
    - Assault and Battery on a Student: A student shall not physically attack another student (see self-defense as defined in Level II Fighting).
    - Assault and Battery on a Staff Member: A student shall not physically attack a staff member or adult.
- Breaking and Entering: A student will not break into any district property. This will include any unauthorized entry into school property with or without destruction to the property.
- Bomb Threat: A student shall not make any report or notification, knowing or having reason to know the report is false (verbal or written), indicating the presence of bomb or explosive device on school grounds, school bus or at any school activity.
- Furnishing, selling, and possession of unauthorized or controlled substances: No student, regardless of age, will possess, use, sell, purchase, barter, distribute or be under the influence of alcoholic beverages or other controlled substances in the following circumstances:
    - on school property (including buildings, grounds, vehicles)
    - at any school-sponsored activity, function or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place)
    - during any field trip
    - during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents.
    - No student will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any alcoholic beverage by any other student or students in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled

substance in any of the circumstances listed above. All principals/directors will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances. The administration will suspend students who violate this policy and may expel them. The board intends to expel all students who distribute any controlled substance on school grounds

- Possession, Use or Transfer of Dangerous Weapons: A student will not possess, handle, transport or use any weapon, object that can be reasonably considered a weapon, dangerous object or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of school and law enforcement. No vehicles parked on school property may contain firearms, knives, blackjacks or other items which are generally considered to be weapons. This rule does not apply to school supplies (e.g., pencil, scissors, etc.) unless used as a weapon. Prohibited items include, but are not limited to:
    - Airsoft gun, BB gun, pellet gun
    - Ammunition
    - Bomb (includes but not limited to destructive devices such as an explosive, incendiary or poison gas)
    - Box cutter/razor blade
    - Camouflaged or disguised weapon
    - Firearms
    - Fireworks
    - Knife
    - Mace/Pepper Spray
    - Any object or substance that could cause injury including but not limited to, slingshots, ice picks, metal knuckles, nunchucks, Bowie knives, dirks, daggers, lead canes, switchblade knives, clubs, stun guns, Tasers, starter pistols, BB guns, flare guns, air rifles, air pistols, airsoft pellet guns or paintball guns, mace, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.

- Sexual Offenses:
    - Consensual Sexual Activity: A student shall not engage in consensual sexual activity. "Consensual" means all parties are willing participants in the activity.
    - Sexual Battery: A student shall not attempt to engage in sexual activity against another person by force, threat or fear.
- Stealing ($50 or more in value): A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object that is possessed without the permission of the owner. Stealing resulting in significant financial loss, repeated offenses, or the sale of stolen property may be considered as acts of major stealing.
- Threatening life, person or family of public official or public employee: It is unlawful for a person knowingly and willfully to deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or verbal or electronic communication which contains a threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of his immediate family if the threat is directly related to the public official's, teacher's, or principal's professional responsibilities
- Use of Fire: A student will neither set fire nor attempt to set fire to anything on school property or participate with others to damage or destroy school property through the use of fire. This includes striking matches, flicking cigarette lighters or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property.
- Vandalism – ($50 or more in value): A student will not willfully, with or without malice, participate with others to damage or destroy property of another, including property belonging to the school or district, staff, students or other adults on campus or at a school-sponsored or school-related activity

on or off school property. A student or parent/ guardian will be held financially responsible, as allowed by law, for willful or malicious destruction of property.

Consequences for Level III Infractions

- Out-of-school suspension
- Expulsion
- Restitution of property and damages
- Referral to local law enforcement

**Definitions of Conduct Terms**

***Assault and Fighting:*** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably cause physical injury to any person. Any student involved in fighting or promoting fighting shall be subject to immediate disciplinary action. Assault or fighting is defined as verbal or physical altercation causing a disruption of the educational process.

***Expulsion:*** Expulsion from GTCHS is the permanent exclusion of a student from the school. Under the laws of the state of South Carolina, once a student is expelled from school, the student may not apply for admission to another South Carolina public high school for one year.

***Forgery and Plagiarism:*** Theft is not limited to physical property, but also includes ideas of others. *Forgery* is a form of theft. The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

*Plagiarism* is also a form of theft. Using another person's works either in part or as a whole without proper bibliographic citation is plagiarism. Submitting a computer-generated file or document either in part or as a whole without proper references is also a form of plagiarism. Students who use plagiarized papers or projects are subject to disciplinary action.

***Public Display of Affection (PDA)***: PDA is not acceptable. PDA includes, but is not limited to, kissing, hugging, and inappropriate touching. Consequences for PDA range from Saturday School to expulsion. Inappropriate dancing at school dances will result in removal from the dance.

***Search and Seizure:*** Pursuant to state and federal law any person—student or adult—entering a school campus voluntarily suspends certain rights and may be subjected to search and/or seizure by the appropriate authorities. Vehicles and persons in parking areas are included.

***Student Property:*** GTCHS assumes no responsibility for loss of the personal property of students. Students may not have any item(s) that interfere with the learning climate at school. Items that are considered to be harmful or dangerous are given to school security officials, i.e. GTC Campus Police.

***Suspension:*** Suspension means a student has *temporarily* lost the right to attend school or enter Greenville Technical Charter High School grounds during a set period of time as determined by the administration according to the offense. The suspended student may not return to school without being accompanied by a parent/guardian.

***Vandalism:*** Any student involved in any type of vandalism on or involving school property is subject to severe disciplinary action. Full restitution, alternative compensation, or satisfactory alternative arrangements must be made with GTCHS.

Vandalism (which includes hacking and other malicious activities) to computer software, computer hardware and peripherals, files, networks, and operating systems is included in this policy and may be subject to additional legal action.

***Weapons and Dangerous Instruments:*** Dangerous weapons include any and all automatic or semi-automatic weapons, any and all knives, as well as any offensive weapon or object considered dangerous or capable of inflicting serious bodily harm. Violation will result in *recommendation for expulsion*. Any questions about whether or not an object is a dangerous weapon will be referred to law enforcement agencies and the school's legal counsel. However, questionable objects will be confiscated until determination is made and will be reported immediately to school administrators.

Police and other law enforcement officers are allowed to carry weapons in the performance of their duties.

***Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of GTCHS. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the administration of the school. Current copies of this school handbook can be found on the school website.***

***Approved by the GTCHS Board of Directors 5/12/2026***