



GEORGETOWN COUNTY
SCHOOL DISTRICT



STUDENT HANDBOOK



2026-2027

The mission of Georgetown County School District is to provide all students with world-class knowledge and skills that prepare them for citizenship in a diverse society.

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This handbook is provided as information for students, parents, and Georgetown County School District faculty and staff. The District does not warrant that this handbook is free of errors or omissions and reserves the right to correct errors or omissions at the time they are discovered.

Changes to the Document by Date (initial publication July 14, 2026)

Date	Topic	Correction

Notice to the Public

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Act 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School Rules, laws, regulations and policies, the Georgetown County School District shall not discriminate on the basis of sex, race, color, gender, national origin, religion, age, or disability in the educational programs or activities which it operates.

It is the intent of Georgetown County School District to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Procedures have been established so that any student, parent/guardian or employee who believes discrimination has taken place may file a complaint.

Complaints alleging discrimination based on sex under Title IX or based on disability under Section 504 may be addressed to the following persons:

Ms. Sherri Forrest
District Title IX Coordinator
2018 Church Street
Georgetown, SC 29440
Email: sforrest@gcsd.k12.sc.us
Telephone: (843) 436-7175

Dr. Kendra Greene
District Section 504 Coordinator
2018 Church Street
Georgetown, SC 29440
Email: kgreene@gcsd.k12.sc.us
Telephone: (843) 436-7125

All other complaints of discrimination may be filed as specified in Board Policy. The Board Policy Manual may be accessed from the District website.

Complaints of discrimination can also be filed with:

Office for Civil Rights
US Department of Education
400 Maryland Avenue, SW
Washington, DC. 20202-1475
Email: OCR.DC@ed.gov
Telephone: 202-453-6020 Fax: 202-453-6021

All students attending Georgetown County Schools may participate in educational programs and activities, including but not limited to health, P.E., music, vocational ed., homemaking and consumer ed., trades and industrial ed., business/office ed., regardless of race, color, national origin, religion, gender, disability or sex.

*****Notice for Reporting Abuse*****

All employees of the Georgetown County School District are required by law to report immediately any suspicions of child abuse, neglect, or molestation of a child at home to DSS.

All employees of the School District are required by law to report immediately to law enforcement any suspected criminal behavior at school or school-sponsored activities.

There are no exceptions to this legal requirement.

Georgetown DSS
Georgetown Sheriff
Georgetown Police

843-546-5134
843-546-5102
843-527-4454

Family Educational Rights and Privacy Act

Notice to Parents/Guardians/Eligible Students

The revised Family Educational Rights and Privacy Act became a Federal Law in December 1974. The law intends to protect the accuracy and privacy of students' educational records. In that regard, please note the following:

- The definition of "educational records" includes all records, files, documents, and other materials containing information directly related to your child.
- Without your prior consent, only you and authorized individuals will have access to your child's educational records. However, unless you make a request in writing to the contrary, we may release without consent "directory information" contained in your child's educational records: name, address, electronic mail address, telephone listing, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height, athletic team membership, degrees and awards received, and most recent previous education agency or institution attended. Your written request should be received by the school by August 30, or within ten days of your child's enrollment in the school, whichever is later.
- You may make an appointment with the school to inspect and review your child's educational records.
- You may receive a copy of the Georgetown County Board of Education's policy Student Records from the school office, on the District website, or the District Office at 2018 Church St., Georgetown, SC 29440. The entire policy manual is also available for reference at the public library in Georgetown.
- You may obtain copies of educational records for \$5, other than the first copy of a transcript to another educational institution, which will be sent without charge.
- You have the right to challenge any information contained in your child's educational records if you think it is inaccurate, misleading, or inappropriate information.
- Challenges may be addressed to the Hearing Officer, Georgetown County School District, 2018 Church Street, Georgetown, SC 29440.

The principal has ultimate responsibility for all educational records and will periodically review student educational records for the purpose of correcting and deleting any inaccurate, misleading, or inappropriate information.

Instructional Materials and Religious Opt-Outs

Georgetown County School District recognizes the rights of parents and guardians to request that their child be excused from specific classroom instruction or instructional materials that conflict with the family's sincerely held religious beliefs, consistent with applicable federal and state law. Parents/guardians who wish to request an opt-out should contact their child's teacher or school principal as soon as possible after becoming aware of the instructional activity or material. When appropriate, the District will provide an alternative assignment or learning activity, or the student will be excused from the instruction without academic or attendance penalty. Additional information regarding this process, including the Religious Opt-Out Form, is available on the District website at <https://www.gcsd.k12.sc.us/page/instructional-material-reviews>.

ACADEMICS **Grading System**

From [Policy IHA](#)

The Georgetown County Board of Education recognizes the importance of a student achievement grading system which is meaningful to students, parents, and school personnel. The SC uniform grading policy will be used in grades 2 – 12.

- A - (90 – 100)
- B - (80 - 89)
- C - (70 - 79)
- D - (60 - 69)
- F - (0 - 59)
- I – Incomplete Work

In grades K – 12, schools will use district-adopted report cards to report student progress at nine-week intervals. Interim reports will be issued at the midpoint of the grading period for all students in grades K -12.

WP Withdrew Passing

Withdrew passing means a student may withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course.

WF Withdrew Failing

Students who withdraw after the specified time listed above shall be assigned a WF and the F will be calculated in the student's overall grade point average/ratio with a grade of 50.

Credit Recovery

GCSD's credit recovery program consists of a course-specific, skill-based learning opportunity (in Language Arts, math, science, and social studies) for students who have previously failed to master content or skills required to receive credit in a given course. The program is designed for students who are no longer enrolled in a course but who have achieved sufficient mastery to benefit from a block of instruction, less than the entirety of the course, which targets specific components or a subset of standards to address the standards that students have not mastered.

In order for a student to be eligible to participate in a district-approved credit recovery course, the student must have submitted all required assignments for the course in a manner consistent with district policies for timely submission of student work.

Credit recovery will be available with no more than 2 courses per school year recommended to be recovered. All courses to be recovered will remain on the official transcript and each Credit Recovery Course will be denoted by a CR. All course content must be recovered with a passing grade and a "P" will be recorded as the letter grade. If a student fails to recover the course with a passing grade, an "NP" will be entered as the letter grade. There will be no increase in the GPA of a student who achieves credit for a credit recovery course. (Policy [IKADD](#) and [IKADD-R](#))

Final Examinations

Final examinations will be a component of each course offered in grades 9-12 and will count as 20% of the final grade. Students who have a cumulative average of 90 % or higher may choose to exempt the final exam, except in courses which require mandatory SCEOCE. The student must have no more than 3 absences in a nine-weeks course (45 days), 5 absences in a block schedule course (90 days), or no more than 10 absences in a year-long course (180 days).

Promotion and Retention

For promotion from one grade to another, students must be taught all of the curriculum standards in required courses for high school graduation. Students must successfully achieve a grade of 60% or higher in required content areas.

CLASSIFICATION

The following requirements must be met in order to receive a diploma:

- To be classified as a sophomore, a student must have earned a minimum of six units. Those units must include at least one unit in English and one unit in mathematics.
- To be classified as a junior, a student must have earned a minimum of twelve units. Those units must include two units of English and two units of mathematics.
- To be classified as a senior, a student must have earned a minimum of eighteen units. Those units must include three units of English and three units of mathematics.

Students will be classified at the beginning of each semester as needed.

ATTENDANCE

In addition to the previously stated standards for promotion, all students must meet State and Georgetown County School District attendance requirements.

Class Rank

Class rank is a student's academic standing in the class in relation to other classmates. Students may earn quality points for use in determining grade point averages and class rank in all courses counted as diploma units according to the following schedule. The level assigned to each course offered in the high schools will be published in the District Master Course Catalog and shall be reviewed each year.

