



A&H SC Governor's School
for the Arts and Humanities

STUDENT HANDBOOK

2022-2023 RESIDENTIAL HIGH SCHOOL



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15 University Street, Greenville, SC 29601
SCGSAH.org

PREFACE



This handbook is intended to serve as a guide to the expectations, standards, and requirements for students of the South Carolina Governor’s School for the Arts and Humanities Residential High School. Inquiries about topics addressed in the handbook can be directed to personnel as indicated.

The statements in this handbook conform to the policies and/or administrative rules established by the Board of Directors and administration. The long-range vision, basic structure, and accountability policies adopted by the board and administration are maintained in an official Governor’s School Policy Manual, which is made available on campus for public inspection. Contact the school’s Human Resources Office for further information.

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WELCOME FROM THE PRESIDENT

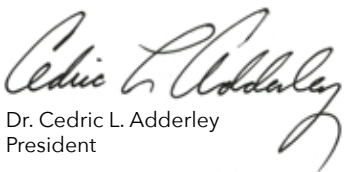
On behalf of the Governor's School community, I am pleased to welcome our new and returning students for the 2022-2023 academic year. At the South Carolina Governor's School for Arts and Humanities, you are a part of a special group of individuals with a rare opportunity to study in an intense and unique environment, unlike any other in the nation. This is a very special place, and I am thrilled that you will be joining us this year.

The information in this handbook will guide you through your day-to-day life as a Govie. To the newest members of the student body, I encourage you to read it thoroughly and become familiar with our policies and procedures and how the faculty, staff, and administration can be of assistance to you. To our returning students, please review the handbook as many things with which you are already familiar have been revised to better suit your needs as a student. Regardless of your grade or years of attendance with us, I encourage you to examine the contents throughout the year as the handbook is a necessary resource for all students, outlining the rules, procedures, and expectations that will help guide you through all that you will encounter this year. Of particular importance is the Honor Code. Please consider this carefully. Whenever you have a question, I encourage you to turn to this handbook for guidance.

The Governor's School is a strong community of emerging artists, dedicated staff, and visionary teaching scholars. Each day, we create an environment where artistic and academic excellence surrounds us and inspires us to be more creative, innovative, and committed to our work. As a school dedicated to both the arts and traditional academic subjects, particularly humanities, we have high expectations for our students in all areas, and our outstanding faculty are here to work with you to achieve the highest level of success.

Our school is in the heart of downtown Greenville, a thriving arts community with many art galleries, performance spaces, restaurants, and shops as well as a beautiful park within a few blocks of campus. With the good fortune of our fine location also comes significant responsibility. Students must make responsible choices at all times, including the time you spend downtown. You are privileged to be a student at the Governor's School, and your reputation as well as that of the school depends upon you enjoying this area in an appropriate manner. We want you to be proud of your school, and we want to be proud of how you represent yourself and your educational home.

During this year you will explore an innovative culture for arts education and enjoy the many benefits of living in a learning community that shares your excitement about the arts and inspires you to commit yourself to excellence. We're glad you're here and wish you the best for a great year!



Dr. Cedric L. Adderley
President

SHARING A VISION: MISSION AND BELIEFS

The mission of the South Carolina Governor's School for the Arts and Humanities is to serve artistically gifted high school students of South Carolina through programs of pre-professional instruction in an environment of artistic and academic excellence. The school is a resource for all teachers and students in South Carolina. (Adopted May 9, 1998, by the school's Board of Directors.)

Additionally, key school stakeholders have reached consensus on the value of the following:

Artists, Scholars, Teachers, Mentors

Students learn best with artists/scholars/teachers as role models and mentors, in an open exchange of ideas and a passion for the area of study.

Innovative Curriculum

The nature of the curriculum demands intentional, ongoing design of instruction, evaluation, and assessment.

Individualized Instruction

Teaching should reflect each student's unique needs through a differentiated curriculum.

Support Services

Students reach their full potential when we meet them where they are and support their individual needs.

Program Integration

An integrated relationship connects all programs. All content areas enrich each other, and they are best learned in a mutually-supportive atmosphere.

Outreach and Partnerships

The SCGSAH serves as an accessible resource for the state by collaborating on curriculum design, instruction, and other forms of professional development for educators.

HONOR CODE



As a member of the South Carolina Governor’s School for the Arts and Humanities community, I understand that I have been selected to be a part of a unique and diverse population. Out of my respect for this opportunity, I will be honest in my personal and professional conduct, and be respectful of the rights, property, and opinions of others. I understand that I am expected to follow school policies, since they seek to create and support a productive learning, living, and working environment. I accept responsibility for meeting these expectations, continuing to evaluate them, and encouraging others to do the same.



Chapter 1
Welcome and Overview

WELCOME AND OVERVIEW

CHAPTER 1

The South Carolina Governor’s School for the Arts was established by an Executive Order from Governor Richard W. Riley in 1980 to provide pre-professional training in the literary, visual, and performing arts for the state’s artistically talented students. The school began as a five-week summer honors program to serve exceptionally talented high school juniors and seniors.

The public residential high school was established in 1999 as the South Carolina Governor’s School for the Arts and Humanities (SCGSAH) and graduated its inaugural class on June 3, 2001. The school offers pre-professional training in the visual, literary, and performing arts combined with a rigorous academic curriculum in a residential environment. Two-year concentrations are offered for high school juniors and seniors in the creative writing, drama, music, and visual arts departments and for high school sophomores, juniors, and seniors in the department of dance. The program follows a traditional high school calendar running from mid-August to the end of May.