Class rank will be calculated by dividing the total number of units attempted into the total number of quality points accumulated. Quality points will be calculated by multiplying the value of the grade for the course times the credit value of the course.

Students transferring into the District from other school districts will receive quality points for course work to be counted toward a SC high school diploma using the procedure outlined above. Numerical grades, as available, will be used to determine grade points when letter grades equate to numerical values different than those used in the Georgetown County Public Schools.

Official class rank will be determined for ninth, tenth, and eleventh graders on the 180th day of school. Official class rank for twelfth graders, including naming of the valedictorian and salutatorian for each class, will be determined once senior grades have been finalized at the end of the school year. Students and parents may request an official transcript after grade storage, which will include an official rank after the 180th day of school.

The valedictorian and salutatorian of the graduating class shall be students who enrolled early enough to be eligible for a report card the first grading period of the junior year and attended continuously until graduation, and who have earned at least 24 credits. In case of a tie, co-valedictorians or salutatorians will be named.

Selection of Junior Marshals

Policy [IKFB](#): For the sole purpose of district high school graduation ceremonies, high schools will calculate the class rankings of 11th graders, based upon their GPAs, on the 135th day of school, in order to identify junior class marshals. This 135-day ranking of 11th graders is used only for the purpose of identifying junior class marshals.

Note: Preliminary class ranking of juniors may not include all courses in which the student is currently enrolled, such as dual-enrollment courses.

Graduation Requirements

The South Carolina High School Diploma Course Credits and Graduation Requirements:

South Carolina Board of Education (SBE) Regulation 43-234 lists course requirements for public high school students to graduate with a South Carolina High School Diploma. Links SBE Regulation 43-234 Defined Program for Grades 9–12, the Uniform Grading Policy, the Dual Enrollment Activity Code Request Form, and the Activity Coding System Manual can be found below.

Requirements for Earning a South Carolina High School Diploma (Grades 9-12). The student must earn a total of twenty- four (24) units of credit as follows:

<u>Subject Area</u>	<u>Units</u>
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
U.S. History And Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other Social Studies Course(S)	1.0
Physical Education Or Junior ROTC	1.0
Computer Science (Including Keyboarding)	1.0
Foreign Language Or Career And Technology Education	1.0
Personal Finance	0.5
Electives	6.5
TOTAL	24.0

For a complete explanation of all graduation requirements, provisions for granting high school credit and dual credit, please refer to

SBE Regulation 43-234 at the site below:

<https://ed.sc.gov/districts-schools/state-accountability/high-school-courses-and-requirements/>

<https://ed.sc.gov/instruction/standards-learning/>

Dual Enrollment and Dual Credit

Dual enrollment courses are postsecondary courses that are available for high school students to earn postsecondary credits while in high school. Dual enrollment offerings are meant to enrich the high school academic experience. A listing of dual enrollment courses is available in the High School Course Catalog. Students have an opportunity to earn college credits beyond high school requirements that fit their instructional needs

The number of courses (high school and/or dual enrollment) earned cannot exceed two (2) courses maximum per summer and five (5) courses maximum per regular school semester, and must be specified no later than the first day of the semester in which the courses are taken.

Dual credit courses are dual enrollment courses that have been identified or approved at the state level and are aligned with state standards in approved courses. Dual credit courses, whether they are taken at the school where the student is enrolled or at a postsecondary institution, are those courses for which the student has been granted permission by his or her home school to earn both Carnegie units and college credit for those particular courses.

Early Graduation

The Georgetown County School District recognizes the value of a complete high school program and encourages academic excellence. Therefore, the Board will consider early graduation only for students who, at the end of the junior year, will have acquired at least the units of credit required by the State Board of Education for a State High School Diploma.

Students who wish to graduate early must file a request in the Guidance Office no later than November 1 of each school year.

Honors Certificate/Medallion

The Georgetown County School District Honors Certificate/Medallion is offered to students who have exhibited exceptional academic commitment and performance in preparation for post-graduation endeavors. Students must meet the following criteria to be eligible for an Honors Certificate/Medallion:

1. A minimum of 28 Carnegie Units and qualify for a South Carolina high school diploma
2. A minimum Grade Point Average (GPA) of 3.5 on the State Uniform Grading Scale
3. A minimum composite SAT score of 1200 or a composite ACT score of 25
4. Three or more courses at the Advanced Placement (AP) and/or Dual Credit level with a “C” or higher in each course
5. Three Carnegie Units of foreign language
6. Students must present evidence of participation in one school-sponsored organization such as athletics, academic team, student government, clubs, etc. each year in grades 9-12, or complete 50 hours of approved community service accumulated during high school

Final determination of eligibility for the Honors Certificate/Medallion will be made once senior grades have been finalized at the end of the school year. Schools, in consultation with the appropriate district administration, will retain the right to revoke the Honors Certificate/Medallion in the event of any egregious offense(s).

Physical Education

Physical Education is a requirement for graduation. All high students must participate in physical education or ROTC where offered. It is strongly urged that the student visit his family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a written statement should be presented which clearly sets forth the limitations and is signed by the family doctor. This statement will be made a part of the student’s record.

National Honor Society

The NHS is open to juniors and seniors who meet and maintain certain standards as set forth by the National Council: scholarship (GPA), leadership, service and character. Students must achieve and maintain a 3.7 GPA, demonstrate leadership within the school and/or community, provide service to the school or community and exhibit exemplary character. The Faculty Council will make final decisions about selection for membership.

Honor Roll

Honor Roll - Students who maintain at least a B average in each course/subject at the end of each reporting period are placed on the school's Honor Roll.

Principal's Scholars – Elementary and middle school students who maintain an A average in each subject at the end of each reporting period are identified as Principal's Scholars.

Scholar's Honor Roll – High school students who maintain an A average in each course at the end of each reporting period and at the end of each term are placed on the Scholar's Honor Roll.

Gifted and Talented Academic Program

Gifted and talented students may be found within any racial, ethnic, or socio-economic group, within any nationality, within both genders, and within populations with disabilities.

Identification is a multi-step process, which consists of referral, screening and assessment of eligibility by a district evaluation and placement team. The state of South Carolina has established three dimensions of giftedness as criteria for placement in the academically gifted program. In order to qualify for placement in gifted/talented programs, a student must meet the eligibility criteria in two out of the following three dimensions.

Dimension A - Reasoning Abilities: Students may be eligible for placement on the basis of aptitude scores alone if they score 96th national age percentile on the composite score of a nationally normed aptitude test. A student is also eligible if he/she scores in the 93rd national age percentile on a nationally normed aptitude test in verbal/linguistic quantitative/mathematical or non-verbal and/or a composite score of the three.

Dimension B – Achievement: A student may be eligible for placement if he/she scores at the 94th national percentile on approved subtests (reading comprehension and/or mathematical concepts and problem solving) on a nationally normed achievement test, or advanced status score on reading and/or math on the South Carolina statewide assessment instrument.

Dimension C - Academic Performance: For placement in grade 3, a student must achieve a performance standard of 16 (on a 20 point scale) on verbal or non-verbal performance tasks; for placement in grade 4, a student must achieve a performance standard of 18; for placement in grade 5, a student must achieve a performance standard of 16 verbal or 22 non-verbal; for placement in grade 6, a student must achieve a performance standard of 18 verbal or 25 non-verbal; and for placement in grade 7-11, a 3.75 grade point average in the academic disciplines is required.

*** PLEASE NOTE: Students in grades three through eleven may not automatically be screened. Any teacher, parent, student, or administrator who would like to refer a potentially gifted student in grades three through eleven for testing, should contact the guidance department for a referral form.**

Gifted and Talented Artistic Program

The Gifted and Talented Artistic Program is available for 6th-12th grade students who have special interests and abilities in music, art, and drama. A summer program stimulates awareness and imagination and challenges students to recognize and expand their creative abilities.

Parents, teachers, students, and administrators may nominate students for the program. Each student is then identified through a screening/audition process where competition is keen. For information and/or nomination forms, contact the guidance department of your child's school.

eLearning

Georgetown County School District is approved as an eLearning program. An eLearning day is intended to keep students safe at home during inclement weather while providing an opportunity to make up the instructional time for all learners at a later date, designated by the district. Any official eLearning day(s) will count as an attended school day and prevent having to make-up that day later in the school year.

Google Classroom is the Learning Management System (LMS) that will be used for eLearning to enable you to access digital content anytime, anywhere at your own convenience. The LMS will not only provide you access to the online assignments for your classes, but also allow you to collaborate through discussion forums, submit assignments and tests, and view the teacher's feedback. It will also help to enhance critical thinking skills by not limiting creativity to the boundaries of the classroom.

Textbooks

Each student is responsible for textbooks issued to him/her. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks.

All basic texts are loaned to students for their use during the school year. The students pay for other supplies. Textbooks are to be kept clean and handled carefully. Student's name, grade and school are written on the book label in case the book is misplaced. Lending or

borrowing state textbooks is prohibited.

If a textbook is lost, a student should check immediately with the subject teacher. Any textbooks turned in to the office will be returned to the subject teacher or to the bookroom. **Students must pay for lost or damaged textbooks.**

State Mandated Testing and District Testing

Check with your child's school or the school's website for specific test dates. For information on testing, contact Accountability, Assessment, and Research.

NON-INSTRUCTIONAL ROUTINES

Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school for students to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body demonstrate respect and appreciation. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

Attendance

Board Policy JED and JED-R: Attendance is a key factor in student achievement. Any absence represents an educational loss to the student. In accordance with state regulations, students can be absent for no more than 10 days per school year.

There are two types of absences: lawful and unlawful. It is the responsibility of the parent/guardian to explain the reason for the student's absence upon the student's return to school. Any student who misses school must submit an excuse upon returning to school. Parent notes are only allowed for up to 10 absences for the school year.

LAWFUL ABSENCES

- Absences due to illness, injury, death in the family, or some other insurmountable condition. The fact that attendance was impracticable or inadvisable due to any of these reasons must be confirmed by the student's parent/guardian or licensed physician to school officials within 3 days of the student's return to school.
- Documented appointments with health care professionals.
- Documented absence for religious instruction or a religious holiday.
- Absence due to the mechanical failure of the school bus.
- Absence due to court appearances (official documentation must be provided).
- Absences due to school-related activities that are approved in advance.
- Absences due to participation in certain Career and Technical Student Organization experiences to include, but not limited to, scheduled events of state-level Future Farmers of America (FFA), the national FFA, and 4-H programs.
- Suspension from school or class.

UNLAWFUL ABSENCES

- Absence without the knowledge of parent/legal guardian.
- Absence without acceptable cause with knowledge of parent/legal guardian (including out-of-town trip/vacation).

To be marked present, a student must be present for a minimum of half of the total instructional day or credit-bearing course.

VERIFICATION OF ABSENCES

Medical notes must be submitted within 3 days of a student's return to school. Notes not submitted on time will be considered an unlawful absence. All medical notes must be completed by the medical office and include the student's full name, date of birth, date and time of the appointment, name of doctor or medical provider, and a signature of the person completing the medical note.

HIGH SCHOOL CREDIT (*SEAT TIME*)

In order to receive one Carnegie unit of credit, a student must be in attendance in accordance with state law. South Carolina attendance laws mandate minimum *Seat Time* requirements (120 hours per one-unit course) for all credit-bearing courses.

Excessive absences, late sign-ins and/or early sign-outs may result in credit denial and impact a student's promotion or retention status.

Students may only miss (lawful, unlawful, or combination of the two):

- 5 days in a block schedule class (90 minutes/day for 90 days)
- 10 days in a year-long class (180 days)
- 3 days in a nine weeks class (90 minutes/day for 45 days), not to exceed 5 days in the time block for the semester

District high schools offer *Seat Time Recovery* to provide students the opportunity to make up needed seat time outside the regular school day. Students who miss more than the allotted number of absences or who have excessive late sign-ins/ early sign-outs can complete *Seat Time Recovery* sessions to make up required hours and assignments. *Seat Time Recovery* cannot exceed more days than the allowable amount referenced per class type above. Note: *Seat Time Recovery* does not erase the absence or truancy status – it only recovers lost seat time.

All *Seat Time Recovery* must be completed within 30 days of the course ending. Students who fail to make up *seat time* will receive a “Failure due to Absences” (FA) regardless of the grade in the course. The FA will carry no earned points; however, it will be factored into a student’s GPA as a 50.

SEAT TIME EXCEPTIONS

All absences count toward a loss of seat time. At the principal’s discretion, the following exceptions apply:

- Absence due to participation in a school sponsored extracurricular activity including athletics, fine arts, and school sponsored clubs.
- Absence due to school sponsored field trips.
- Absence due to an official college/military visit (Allowed 3 per year. Written proof of visit to on the institution’s letterhead must be submitted).
- Absence due to suspension from school.

LATE SIGN-INS/EARLY SIGN-OUTS

It is important that a student arrives on time to school and to each class period. School administration shall have authority to issue consequences to students who fail to arrive at school or to class in a timely manner pursuant to [Policy JICDA](#).

Students who are chronically late to school (late sign-ins) or who are dismissed early from school (early sign-outs) often suffer academically from lost instructional time. For this reason, a record will be kept of all late sign-ins and early sign-outs.

For credit bearing courses, excessive late sign-ins and/or early sign-outs resulting in the loss of one or more instructional class periods may require *Seat Time Recovery*.

- Late Sign-In Elementary/Intermediate - The parent/guardian of a student who arrives at school late must bring the student into the school office to sign the student in.
- Late Sign-In Middle/High - The student must report to the school office to sign in or be signed in by parent/guardian.
- Early Sign-Out Elementary/Intermediate/Middle - The parent/guardian must come into the school and sign the student out. Please note that early sign-out must be completed 30 minutes prior to the scheduled school dismissal time.
- Early Sign-Out High – The parent/guardian parent may send a note allowing the student to be dismissed early or they must come into the school office and sign the student out. The school will verify all notes received for early sign-out. Please note that early sign-out must be completed 30 minutes prior to the scheduled school dismissal time.

TARDY POLICY

Tardy students disrupt the learning of all students when they enter a classroom. Tardiness causes a loss of valuable instructional time. Tardy to class is defined as not being seated in the classroom ready to work when the instructional period begins.

Tardies to class will result in disciplinary action as outlined in [File JICDA-E Student Code of Conduct](#).

CHRONIC ABSENTISM/TRUANCY

After 3 consecutive or a total of 5 unlawful absences, regulations require that school officials contact parents and students for a conference. The purpose of this conference is to identify reasons for a student’s absences and to complete an intervention plan. Students under the age of seventeen, who exceed the maximum number of absences allowed, may be referred to Family Court for truancy. (South Carolina Code of Law 59-65-50 and South Carolina Board of Education Regulations)

1. Students are limited in absences in a semester course -

A. Medical absences are treated as all other absences.

B. Parents are notified when a student has 3 or more absences in a class.

C. Parents are called by automated phone message if a student has been absent for 1 or more classes.

2. Parents may monitor their child's attendance through their Parent Portal account.

Exceptions:

- Students who have recurring absences due to a serious illness or medical condition may be eligible for intermittent or regular homebound services. Contact the school for more information.
- If a student has missed school due to extenuating circumstances or hardship, an appeal must be presented in writing to the principal.

Special Attendance Concerns: If a student misses 10 consecutive days he/she will be dropped from enrollment. Absences that exceed the 10 consecutive days must be approved by the school principal. The appeal must include a detailed description of the extenuating circumstances or hardship. Submitting an appeal does not guarantee approval by the school principal.