The Virginia Uldrick Campus, named for the school’s founding president, is located in downtown Greenville on an eight-and-one-half-acre site overlooking the Reedy River Falls Park. The property was donated by the city and county of Greenville and is near the Peace Center for the Performing Arts, Symphony Hall, Greenville County Museum of Art, an award-winning library, two ballet companies, two professional theatres and several community theatres.

Accreditation

The school is fully accredited by the Accrediting Commission for Community and Precollegiate Arts Schools (ACCPAS).

Summer Programs

Academy serves rising tenth grade students. This two-week residential arts academy offers pre-professional training in creative writing, drama, music and visual arts.

Arts Odyssey offers rising eighth and ninth grade students a one-week opportunity for concentrated study in creative writing, drama, music, or visual arts.

Summer Dance offers five weeks of intensive dance (ballet and contemporary) training for rising seventh through twelfth grade students. The program runs concurrently with the Academy and Discovery Programs.

Teachers’ Institutes offer teachers an exciting opportunity to focus on their own skills as artists while earning valuable teacher recertification and graduate credits. These Institutes are intended to enrich the artistic lives of teachers from around the state by providing the necessary time, facilities and materials to encourage their personal development in their chosen arts field.



Chapter 2
**Academic and
Arts Programs**

ACADEMIC AND ARTS PROGRAMS

CHAPTER 2

Enrollment as a student at the South Carolina Governor’s School for the Arts and Humanities is an opportunity to participate in pre-professional artistic training and a rigorous academic curriculum rich in the humanities. The policies governing curricular programs reflect the requirements of the state, demands of the arts curricula and strategies for success.

The Governor’s School offers pre-professional training in creative writing, dance, drama, music and visual arts. In our uniquely-immersive school environment, students are prepared for college and career paths including professions in the arts, teaching, arts advocacy, and other fields, whether arts-related or not. Students go in-depth with practicing artists/scholars and work in dedicated arts facilities. Enrolled in one of these five art departments, students are expected to successfully complete a sequentially developed curriculum that has been set by each department.

Academic excellence at the South Carolina Governor’s School for the Arts and Humanities (SCGSAH) is demonstrated in a high level of student engagement in academic classes. Strong critical thinking skills and a commitment to quality work are hallmarks of SCGSAH students. We support students in finding the appropriate level of rigor and skill practice to achieve mastery and pursue further inquiry. The SCGSAH academic schedule provides weekly tutoring time with faculty as well as office hours for additional support. Ongoing academic assistance is also provided by a full-time Academic Assistance Coordinator and our School Counselor. Although standardized test scores (EOC, ACT/SAT, AP) do not reflect all elements of success, we believe they are valuable indicators of achievement, and SCGSAH students consistently demonstrate high achievement in this area. Other valuable data for measuring student success and school effectiveness include: the annual Gallup Student Poll; analysis of incoming and outgoing student GPAs; percentages of students on Dean’s and President’s lists; and percentages of students inducted into the National Honor Society.

Crucial Skills

In our unique living and learning environment, students necessarily demonstrate a higher level of personal independence and self-advocacy. Vital time management, organization, and communication skills for SCGSAH students include the following:

- Being on time
- Communicating with teachers regarding absences
- Respecting assignment and meeting deadlines
- Participating in class
- Maintaining needed class materials
- Responding to emails promptly
- Keeping a daily assignment calendar as a physical planner and/or in Google

School staff and faculty are committed to teaching these skills along with their content areas. Through a variety of tutorials, workshops, and conferences students will learn and practice these essential characteristics. We see this combination of passion, discipline, and persistence as the key to excellence in both the arts and academics.

Required Course Work

SCSGAH provides multiple course levels in each content area, including Advanced Placement, Honors, and College Preparatory classes. Students (and parents whenever possible) meet with the Director of School Counseling for IGP meetings to select courses, and the Office of School Counseling and academic faculty guide students and parents in choosing the appropriate level of study for each course. Students and parents are asked to work with this school personnel to build a balanced load each year: challenging yet not overwhelming given the demands of the pre-professional arts mission and the independent, residential setting of the school.

The South Carolina State Department of Education requires 24 units for high school graduation as follows:

English	4 units
Mathematics	4 units
Science	3 units
Biology	1 unit
Other Sciences	2 units
Social Studies	
U.S. History	1 unit
U.S. Government	½ unit
Economics	½ unit
Other Social Studies	1 unit
Computer Science	1 unit
<i>(includes keyboarding)</i>	
Physical Education, to	1 unit
<i>include health, or JROTC</i>	
Foreign Language	1 unit
<i>or Occupational Education</i>	
Electives	7 units
TOTAL	24 units

Please refer to the Course Selection Guide for further details on course offerings at the Governor's School.

Most colleges and universities, including South Carolina public institutions, require additional units. It is highly recommended that incoming juniors and seniors have taken basic computer applications and physical education. These expectations do not apply to students accepted into the tenth grade.

In order to reflect the minimum expectations of many competitive universities in the state and nation, each student graduating from the Governor's School will be expected to complete three lab sciences from the following fields: biology, physics and chemistry. Two units must be taken from different fields and selected from among biology,

chemistry or physics. The third unit can be from the same field as one of the first two units. For the same reason, each student will be expected to complete two units of the same foreign language. (Many universities require three units.)