Book Bag Rules

Book bags will be allowed at the discretion of the administration. If allowed and in the interest of safety, students must keep the bags in their lockers during the day. School administrators will determine the size and type of book bags that will be allowed.

Change of Clothing

In the event a student needs a change of clothing due to an accident or personal hygiene need, the school may provide the student with clothing item(s) as available in the school's supply of donated or otherwise available clothing. If parents do not give permission for their child to be given a change of clothing, the parent must notify the school's principal and be available to provide clothing as needed.

Chromebooks/Laptops

Georgetown County School District assigns computing devices to all students in grades PK-12 at no cost. All students using a District issued device are expected to abide by District policies. The use of these resources is a privilege, and students are expected to handle and maintain devices responsibly in a way that will prolong the useful life of the device.

The District reserves the right to charge students for any damages resulting from misuse, neglect, loss, or theft, up to and including a complete replacement cost of the device and its accessories. The charges listed below are examples of common damages and are not intended to be a complete list of all damages or circumstances that may result in a charge. The District reserves the right to assess charges for damages not specifically identified below. Prices are subject to change based on market conditions and may vary based on the device assigned to the student.

Estimated Charges

Bezel ~ \$25

Case ~ \$30

Charger ~ \$40

Device ~ Up to \$1,000

Keyboard ~ \$50

Screen ~ \$100

Students are responsible for returning District issued devices in good condition and without damage. All damages, loss, or theft must be reported to the school as soon as they occur in order to be reviewed and assessed by a District representative.

All device repairs must be completed through the District. Outside repairs are prohibited and may result in the student being charged the full replacement cost of the device.

Any charges incurred as a result of loss, theft, or damage will be recorded in the student's PowerSchool account and will remain outstanding until paid in full.

Students are not permitted to alter the device or accessories in any way. Graffiti, stickers, decals, markings, or other unauthorized modifications may be considered damage for which the student is financially responsible.

If a student transfers to another school, either within or outside the District, the device must be returned to the student's current school before a device can be issued by the new school.

Please be aware that device activity is monitored by District Information Technology staff. Additionally, Google and other programs may collect anonymous background data.

Classroom Preparation

It is very important that a student report to class prepared. This includes bringing to class the necessary materials (books, paper, pencil, etc.) Continued lack of preparation will necessitate a conference with the parents at school or more stern disciplinary measures.

Dress Code

Student dress and grooming should be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school or presents a health or safety concern. As long as clothes are not disruptive to the educational process, as judged by the administrative team of a school, the attire will be acceptable. Clothing must be worn as the manufacturer intended. In complying with the above, the following guidelines are suggested:

1. Belts should be buckled, sashes tied, and buttons buttoned, except at the neck. Pants should be worn at the waist.
2. Shoe laces should be tied, buckled or worn as the manufacturer intended. Shoes that cause undue attention or a health and safety hazard should be avoided.
3. Clothing, buttons, signs or other adornments which display pictures or language of an obscene nature or are related to the use of consumption of alcoholic beverages or controlled substances should not be worn.
4. Hats, caps or head scarves should not be worn inside the building.
5. Sunglasses should not be worn inside the school, unless they are necessary for correction of medical problems.
6. Students' hair, including any facial hair, should be neat, clean and well groomed.
7. Clothes should be worn with appropriate undergarments. Undershirts customarily worn as undergarments should not be worn without shirts or blouses. Undergarments should be covered by outerwear. Tank tops, sheer blouses or shirts that cause undue attention should be avoided.
8. Combs (except for barrette-style combs), hair curlers and picks should not be worn in the hair.

Hallways

Students should walk on the right-hand side of the hall and move quickly and quietly through the halls without running, pushing, or playing. Loitering in the halls is strictly prohibited at any time.

Hall Passes

No passes will be issued except in cases of emergency or for the purpose of instructional activities assigned by the teachers. Any student out of an assigned class **MUST** have their regularly assigned teacher's hall pass with them. Students are to sign the sign-out sheet in the classroom before leaving any class, giving the time, date and destination. They must sign back in when they return to class.

Students are not to leave a class unless it is an absolute necessity. Any student found in the building or grounds without such a pass, in a location other than specified on the sign-out sheet, or off the most direct route to the class or destination will be disciplined. Only on rare occasions will teachers need students from other classes. When this is necessary, it is the responsibility of the teacher needing the students to make arrangements with the students' current teacher. This is not the responsibility of the student.

I.D. Badges

Students will be required to wear I.D. badges at all times while at school. I.D.s are to be worn on a lanyard around the neck.

Lost and Found

Articles found should be turned in to the office. Students may ask in the office concerning the lost item. The school is not responsible for personal belongings, money, etc. brought to school. An attempt will be made to find owners of lost items; however, the school will not "warehouse" these items indefinitely.

Make-Up Work

Upon their return to school from an absence, the student will be given an appropriate amount of time, as determined by the student's teacher(s), to make up any missed work. It is the responsibility of the student to pursue this option with his/her teachers. Make up of work missed during unexcused absences is totally at the discretion of the faculty and administration from each school. This decision will be made on an annual basis.

Parent - Teacher Conferences

If a parent desires a conference with a teacher, the parent should contact the teacher via phone or email and a convenient time will be arranged for the conference during the teacher's planning period.

Pledge of Allegiance and Minute of Silence

The Pledge of Allegiance and a minute of silence are to be observed each day.

Student Fees

Fees may be collected if a student chooses to purchase an item or service offered by the school. Textbooks, library books, Chromebooks/laptops are the responsibility of the student to whom they have been issued or loaned. Students will pay for any damage to or loss of these books/devices. No fees are collected to cover the cost of any item, service, or activity which is implicitly or explicitly required by the school for the student to participate in the normal school program.

For example:

- registration fees (*Seat Time Recovery*, Summer School, Afterschool, etc.)
- activity fees
- graduation fees

Reasonable fees may be collected if a student, by his or her choice, wishes to purchase an item or service offered by the school. For example:

- school pictures
 - replacement I.D. badge
 - yearbooks
 - locks (not lockers)
 - pencils, paper, etc., sold in school stores
 - non-required, supplemental books
 - student insurance
 - vehicle parking
- field trips. (Teachers and administrators will not allow a student's inability to pay to exclude the student from activities which have been deemed by the teacher and administrator important enough to warrant inclusion in the instructional day.)

School Meals

All Georgetown County Schools offer breakfast and lunch for students. The meals follow the meal patterns set by the U. S. Department of Agriculture (USDA) for the National School Lunch and School Breakfast programs and are based on the U.S. Dietary Guidelines. Breakfast includes a meat/meat alternate with a bread/bread alternate OR two breads. Fruit or fruit juice and a choice of milk are offered with each breakfast. Lunch includes a meat/meat alternate, two vegetables or fruits (or one of each), a bread/bread alternate, and choice of milk. Each day at least two meats / meat alternate, two vegetables, and two fruits are available for students to choose for a lunch meal. Portion sizes follow USDA serving recommendations.

The USDA requires that students who wish to participate in the National School Lunch Program or School Breakfast Program must take at least 3 items for breakfast, in which one item must be a fruit or vegetable and 3 of the 5 meal component served for lunch, in which one must be a full serving of fruit or vegetable. Food may be purchased as a single item but is priced to encourage choosing the meal.

Georgetown County School District participates in the Community Eligibility Program (CEP), which allows all students to eat breakfast and lunch at no cost to the student. Applications are no longer required or accepted at any school.

Parents may add additional funds to their student's account throughout the year by providing cash/check to the cashier during lunch or through the online portal LINQ-Connect. Student ID cards allow funds to be maintained for meals. Refunds, upon request, will be issued at the end of the school year for amounts not used or balances may be carried forward into the next school year. District funds are not available to allow students to eat on credit.

For questions or comments, contact the district's Food Services Department at 843.436.7077.

Visitor Guidelines

The following is provided as a supplement to GCSD School Board Policy [KK](#).

Visitors Encouraged

The board encourages parents/legal guardians and other members of the public to visit schools and to take an active interest in school programs.

Visitor Limitations

The right to observe a child's instructional program during the school day resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents or close relatives.

Visit Limitations

Except for scheduled conferences or school programs and events, all parents or other visitors must secure prior permission from the building principal or their designee before observing a child's instructional program.

All visitors to the school must report to the school's main office to seek permission to enter the school premises during the school day or during any school-sanctioned event not opened to the general public. Visitors must follow the security check-in procedures and receive authorization before visiting classes, students or elsewhere in the building.

It is at the discretion of the building principal to determine the length of the school visit to ensure that the visit does not disrupt instruction or student assessments.

Visitor Conduct

Except for scheduled conference or school programs and events, parents/guardians will be escorted to and from the classroom they request to observe. Parents/guardians shall remain in the back of the classroom and may not interact with students or teachers unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum. Cell phone use is not allowed and phones must be silenced during the classroom visit.

Volunteers

Approved and vetted school volunteers acting in their volunteer capacity are exempt from the requirements above. However, volunteers must stay within the bounds of their volunteer activities.

SCHOOL SAFETY

The safety and well-being of our students, staff, and community is a top priority for the Georgetown County School District. Security measures have been implemented including a system that checks school visitors via the National Sex Offender Registry. Acceptable forms of identification include a driver's license, state identification card, or other government issued identification. All visitors must wear a visitor badge during their visit. Pursuant to state law visitors entering school property are deemed to have consented to a search of their person and property.

All students and staff are required to wear their GCSD ID badges at all times during the school day. Students not having their I.D. tags will be responsible for securing a replacement I.D. to use as soon as possible. I.D. replacements can be purchased at the student's expense.

Emergency Notifications

In the event of a crisis or emergency situation please do not rush to the school to pick up your child. Additional traffic could impede needed emergency vehicles getting to the site. School will not automatically be canceled in a crisis or emergency situation; in fact school may well be the safest place for students until such time as the threat has been eliminated or reduced.

The district website, Thrillshare alerts system, Facebook page and local media will provide information so that children and parents/guardians will be reunited in a safe, orderly, and timely manner.

STOPit App

The STOPit App is an anonymous method to report such issues as harassment, bullying, campus violence, and alcohol or drug concerns. Links to STOPit may be found on the District website www.gcsd.k12.sc.us or on each school's website and can be accessed by smartphones or computers.

Inclement Weather / School Closings

Severe weather or other hazardous conditions may require schools to close or delay opening for the safety of students. Announcements concerning closings or delayed openings will be made at the earliest possible time. If it becomes necessary to change the school schedule parents will be notified via School Messenger phone calls and emails (**it is very important you provide your school your current phone numbers and email addresses**) and radio and television news. Parents are asked to tune to local radio and television stations when they are aware of possible hazardous conditions.

Individuals calling the schools may tie up phone lines needed for school communications. Information will also be posted at www.gcsd.k12.sc.us and the Georgetown County School District's Facebook page.

Parents are reminded that severe weather is fairly common and should make arrangements ahead of time for their children's care in the

event of such emergencies.

Fire Drills

Fire drills are held regularly throughout the year. A fire evacuation plan is posted in each room. When the signal for a fire drill is given everyone is required to evacuate the building. Students should walk single file through the appointed exit into the yard a safe distance from the building and remain outside until the All Clear signal is given.

Earthquake Drills

Earthquake drills are designed to help students learn and practice where to seek shelter and how to protect their heads and bodies from falling objects. Classroom earthquake drills involve turning away from windows, then drop and cover under a heavy desk, table or bench until the shaking stops.

Tornado Drills

Tornado drills involve moving students and staff to an interior hallway (or windowless room) away from exterior doors and windows and assuming the “duck and cover” position, which is sitting on one’s knees while covering the head with both hands.

Police Interrogations

Schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is therefore the responsibility of the school administration to protect each student under its control according to the following criteria:

- When law enforcement officers find it necessary to question students during the school day, a school administrator will be present. The questioning will be done in an administrator’s office. School personnel will make every reasonable effort to contact the student’s parent/legal guardian and request his/her attendance prior to the questioning of the student.
- If custody and/or arrest is involved and/or an official warrant has been issued, the administrator will cooperate with law enforcement. School personnel will make every reasonable effort to contact the parent/legal guardian to make them aware of the situation. If a parent/legal guardian cannot be reached for students younger than 18, school personnel will accompany or follow students to the police station unless law enforcement advises they will not allow that to occur.

Prohibited Articles

Students may not have any articles which may be hazardous to the safety of others. Such articles would include, but not be limited to, pocketknives, multi-tools with knife blades, sharp objects, or weapons of any kind.

School Resource Officer (SRO)

School Resource Officers (SRO’s) are full-time law enforcement officers employed by local law enforcement agencies. Each school has an assigned SRO; in their absence off-duty officers or patrol officers visit campuses. In addition to enforcing state laws and local ordinances, SRO’s investigate criminal activity that occurs on the school campus and in the surrounding community when the incident is school or student-related. SRO’s also serve as a resource to students, parents, faculty and staff.

Student Searches

GCSD recognizes that the Fourth Amendment protects citizens, including students, from unreasonable searches. However, South Carolina law deems any person entering the premises of any school or facility in the district, including visitors, as consenting to a reasonable search of his/her person and personal property. Accordingly, district officials are authorized to conduct reasonable searches in accordance with the law and district policy. The district will post appropriate notices on school property notifying individuals of this fact. In conducting searches, school officials will make every effort to protect the privacy interests of individuals. The district’s express intention for this policy is to enhance security in the schools and to prevent students from violating Board policies, school rules and state laws.

SCHOOL COUNSELORS

School Counselor services are available to assist students in overcoming problems which impede learning and to provide resources, information, and guidance in making effective educational, occupational and life plans which hold promise for personal fulfillment as mature and responsible citizens.

Students are encouraged to visit the school counseling office during the school day. Parents may call the guidance office to discuss concerns or to arrange appointments.

Students are urged to contact the guidance counselor when they feel they are experiencing difficulty in a class, need help in planning or adjusting, would like to discuss career and technical education interests, need an interpretation of various test scores, need to discuss personal problems, or want information about college and career readiness opportunities.

Schedule Changes

When middle or high students choose a course, they are expected to complete the course. A schedule change will be made only if one of the following criteria applies and is verified:

1. The student has already passed this course.
2. The student has been placed in the incorrect level of the course, and lacks the prerequisites.

Student Withdrawal

Students withdrawing from school must pick up a withdrawal form and have it completed before withdrawing, return all books, etc. and pay all outstanding fees. The students must have parental permission to withdraw. No transcripts will be furnished until this process is completed, to include verification of what school the student will be enrolling into.

Transcripts

Transcripts of a student's high school record may be prepared and mailed to a college or business firm ONLY upon written request.

MEDICAL & NURSING SERVICES

School Nurse

The school nurse can treat minor injuries at school; however, there may be times when the school nurse will contact the parent and encourage formal evaluation and treatment by a primary care provider, either a family physician or emergency department physician, depending on the findings of the nurse's physical assessment.

If a student becomes ill during the school day, the student should be sent to the nurse with a pass in order to determine the best course of action as it pertains to the SC DPH School Exclusion List and the nurse's assessment findings.

We are dedicated to meeting your child's needs in a safe manner. If you have questions, please contact GCSD's Lead Nurse at 843.436.7000.