Diplomas and Graduation

Students who complete South Carolina's graduation requirements while enrolled in the Governor's School are awarded a state high school diploma. In addition, students who successfully complete a two-year curriculum in their arts discipline, Humanities I, and Humanities II are awarded a special South Carolina Governor's School for the Arts and Humanities Scholar's Diploma. Successful completion is defined as a final grade of 70 or above, a "C" on the South Carolina Uniform Grading Scale. Students who enroll in the tenth grade must complete their respective arts curriculum and humanities courses throughout their enrollment. Students who enroll for their senior year only are not eligible, since they will not have completed the two-year curriculum in the arts and humanities. To receive the Scholar's Diploma and participate in graduation activities, all school fees must be paid, or arrangements must be agreed upon for payment (please see Chapter IV, Fees and Charges). The Scholar's Diploma may be denied to a student as a consequence for certain violations of the Code of Conduct.

Successful completion of graduation requirements, arts curricula, and the humanities courses brings to a student the right to the respective diplomas. However, participation in the commencement weekend and senior activities is a privilege, and not a right, for the individual student. A student's behavior is expected to be exemplary, even through the final weeks, days and hours before the graduation ceremony. If a student's behavior warrants, the administration has the responsibility of denying a student's participation in commencement activities and reserves the right to do so.

In addition to academic requirements, students who choose to enroll in the Governor's School are expected to commit to the full program of study for their respective arts curricula. A student entering as a sophomore is expected to complete a three-year course of study, and a junior is expected to complete a two-year course of study. Therefore, early graduation is not an option for SCGSAH students.

In order to participate in the commencement ceremony, students must wear appropriate attire and graduation regalia (cap and gown). During the Celebration of Achievement prior to graduation, students will be awarded cords to represent their respective artistic disciplines, and National Honor Society members in good standing may purchase honor cords. These cords may be worn for the commencement ceremony.

College Admission Requirements

Students should consult the catalog of colleges they plan to attend to assure that they are choosing the right courses. For example, South Carolina public colleges and universities require the following: 4 Units of English, 3 Units of Mathematics, 3 Units of Laboratory Science, 2 Units of the Same Foreign Language, 3 Units of Social Science, 1 Unit of Physical Education or ROTC and 4 Units of Electives. Please refer to the Guidance Manual for details of these requirements.

Home School

Home school credits will become a part of the transcript only if they have been taken under an approved home school association or school district.

Distance Education/Summer Courses

All requests for virtual and summer courses (including independent study) must be approved in advance by the Director of School Counseling. A student may not take a course online that is offered in person at SCGSAH and that will fit into a reasonable academic schedule/course load. Since the school does not schedule PE, Health, or Computer Science, virtual enrollment during the summer or during the regular school year is required for students who need to take these courses (SC high school diploma requirements).

The following criteria must be met:

- The course is offered via an accredited provider*
- The course is a requirement for graduation
- A scheduling conflict prevents a student from taking the course at the Governor's School
- The student works with the Office of School Counseling prior to enrollment to identify an appropriate proctor for testing requirements as necessary.
- No more than one unit of credit may be transferred per year except in extenuating circumstances. For example, if a student is deficient in required credits, the Director of School Counseling may recommend an additional virtual or summer course.
- Approval from a parent/guardian prior to enrollment
- Enrollment in a "placeholder" course in the school's PowerSchool schedule until the credit is earned

If students have not received approval in advance, there is no guarantee that course credit will transfer. Under no circumstances will AP/IB/dual credit be awarded for independent study, including courses taken at other institutions or through a virtual provider, except in special circumstances requiring advance approval by the Director of School Counseling and the Dean. Costs for virtual courses/independent study are not the responsibility of the school. The grade(s) earned in an approved program will be included when computing the student's GPA. Course work taken in an approved summer school program can be a part of the transcript.

*We recommend online courses with VirtualSC, which is administered through the South Carolina Department of Education. We provide information on registration as a Governor's School student, and monitor student progress. VirtualSC courses are taught by certified teachers and are aligned with state standards.

Minimum/Maximum Course Load Requirements

Typically, underclassmen will take five academic classes each year and seniors will take four to five academic classes per year. All students must enroll in and complete at least two academic (non-arts) classes each year in addition to the required humanities curriculum. Students requesting to take more than five academic classes per year (in addition to the required humanities curriculum) must first consult with the dean.

Grades

The following system, which reflects the State of South Carolina’s uniform grading policy, is used by the Governor’s School.

100% - 90%	A	79% - 70%	C	59% and lower	F
89% - 80%	B	69% - 60%	D		

Grades from students’ previous school(s) are transferred to their Governor’s School transcripts, which are cumulative and use the state’s weighted grading scale. The grade(s) earned in approved summer programs will be included when computing the student’s GPA.

Grade Reporting. Grades are reported each nine-week period. Students with a grade of 70% or lower will be reviewed by the Admissions and Student Review Committee, and a plan for correction will be recommended. Grades are mailed to parents/guardians and distributed by campus mail to students and appropriate school personnel.

Class Ranking and Recognition

Because admission to the South Carolina Governor’s School for the Arts and Humanities requires both outstanding artistic talent and solid academic ability, students demonstrate recognizable accomplishment upon enrollment. Therefore, seniors are not ranked and there is no valedictorian or salutatorian selected.

Honors organizations and societies exist and may be formed to recognize achievement, good character and commitment to excellence. With a faculty advisor’s guidance, students may also participate in state and national arts and academic competitions and festivals.

Students may be recognized on Dean’s List or President’s List at the conclusion of each semester. Students who earn A’s and B’s in all of their coursework over the course of the semester appear on the Dean’s List. Students who have A’s in all coursework for the semester earn the distinction of President’s List. Students will receive a certificate noting their achievements.

Attendance

Students are expected to be punctual and attend all classes, rehearsals, called meetings and school events. Attendance records are kept by each instructor and reported daily. Students who have excused absences are responsible for completing missed work or exams within a reasonable time frame. Students absent for a course meeting or full day may not participate in subsequent optional activities until resuming regular school attendance.

Excused Absences. There are few reasons for excused absences.

- **Illness.** Students who are too ill to attend a class or required event should report to the school nurse. (If the nurse is unavailable, students should report to the residence hall reception desk.) In order for an absence to be excused, the student must communicate with the nurse prior to the class period(s) or events to be missed. The nurse will determine all absences that are to be excused for medical reasons. If a student has seen his or her own doctor, a written excuse should be provided to the nurse and attendance coordinator, who will then notify the appropriate faculty and staff.

- **Emergency.** If a family or personal emergency arises, parents/guardians must contact the attendance coordinator at 864.282.3824 or send an email to attendance@scgsah.org. The Dean will review the absence and give final approval. The student is responsible for contacting faculty members to coordinate missed work.
- **College Visits.** Students and parents are encouraged to plan college visits and auditions during weekends and school holidays whenever possible. Seniors are allowed four excused absences for college visits, which must be taken prior to April 15. In order to be excused, all college visits and auditions must be approved at least two weeks in advance. For local colleges and schools, partial day visits will be approved. Full day visits will only be approved when required. Parents/guardians will submit a request to the attendance coordinator, who will forward the request to the art department chair and dean for approval. Students are responsible for coordinating missed work with respective faculty members prior to their absence(s).
- **College Visits.** Students and parents are encouraged to plan college visits and auditions during weekends and school holidays whenever possible. Seniors are allowed four excused absences for college visits, which must be taken prior to April 15. In order to be excused, all college visits and auditions must be approved at least two weeks in advance. For local colleges and schools, partial day visits will be approved. Full day visits will only be approved when required. Parents/guardians will submit a request to the attendance coordinator, who will forward the request to the art department chair and dean for approval. Students are responsible for coordinating missed work with respective faculty members prior to their absence(s).
- **Religious Holidays.** Parents/guardians may request that a student be absent from school in order to observe a religious holiday. The request must be submitted in writing by a parent/guardian to the attendance coordinator at least two weeks in advance of the absence. The student is responsible for coordinating with respective faculty members regarding missed work.
- **Participation in school-approved competitions, trips, auditions or performances.** A faculty member may request that a student participate in these events during the school day. Students who do not have at least a C average, or who have been absent four or more times (excused or unexcused) may be denied the opportunity to participate after consultation between the classroom teacher, sponsoring teacher, and/or department chair.

Unexcused Absences. . An absence is considered unexcused when a student is absent for reasons not outlined above, is excessively late (see below), or when established procedures for reporting an illness or requesting an excused absence are not followed. Students who have been suspended from school are considered unexcused during the time of suspension.

Students are expected to attend all of their assigned classes both prior to and immediately following holidays and extended weekends, so travel arrangements should be made accordingly. Absences due to early departure or late return are considered unexcused.

Tardiness. Course syllabi outline policies for each class. Consequences for tardiness may be administered.

Makeup Work. Makeup work, regardless of the reason for absence, is the responsibility of the student. Students should contact their teacher(s) as soon as possible about

makeup work and due dates. Specific information about expectations for makeup work may be found in course syllabi.

Consequences for Unexcused Absences and Tardies. Students may receive disciplinary consequences for unexcused absences. In addition, please note the following:

- Teachers are not responsible for providing make-up sessions, lessons, open studios, instruction, etc., for any unexcused absence.
- Students are responsible for getting any homework assignments missed during their absence so that they are ready for the next class meeting. Due dates for assignments will not be extended for unexcused absences.
- Performances and rehearsals are significant components of the curriculum; missing these events may have a significant effect on course grades.
- Participation grades may be affected by unexcused absence(s) since participation during class activities cannot be made up.
- In most cases, work missed during an unexcused absence cannot be made up unless a teacher notes otherwise in his/her syllabus.
- Semester exams and juries cannot be made up if an absence is unexcused.
- In accordance with state law, students may be denied credit for excessive absences. (See below.)
- Students with excessive (excused or unexcused) absences may be required to attend weekend make-up sessions.

Denial of Course Credit. Students who are absent more than 10 class absences (excused or unexcused) will be denied credit for the course by the Dean in accordance with state law. For classes that meet every day, the absences must be no more than 10 per year. For classes that meet every other day, absences must be no more than 5 per year. Absences in classes meeting on less than a full-time basis (i.e., once per week) may not exceed 5% of the total meetings of the class. Students denied credit for any course will be reviewed by the Admissions and Student Review Committee, which will determine eligibility for continued enrollment. Students with excessive (excused or unexcused) absences may be required to attend weekend make-up sessions.