Medicine at School

The nurse will keep and dispense medications during the school day; however, appropriate medication consents must be completed by the parent and, when required, the physician. Students are not permitted to take medication at school without nurse or nurse's designee supervision. Self-Administration of medications are only appropriate when approved by the student's parent/guardian, physician, nurse, and school administration (appropriate forms must be completed prior to student being permitted to carry medication on his/her person).

South Carolina laws require a medical order from a health care provider for all prescription medications administered to students in the school setting (Nursing Practice Act Section 40-33-42C/Medical Practice Act Section 40-47-113). All prescription medications must be brought to the school by the parent or guardian. The medication must be in the original pharmacy or manufacturer's labeled container.

If your child requires over the counter medication at school, please ask your child's school nurse for a permission form to be completed by you ([Over the Counter Medication \(OTC\) Consent Form](#)). The over the counter medication must be brought to the school by the parent in an unopened bottle (manufacturer's seal must not be broken).

If your child requires prescription medication -- including prescribed over-the-counter medication -- you will need your doctor to complete the form ([Prescription Medication Form](#)). The doctor will need to write an order for the medication and indicate the specific condition for which the medication is to be given. Both you and the physician will need to sign the form.

Emergency Contact Info

It is the responsibility of the parents or guardians to keep the school informed of any changes in the status of phone numbers, address changes, or additions or deletions to emergency contacts.

Immunization

South Carolina Code of Laws Section 63-13-10 requires that every student has on record a Certificate of Immunization (DHEC 4024) or a Certificate of Religious or Medical Exemption. No student will be allowed to enroll in school without this certificate ([SC State Law Immunization Requirements](#)).

ATHLETICS

GCSD high schools sponsor teams in football, basketball, volleyball, baseball, swimming, softball, track, cross-country, wrestling, tennis, soccer and golf. Many sports are offered on a junior varsity and middle school level. Additionally, GCSD middle schools sponsor teams in basketball. Check with the high school's Athletic Director for eligibility and participation requirements.

To participate in inter-scholastic activities, students in grades 7-12 must have passed at least four academic courses, including each unit the student takes that is required for graduation, with an overall passing average in the preceding semester. Those students diagnosed as handicapped in accordance with State Board of Education criteria that satisfy the requirements of their IEP by P.L. 94-142 shall be permitted to participate.

Birth Certificates

As a member of the SC High School League, students are required to present birth certificates for each sanctioned inter-scholastic activity to the league office for approval. Students will not be allowed to participate without an approved birth certificate.

Athletic Events at the Middle & High Schools

All athletic activities are under the rules, regulations and guidelines of the school district.

Student Athlete Behavior

Each student athlete is an ambassador of the school, the school district and his/her community. As in all extracurricular activities, athletic contests and practices are subject to the rules and policies of the disciplinary code of the Georgetown County Board of Education. Students who participate in these activities, whether at home or away, are required to adhere to these rules and policies. Anyone found guilty of any infraction of these rules will be subject to disciplinary measures under these rules and/or by the school's athletic department and administration.

STUDENT RIGHTS AND RESPONSIBILITIES

Policy JF: Student Rights and Responsibilities Policy specifies acceptable conduct for students while on campus, at school-sponsored events, and while riding on school buses or other school-provided transportation. This portion of the policy outlines consequences for student violations of the Rights and Responsibilities policy. Offenses and consequences listed are not comprehensive and are not limited to the items listed.

Student Code of Conduct [GCSD Discipline Code of Conduct](#)

The Georgetown County School Community, consisting of students, teachers, parents, administrators, and school board members, is committed to creating a safe school environment where all students can experience success. The purpose of the discipline policy is to teach students responsible behaviors that will enable them to lead productive lives. This will be accomplished through a teaching process that requires students to practice appropriate behaviors and demonstrate respect for self and others.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to the District's Behavior Code set forth in policy.

This code of conduct is a guide intended to re-establish consistency with implementation of disciplinary procedures throughout the District. It is for administrative use and guidance. The recommendations are not intended to substitute for policy, but to assist and support with the implementation of policy. The lists are not all inclusive of possible offenses, interventions, or consequences. Administration has discretion in review of all consequences. Individual circumstances and facts may be considered on a case by case basis and may alter the recommended interventions and/or actions.

Level 1- Behavior Misconduct is defined as those activities engaged in by a student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which may disturb the classroom or school. The provisions of this document apply not only to within-school activities, but also to student conduct on school bus transportation vehicles, and other school sponsored activities.

Level 2-Disruptive Conduct includes those activities in which students engage that 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. The administration should reclassify behavior misconduct (Level I) as disruptive conduct (Level II) if the student has an accumulation of any 3 or more documented offenses

Level 3- Criminal Conduct includes those activities in which students engage 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 that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board. Interventions may be used when a student returns to school after a suspension

or on strict probation. Level 1 and 2 Interventions may be considered.

Bullying, Harassment, & Intimidation

[From Policy JICFAA](#): The board prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in writing using the Harassment, Intimidation or Bullying Complaint form available on the district website or at each school. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. The principal or his/her designee will handle any violations by complying with the appropriate consequences listed in the district discipline code of conduct. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

Gavin's Law

[From Policy JICFC](#): The district is committed to maintaining a learning environment free from intimidating or harassing behavior of any kind, including sexual extortion. In keeping with this commitment, the district prohibits any student, staff, or third parties from engaging in any behavior that would satisfy the definition of sexual extortion or aggravated sexual extortion as described in state law. Further, the district will not tolerate retaliation against a person who has made a report or filed a complaint alleging sexual extortion or who has participated as a witness in an investigation.

Any student who feels he/she has been subjected to sexual extortion is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly, and confidentially. All staff members are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or staff may be made anonymously but formal disciplinary action by the district will not be taken solely on the basis of an anonymous report.

The district prohibits retaliation or reprisal in any form against a student or staff member who has filed a complaint or report of sexual extortion. The district also prohibits any person from falsely accusing another as a means of intimidation, bullying, or harassment.

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this policy. The district will enforce this policy through appropriate disciplinary actions for violators.

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion, and will be referred to law enforcement officials, as appropriate, consistent with policy JICDA, Code of Conduct.

Visitors or volunteers found in violation of this policy will be subject to appropriate sanctions and will be referred to law enforcement officials, as appropriate.

Personal Electronic Communication Devices

[Policy JHCE](#): In order to receive state funds appropriated for State Classroom Aid, a school district must implement a policy adopted by the State Board of Education that prohibits access to personal electronic communication devices by students during the school day. For the purposes of this provision, a personal electronic communication device is considered to be a device not authorized for use in the classroom by a student, used to access internet, wi-fi, or cell phone signals.

Definitions

- Personal electronic device: Any device used to access the internet, wi-fi, cell phone signals, or to capture images or videos. This includes, but is not limited to, cell phones, smartwatches, tablets, and gaming devices
- Personal Electronic Device Accessories: Any portable wired or wireless accessory or technology that connects to a device

and any other accessory that is commonly used in conjunction with a personal electronic device

- School Day: The period of time between the morning tardy bell and the dismissal bell at the end of the instructional school day

Purpose

- To improve academic performance: increase concentration and reduce multitasking
- To improve student engagement
- To improve students' mental health, reduce bullying, and increase social interaction.
- To reduce disruptions in the classroom
- Prohibit inappropriate recording of students/faculty/staff members
- To reduce cheating

Storage Locations

Students may own personal electronic devices on campus and on school-sponsored transportation. Students are authorized to use their phones before the morning tardy bell and after the dismissal bell at the end of the instructional school day. During instructional day, students must keep such devices in approved locations to include lockers, backpacks, or other storage containers as determined by school administration.

Consequences

- Elementary/Intermediate
 - 1st Offense: The electronic device will be confiscated and returned to the student at the end of the day. Parents/guardians will be notified.
 - 2nd Offense: The electronic device will be confiscated, to be picked up by the parent. Parents/Guardians will be notified.
 - 3rd Offense: The electronic device will be confiscated, to be picked up by the parent. Parents/Guardians will be notified (One Night Suspension: Parent/guardian must meet with an administrator).
 - 4th Offense (or more): The electronic device will be confiscated, to be picked up by the parent. Parents/guardians will be notified (In-School Suspension/Out-of-School Suspension Progression).
- Middle/High
 - 1st Offense: The electronic device will be confiscated and returned to the student at the end of the day. (Conference with the Student)
 - 2nd Offense: The electronic device will be confiscated, to be picked up by the parent. Parents/Guardians will be notified (lunch/detention after school).
 - 3rd Offense: The electronic device will be confiscated, to be picked up by the parent. Parents/Guardians will be notified (One Night Suspension: Parent/guardian must meet with an administrator).
 - 4th Offense (or more): The electronic device will be confiscated, to be picked up by the parent. Parents/Guardians will be notified (In-School Suspension/Out-of-School Suspension Progression).

Additional Notes

School staff (administrators) are authorized to confiscate personal electronic communication devices anytime a student violates the guidelines. A student's refusal to surrender their personal electronic device to school personnel will be considered a refusal to obey (in accordance with the GCSD Code of Conduct) and disciplinary consequences will be assigned accordingly, as deemed appropriate.

Tobacco Products & Vapes

Policy [KGC](#) and [JF](#): The use and possession of any tobacco products, electronic cigarettes, or vaporizers is prohibited on all District property, including but not limited to, school buildings, athletic facilities, parking lots, and any time students are under the jurisdiction and supervision of the school whether at school or away from school.

To ensure consistent expectations across all schools, the following disciplinary actions will be taken when a student is found in possession or use of any tobacco-related product—including vapes and electronic cigarettes—while under school jurisdiction (on school grounds or at any school-sponsored event):

- **1st Offense:**
 - 3-day out-of-school suspension
 - Required parent conference
 - Mandatory participation in restorative practices modules, including education and counseling
- **2nd Offense:**
 - 5-day out-of-school suspension
 - GCSD Probation Agreement
 - Participation in a counseling program through a service provider to include two student counseling sessions and two family counseling sessions (documentation of successful completion required)
 - Continued participation in restorative practices modules
- **3rd Offense OR Possession of Vape Containing an Illegal Substance:**
 - Recommendation for expulsion from school

Locks & Lockers

Students will be allowed to go to their lockers in accordance with their school's procedures as outlined by administration.

A lock will be issued to every student. The student is to keep the lock on his/her locker at all times. Under no circumstances is the lock to be taken off the locker. A charge will be assessed to a student to replace any missing lock issued to a student. Any lost, misplaced, or stolen locks must be paid for in order to receive a new lock.

1. **Only School Issued Locks** should be on lockers at all times. Other locks will be removed.
2. Lockers should be kept clean and free from trash and papers.
3. No signs, stickers or writing are allowed on the lockers.
4. The lock is to be locked and secured at all times.
5. The school is not responsible for anything missing from the lockers. Lockers are the property of the school and are subject to searches at the discretion of the administration.

Students Remaining After School

Any student remaining after the regular school day must be under the direct supervision of a faculty/staff member. This means that the student must be in the presence of the coach, sponsor or faculty/staff member that required him/her to stay after hours. Students will not be allowed to remain unsupervised at school in order to attend or participate in extracurricular or athletic events. Students remaining after school are still under school district policy guidelines.

Student Visitors

Students are not permitted to bring student visitors to school without the prior approval of the administration. All student visitors must report to the office immediately upon their arrival. Students from other schools/school districts are not allowed to visit during lunch breaks and should not be on campus before or after school to visit.

TRANSPORTATION

Bus Transportation

Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

Section 59-67-420: The State, acting through the State Board of Education, assumes no obligation to transport any student to or from school who lives within one and one-half miles of the school he attends, nor to provide transportation services extending within three tenths mile of the residence of any student, nor to furnish transportation for any student who attends a school outside the school attendance zone in which the student resides when the same grade is taught in an appropriate school that is located within the school district in which the student resides.

Green Tag Procedures

4K-2nd Grade Students and Students with Disabilities Riding Special Education Transportation

Parent/Guardian Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided is accurate and current. The parent/guardian is also responsible for updating this information whenever changes occur. *Transportation requests received after July 20, 2026, may not be routed for the first day of school. Transportation for late requests will be implemented in the order in which they were received by the Transportation Office. Please allow 3 to 5 school days to establish transportation for requests received after August 3, 2026.*

The parent/guardian must be present at the regular bus stop or designated drop-off location during afternoon drop-off of their Green Tag student unless riding with an older sibling (3rd grade or higher), when applicable. This requirement also applies to students with disabilities receiving special education transportation services, unless otherwise specified in the student's IEP.

The parent/guardian will be given three (3) numbered cards for use at afternoon drop-off. The numbered ID tag on the student backpack or assigned location will be matched with the corresponding numbered card shown by the parent/guardian prior to the student departing the bus.

Students will only be released when a parent/guardian/designee presents the matching numbered card.

In the event that the parent/guardian is not present at drop-off, their designee must have one of the numbered cards in order to receive the student. The designee may be an adult or older student (3rd grade or higher), when appropriate. One person may serve as a designee for multiple children; however, the designee must have a green numbered card that corresponds to each child they are receiving. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the bus stop.

If a Green Tag student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the matching numbered card is not present, the student will be returned to their school upon conclusion of the bus route. When a student is returned to the school, school staff will contact the parent/guardian via contact information that has been provided. If the parent/guardian cannot be located, the matter could be referred to the appropriate local Law Enforcement Agency and/or the Department of Social Services (DSS).

A replacement fee will be charged for lost or damaged cards.

School Responsibilities:

Schools are responsible for transmitting all student transportation information to Transportation Department in a timely manner during the school year.

Each Green Tag grade student must have a bus tag visible to the driver while being transported from school for the entire school year.

The student tag shall include the following information:

Front: Green Tag Number
Back: Student's Name, Grade, Student's Address
Star - Departs with Older Sibling

Note – Tags will not include the names of individuals authorized to pick up the student. It is the responsibility of the parent/guardian/designee to be present at the stop. Drivers will not check identification at the bus stop.

Incidents of the parent/guardian/ designee with the numbered card not being at the bus stop for PM drop-off, will result in suspension of transportation services according to the following schedule:

First Incident:	Warning to parent by school with review of future consequences	Second Incident:
	1 day off the bus	
Third Incident:	3 days off the bus	
Fourth Incident:	5 days off the bus	
Fifth Incident:	Removal from bus for the remainder of the school year	

The school administration will implement the above schedule and notify the appropriate bus center of the effective dates of loss of

transportation services.

Please note that the implementation of consequences is at the discretion of school administration and may take into consideration individual student needs as outlined in the student's IEP.

Driver Responsibilities:

Drivers are responsible for ensuring that Green Tag students are not allowed to depart the bus, whether alone or in a group, if a parent/guardian/designee with the matching numbered card is not present at the stop. Drivers are responsible for returning these students to their school and will immediately contact the school using the bus radio.

Drivers are responsible for assigning all 4K students to seats at the front of the bus. Under normal circumstances, siblings will be assigned to the same seat.

Drivers transporting students with disabilities will follow all additional procedures and supports as outlined in the student's IEP.

The Transportation Department will provide the driver with a list of students at each stop. If there is any uncertainty regarding a student's stop or release, the driver will contact the school or Transportation Department for guidance.

Bus Conduct

Georgetown County students, given the privilege of transportation by the school district, will be expected to adhere to the same rules and regulations stated in the district's disciplinary policy and school bus rider discipline guidelines. Students must comply with regulations for riding the school bus in order to retain this privilege, and students are expected to follow directions/instructions given by bus drivers.