Admission

Students seeking admission must complete an application by the designated date. The Admissions Office will schedule an audition and review of academic and artistic records.

Students shall meet the admissions eligibility criteria prescribed in the Governor's School enabling legislation. Accordingly, a student must satisfy the following criteria prior to being considered for admission:

- Satisfy legal residency in South Carolina;
- Be identified as artistically talented;
- Possess a high level of commitment, motivation, and maturity;
- Meet the 3.0 cumulative GPA requirement; and
- Have attained the age of 14 by August 1 of the enrolling school year.

Continued Enrollment. Enrollment at the Governor’s School is a privilege comparable to a scholarship, and it carries expectations that students hold and maintain certain standards of excellence in their artistic, academic and out-of-class pursuits. Given these expectations, the school recognizes that its learning environment is a uniquely demanding one. Many factors are involved in a student’s success, including, but not limited to: work ethic, level of commitment, effort, maturity, family support, willingness to seek and accept help, prior opportunities and experiences, and the ability to adjust to residential life.

The school assumes the right and responsibility to evaluate student performance periodically to determine whether continued enrollment is in the best interest of a particular student. Therefore, all students are accepted on a conditional basis. Conditional acceptance requires that the student successfully satisfy all of the requirements in arts, academics and student life in order to be eligible to continue in the school. The Admissions and Student Review Committee may hold a substantive review, including mid-year reviews, of any student who has not demonstrated success. Outcomes may include not returning to the Governor’s School or probation.

Evaluation and Probation. The failure to pass academic and/or artistic course work, including failure as a result of attendance violations, will result in dismissal from the school. Students’ work is evaluated by the faculty and student life staff each nine weeks and is expected to demonstrate substantial growth in artistic and academic achievement, along with maturity and responsible behavior. To remain in good standing at the nine-week point, students must have a C average (2.5 on the state grading scale) with no failing grades and have no outstanding or unresolved student life violations. If any of these criteria are not met, students are placed on probation. Specific terms and duration of probation are communicated in writing to parents/guardians. The terms of probation are designed to assist individual students, so they may vary depending on causes of the student’s failure. Probationary terms often include restriction to campus, required study hall, required tutorials with faculty and staff, and restriction of performance opportunities until grades improve. Students on a probationary status are reviewed by the Admissions and Student Review Committee, which will recommend action that may include dismissal from the school.

Enrollment in the Senior Year. Consideration may be given to enrolling a student for only the senior year. Due to departmental curriculum, seniors are only considered in the music department. Students enrolling as seniors are not eligible for the Governor’s School Scholars diploma. No student enrolling as a senior may remain a student at the Governor’s School for more than two semesters.

Transfer to Another Arts Discipline. It is highly unusual that a student would change arts disciplines while enrolled in the Governor’s School. However, any student wishing to consider such a change must submit a written request to the Dean. The Dean will confer with the chairs of the two arts departments to study the feasibility and ramifications of a change. The Dean will also confer with the student’s parents. If all indications show the change to be in the student’s best interest, an audition can be scheduled.

A student who fails to complete the requirements of one discipline may not audition for another discipline.

Withdrawal from School

Withdrawal from the school should be initiated by contacting the registrar, who will coordinate exit interviews between the Dean, student and parents/guardians. Following the exit interview, the registrar will initiate the circulation of the withdrawal form, which documents current grades, the return of all library and other materials, return of keys, payment of any outstanding fines or fees and documentation of any room damage fees. Official transcripts will not be released until all school materials have been returned or fines and damages have been paid. Students who have withdrawn from the Governor's School are not eligible for re-enrollment.

Withdrawal from a Course

Students and parents should choose courses carefully during the registration process. With the first day of enrollment as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course after the respective specified time period shall be assigned a WF; a grade of 51 and 0 quality points will be calculated in the student's overall grade point average/ratio. The three-, five-, and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration of the school. For seniors, a transcript reflecting those changes will be sent to appropriate colleges and universities.

Retaking a Course

Students may retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of D or F was earned may be retaken.
- The course in which a D or an F was earned may only be retaken during the current academic year or no later than the next academic year.
- The student's record will reflect all courses taken and the grade earned, with the following exception: students taking courses for a Carnegie unit prior to their ninth grade year may retake any such course during their ninth grade year. In this case, only the ninth grade retake grade will be used in figuring the student's GPR and only the ninth grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

Due to the unique nature of the Governor's School's curriculum, it may not be possible to repeat some courses, particularly those imbedded in other classes, such as humanities and specific arts courses.

Guidance Services

The director of guidance services provides a variety of academic functions for students. Through individual and group counseling, the director assists students in making decisions about course selection, occupational planning, postsecondary choices, and personal/social adjustment. The director also processes college and scholarship applications and assists students with special needs.

Standardized Tests. Consult the guidance manual for the dates of PSAT, SAT, ACT, and all state mandated tests, including HSAP and EOCEP tests. Workshops will be offered

for these exams. While work as a creative or performing artist is the critical factor for admission into university or conservatory programs, high SAT or ACT scores can add a competitive edge and bring scholarship opportunities. Students are responsible for the cost of college admissions tests. When registering for college admissions tests (SAT and ACT) please refer to the sites, listed in the Guidance Manual, for which the school provides transportation. Transportation for test-taking at other sites, including those in the Greenville area, is the responsibility of the student and parent/guardian. Students should consult with their respective art department chair regarding the scheduling of standardized tests. Please review the Guidance Manual for additional information regarding standardized testing.

Student Support Services. Students receive guidance and support from each member of the school's faculty and staff, and art department chairs serve as students' mentors. The chair will assist in course selection and scheduling; review grade reports, academic and artistic progress; communicate with faculty and student life staff to encourage success and offer career and college guidance.

Parents/guardians or the school may find it helpful or necessary to call a conference to discuss students' artistic, academic or social progress. Appropriate staff and faculty will meet with the student and his or her parents/guardians to discuss areas of concern along with strategies for improvement.

In conjunction with the appropriate department chair, the director of guidance services will work directly with students during their senior year in choosing appropriate colleges, conservatories, or professional experiences to follow the senior year. Assistance is also provided in obtaining application and scholarship materials. The entire faculty provides valuable guidance in students' preparations of auditions, portfolios and other application materials. In order to assure quality of college and scholarship applications, please limit them to six.

Communication Regarding Academic and Artistic Programs. Students having a problem in a class are responsible for contacting the teacher directly. Should a student feel a lack of resolution regarding an issue, he or she should proceed appropriately to 1) the department chair, 2) the director of guidance services, 3) the Dean.

Because Governor's School students share the responsibility for their learning, it is important that parents/guardians support their children by encouraging them to proceed appropriately through the proper channels in the resolution of a concern. If parents/guardians sense a lack of resolution after the student has sought a solution, they should first consult with the relevant faculty/staff member(s) before contacting the Dean.

Special Needs

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA) prohibit discrimination against persons, including public school students, with a disability, in any program receiving federal financial assistance or funding directly from the State. Section 504 and the ADA define a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;

- Has a record of such impairment; or
- Is regarded as having such an impairment.

The South Carolina Governor's School for the Arts and Humanities acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its students and to provide Section 504/ADA-eligible students with an appropriate education. No discrimination against any person with a disability shall knowingly be permitted in any program or practices of the school.

Under Section 504/ADA, the school has the responsibility to identify, evaluate, and if the student is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services.

If the parent or guardian disagrees with any determination regarding identification, evaluation, or services made by the professional staff of the school, he/she has a right to file a grievance with the school's 504/ADA Coordinator, a complaint with the Office for Civil Rights, U.S. Department of Education, or to a hearing by an impartial hearing officer. The school's 504/ADA Coordinator is the academic assistance coordinator.

Tenth Grade Students

Tenth grade students are to be congratulated on their selection to attend the Governor's School. They have achieved a place of distinction, having been selected to begin this experience earlier than most students.

With this privilege comes specific responsibilities inherent to this special status. In addition to the other policies in this handbook, tenth grade students are expected to participate in the following:

- **Introduction to the South Carolina Governor's School for the Arts and Humanities.** This required course for tenth grade students meets weekly during the first semester. The goal of the course is to nurture students' intellectual, artistic, and social development while facilitating their adjustment to a full-time residential high school program. It also includes instruction in time management and study skills.
- **Conference.** Tenth grade students and their parents/guardians may be required to participate in a conference after the first progress report. This meeting will seek to review the progress students have made and make plans for future success. Students and parents/guardians are encouraged to schedule conferences with faculty and staff at any time to facilitate student success.

Public Performance and Events

Due to the performance elements associated with the SCGSAH curriculum, many school events are open to the public and/or broadcast via social media, streaming, and other platforms. Therefore, students' public performances and related images are a required element of the school's curriculum.

Outside Performance and Arts Instruction Opportunities

Due to its sequential nature and the student commitment necessary to complete the intensive arts training program at the Governor's School, it is important for students to consult with the appropriate department chair regarding performance and arts instructional programs that occur outside our curriculum prior to any commitment to

participate. These may include extracurricular student groups, performing ensembles, summer camps, evening classes, etc. If such extracurricular activities interfere with curricular commitments, students may be restricted from participation. Specific art departments may have further restrictions.

Honorary Organizations and Awards

National Honor Society. The purpose of the Governor’s School chapter of the National Honor Society is to recognize students who have excelled in scholarship and demonstrated a commitment to the principles of service, leadership, and character. Students are expected to continue to demonstrate these principles as members, to participate in NHS meetings, and to document at least five hours of community service each semester. Membership in this chapter is an honor bestowed upon deserving students by the faculty and is to be based on the criteria of scholarship, service, leadership, and character. To be eligible for selection for membership in this chapter, a student must have been enrolled for at least one semester at the Governor’s School and be a junior or senior. Students must have a minimum cumulative grade point average of 4.0 on the state’s weighted scale. Students who meet the academic requirements will be invited to apply for membership and they will be considered based on their service, leadership, and character. These considerations may encompass a wide scope, including student life. Students who have been suspended from school will not be eligible for membership during the semester of the suspension or the semester immediately following the suspension.

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Service Learning

The mission of the Community Service/Service-Learning program is to teach students to use their gifts and talents to reach out to the community in which they live in an effort to demonstrate elemental kindness, concern, and respect for others. All students are expected to participate in community service opportunities, as schedules permit, and in service-learning projects which are integrated into the curriculum.