The bus driver has the responsibility for supervision of students on the bus and assigning seats working in cooperation with the principal. The driver should stop the bus in a safe location at any time that misbehavior or threatened misbehavior pose a hazard to safe driving. Under no circumstances should a bus driver require a misbehaving student to leave a bus without assuring that the student is under appropriate adult supervision. The driver will report to law enforcement and/or building administrators, students who create a disturbance on school buses.

The administrator, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus, or the administrator may choose an appropriate alternative punishment. A parent or guardian shall be notified prior to the suspension of any pupil from the riding of a school bus.

School Bus Rider Discipline Code Guideline **GCSD Bus Riders Discipline Code Guidelines**

Students are subject to both the Code of Conduct under Board policy and this School Bus Rider Discipline Code. The riding of a school bus by students is a privilege. Eligible students are initially granted the privilege of school transportation service; however, after the initial service all eligible students must earn the privilege by following this Discipline Code and Code of Conduct. The School Board expects that while students are utilizing the student transportation services, they will conduct themselves in a manner consistent with the district's Student Code of Conduct. All school bus riders must cooperate fully with their school bus drivers and aides/monitors and must conduct themselves properly at all times. School bus drivers have responsibility for the supervision of students on the bus and when they are in the immediate vicinity of the school bus during loading and unloading. School bus drivers shall report to the appropriate school principal, or the district's designee, the name of any student whose conduct interferes with the safe driving, operation, loading, or unloading of the bus; who acts disruptively; or who violates the Code of Conduct or laws. The principal, or the district's designee, has the responsibility of investigating reports made by the bus driver regarding incidents of student misconduct and any student disciplinary actions taken by a school bus driver. The principal, or the district's designee, as authorized by state law and regulation and school district policy, has the authority to deny school bus transportation to a student and to issue sanctions for conduct that is persistently or flagrantly detrimental to safe and/or orderly operation of a school bus or in violation of the Code of Conduct.

Carry-on Items to be Transported on School Buses

Band instruments, or other items, carried on a school bus must be of such size that they can be transported in the student's lap. This is necessary to insure that all items are kept under control of the student at all times in case of an accident or an emergency. Glass objects, balloons, or large band instruments are prohibited.

School district compliance with this standard (United States Department of Transportation, National Highway Traffic Safety

Administration, Standard 17, Pupil Transportation Safety) is mandatory. No student carry-on items can obstruct the orderly emergency or non-emergency exiting of the school bus. Carry-on items need to be secured to prohibit them from becoming flying objects in the event of an accident. Items on the seats, floor, or obstructing the aisles endanger all students on the bus.

Leaving the Bus Once on School Grounds

1. Passengers are to remain seated until the bus comes to a full stop and the door is opened for safe departure.
2. Passengers should leave in an orderly manner. Students in the front seats leave first.
3. Students must not loiter or play around stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is stopped.

Riding the Bus Home

1. Passengers are permitted to leave only at regularly designated stops. Any changes must be made with the parent's request approved by the school officials.
2. Students, after exiting the bus (if they must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus patrol directs them to cross.

Student Parking

To be allowed to drive to school, students must register their vehicles with the appropriate school official. Students must show proof of license when registering their cars for parking permits, and should have their cars registered with the SC DMV. Students must have the school parking permit displayed in the vehicle at all times while on campus. Students will park cars in areas designated for student parking. Vehicles found in unauthorized areas or without a permit are subject to being towed at the owner's expense according to district policy. All students are to leave their cars upon arrival at school and will not use or return to the cars during the school day. Students are not to leave the school grounds once they arrive on campus. Students are not allowed in the parking lot during the school day without a pass from an administrator or office personnel.

All high schools charge a student parking permit fee and parking spaces are available on a first come, first serve basis. Fees for parking permits will be used to improve the parking area and to provide security cameras and safety measures for the parking areas.

Field Trips and Excursions

Policy IICA- R: Appropriate instructional activities shall precede and follow each field trip. All field trips shall begin and end at school. Field trips requiring bus transportation shall not interfere with regularly scheduled transportation of students to and from school. Students are expected to be transported to and from field trips utilizing the mode of transportation provided by the school. Alternative transportation requests must be approved by the school principal.

Written permission of parent or guardian is required for the participation of students in all field trips.

When a field trip is made to a place of business or industry, the teacher must be assured, prior to beginning such a tour, that an employee of the host company will serve as conductor.

Adult personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct. For trips which extend for one day only and do not require that the students stay overnight, a minimum of one adult per conveyance shall be provided. Two adults shall be required for groups of over 30 and three adults shall be required groups of over 60. For trips which require that students stay overnight, students shall be supervised by one adult per each 15 students with one certified staff member and one parent of a group participant per 30 students.

The bus driver(s) shall see that all rules and regulations are enforced in the use of school buses for field trips. Certified personnel shall assist.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip.

OFFICE OF FEDERAL PROGRAMS

Title I Parent and Family Engagement Policy

Local Educational Agency (District) Policy

The Georgetown County School District has developed jointly with, agreed upon with, and distributed to parents a written parent involvement policy that will address the following six statements:

1. Involve parents in the joint development of the District's plan and the process of school review and improvement through a planning questionnaire, recommendation form, and by working directly on the planning committees. This will be met by:
 - a. distributing copies of the proposed and final applications, needs assessment, budget, evaluation, state and federal laws and regulations;
 - b. providing meeting space and staff availability for further regular meetings of parents;
 - c. offering training programs for parents; and
 - d. reviewing other reasonable requests.
2. Provide coordination, technical assistance, and support to schools for effective parent involvement, through the parent involvement coordinator, school counselors, and Title I coordinator and to improve student achievement and school performance through parenting workshops, home visits, and other methods that may be suggested from parental contacts.
3. Build the school's and parents' capacity for strong parent involvement through:
 - a. at least one scheduled conference between individual parents and teachers each year;
 - b. the solicitation of parents' suggestions in the planning, development and operation of the program by sending a planning questionnaire to Title I parents;
 - c. requesting parental input by discussing the program of the current year, and by allowing input by parents in the planning of the program for the next fiscal year;
 - d. requiring all parents, students and schools (principals) to sign a promise of commitment (compact) to affirm their responsibilities as a team to share in the responsibility for improved student achievement;
 - e. reporting to each child's parent(s) on the child's progress by sending reports home at the end of each grading period; and
 - f. providing training for parents on how to help their children academically.
 - g. providing information, programs and activities for parents in a language and form that they can understand.
4. Coordinate and integrate parent involvement under this program with parent involvement under other programs such as Head Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and State-run programs through monthly meetings.
5. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy to determine:
 - a. the effectiveness as to increasing parent participation; and,
 - b. barriers to participation as noted in section 1116 of the law.

Note: Parents will be given recommendation forms to indicate any barriers to greater parent participation and to determine possible steps to overcome those barriers for the next fiscal year. Minutes of any meetings and a summary of recommendations will be maintained.
6. Involve parents in the activities of the school served under this part.
7. Use such findings to design strategies for school improvement and revise, if necessary, the District and school parental involvement policies.

Parent Comments

Georgetown County Schools provide opportunities for parents to submit comments on the Title I project and/or from parent meetings (The Title I project is available on the district's website and parents are reminded through newsletters, meetings, etc. that their input is important).

Any parent comments/suggestions will be responded to in a timely manner, to include but not limited to: face-to-face conferences, telephone conversation, mail or written correspondences.

Comments from parents that indicate the parents are dissatisfied with the components of the project application will be addressed at the district level and forwarded to the State Department of Education.

Parents Right to Know Letter

Parents may request information regarding the professional qualifications of their student's teachers, including the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications
- Information on the level of achievement of the parent's child in each of the state academic assessments as required under this part

Teacher qualifications can be accessed at the South Carolina Department of Education's [Educator Qualification Search](#)