CATS (Connecting Arts Through Service). Through this service learning initiative, students are encouraged to participate in a wide variety of projects designed to develop a sense of social awareness and responsibility. Projects are offered on various

days/times and address fostering youth, supporting the elderly, homelessness, hunger, disaster relief, and other areas of concern to the Upstate community. CATS is open to any student. The club meets monthly and has a minimum hour requirement for members in good standing. Past organizations that CATS members have worked with are The Salvation Army, Sterling Community Center, Frazee Dream Center, Let There Be Mom, Greenville Library, and many others. For more information, contact the Service Learning Coordinator at 864.282.4158.

Student Government

Student leadership is encouraged through student government. A student council is formed, consisting of student class representatives and house executives. Class officers are elected by their respective grade level. House executives are selected through a two-part process consisting of student body election and faculty/staff review. The position of house executive is one of honor and responsibility. From the house executives, student body officers are elected. Students are encouraged to participate in school decision-making through this body.

Student Ambassadors

The Student Ambassador program allows seniors to represent the school to visitors and outside organizations. Membership in this program is determined yearly from faculty suggestions.

Participation and Leadership in Organizations

Participation in student organizations, including leadership roles, is a privilege within the Governor's School community. Students may be removed from these roles for discipline violations, honor or integrity violations, or unsatisfactory arts or academic progress.

SCGSAH Academic Excellence

Academic excellence at the SC Governor's School for the Arts and Humanities (SCGSAH) is demonstrated through a variety of factors that include course offerings, test scores, student support and the key hallmarks of our students.

Course Offerings. SCGSAH provides multiple course levels in each content area, including Advanced Placement, Honors, and College Preparatory classes. Students (and parents, whenever possible) meet with the Director of School Counseling for IGP meetings to select courses, and the Office of School Counseling and academic faculty guide students and parents in choosing the appropriate level of study for each course. Students and parents are asked to work with this school personnel to build a balanced load each year: challenging yet not overwhelming given the demands of the pre-professional arts mission and the independent, residential setting of the school.

Test Scores. Although standardized test scores (EOC, ACT/SAT, AP) do not reflect all elements of success, we believe they are valuable indicators of achievement. SCGSAH students consistently demonstrate high achievement in this area. Other valuable data for measuring student success and school effectiveness include: the annual Gallup Student Poll; analysis of incoming and outgoing student GPAs; percentages of students on Dean's and President's lists; and percentages of students inducted into the National Honor Society.

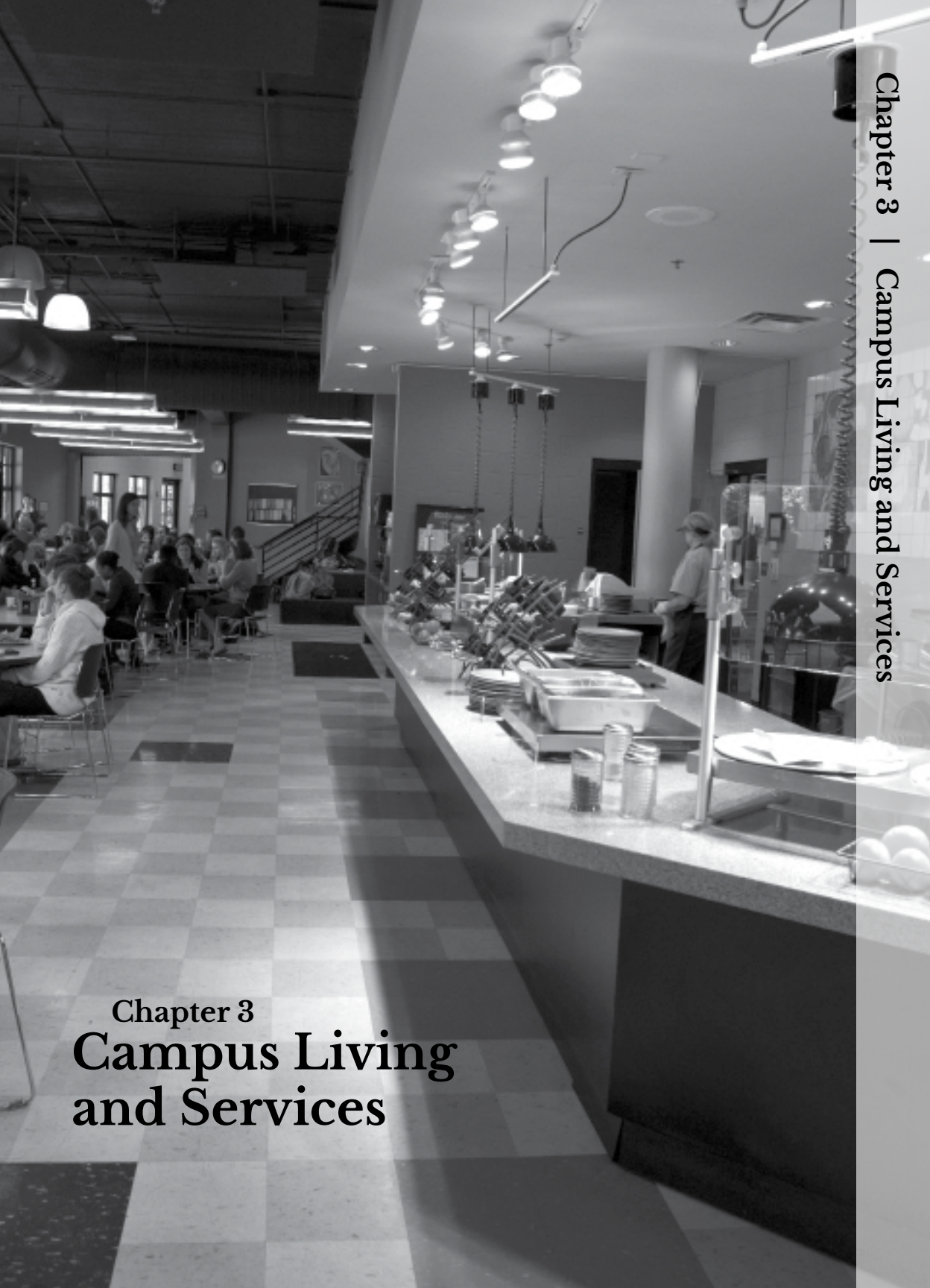
Student Support. We support students in finding the appropriate level of rigor and

skill practice to achieve mastery and pursue further inquiry. The SCGSAH academic schedule provides weekly tutoring time with faculty as well as office hours for additional support. Ongoing academic assistance is also provided by a full-time Academic Assistance Coordinator and our School Counselor.

Hallmarks of SCGSAH Students. In our unique living and learning environment, students necessarily demonstrate a higher level of personal independence, self-advocacy and student engagement in academic classes. Strong critical thinking skills, a commitment to quality work, vital time management, organization and communication skills are essential for academic success. Faculty also expect students to-

- Arrive to class and meetings on time
- Communicate with teachers regarding absences
- Respect assignment and meeting deadlines
- Participate in class
- Maintain needed class materials
- Respond to emails promptly
- Keep a daily assignment calendar as a physical planner and/or in Google

School staff and faculty are committed to teaching these skills along with their content areas. Through a variety of tutorials, workshops, and conferences students will learn and practice these essential characteristics. We see this combination of passion, discipline, and persistence as the key to excellence in both the arts and academics.



Chapter 3
**Campus Living
and Services**

CAMPUS LIVING AND SERVICES

CHAPTER 3

The student life program is designed to provide a rich living and learning community environment conducive to personal, social, artistic and intellectual growth. This program supports the mission of the school by seeking to provide students with the support and structure needed to maximize development in all areas. Campus living should be viewed as a privilege and may be revoked if necessary.

Student Life

A team of student life specialists assists in providing a safe and comfortable environment where students may find the support necessary to live, learn, and develop fully. The student services team oversees the day-to-day operation of the residential life program, and, with administrative support, has responsibility for decision making in these areas.

Residential life coordinators (RLCs) are full-time professional staff residing in the residence hall, and are responsible for promoting the goals of the residential program and the school by serving as:

- **Administrators**, by disseminating information and direction, as well as ensuring that safety and security procedures are met.
- **Resources**, by being informed about campus events, activities, and facilities and communicating information to students.
- **Guides**, by directing students in correct behavior and protocol.
- **Responders**, by directing and assisting students with illness, injuries, or emergencies.
- **Listeners**, by being available to respond to student concerns, issues, and questions.

Student Life Office

The student life office is located on the main floor of the residence hall. This office should be the first point of contact with any student or parent concern regarding campus life. The office is staffed from 7:00 am to curfew Monday through Friday and 8:00 am to curfew Saturday and Sunday and can be reached by phone at 864.282.3848, fax at 864.282.3849, and email at studentlife@scgsah.org.

Residence Hall Facilities

Some of the features of the residence hall facilities are:

- Separate gender halls
- Double occupancy rooms
- Suites with shared bath

- Carpeted floors in student rooms
- Laundry rooms with coin operated washers and dryers
- Recreation room with TV, VCR, and DVD player, pool table, computers with internet access, microwave, and vending machines
- Health center where students may be treated for minor illness or emergency
- House community study rooms and lounges

Under some circumstances, and at the discretion of the school, some of these amenities may not be accessible at any given time.

Student Rooms

Each student room is provided with the following items (one per student unless otherwise noted):

- Standard twin bed/mattress
- Three drawer chest (may be placed under bed, and may NOT be stacked)
- Desk
- Chair
- Internet access (two ports)

Students may personalize their rooms and make them more comfortable; however, students are responsible for maintaining the original condition of the room. The use of tacks, nails, screws, or any type of adhesive that may remove paint or damage the walls is strictly prohibited.

Students may not stack school dressers or desk. The only furniture that may be stacked are student beds. In order to bunk beds, students and parents/guardians will need to complete the bunk bed permission form, pay to rent the bunk bed pegs, and lower the bed frame. SCGSAH is unable to provide tools to bunk the beds. At the time of move out, students are expected to have returned the furniture to the original positions, including, but not limited to the height of the beds.

If there is damage to a room, the residence hall, or any portion of the campus, students and parents/guardians are responsible for the cost of repair or replacement, including, but not limited to furniture, carpet, equipment, wiring, or paint. In accordance with the student code of conduct, punitive fines may also be imposed.

Residents share equal responsibility for community spaces; therefore, damages may be assessed against a group of students, in which case the cost of repairs and fines will be shared.

Roommate Selection. Roommates are paired using a questionnaire identifying similar living habits. This process also seeks to match students with peers from other art areas and regions of the state. Every effort is made to house sophomores in roommate pairings. Students wishing to make specific roommate requests may do so. Residential life staff consider all requests carefully, but reserve the right to make final selections.

Room Changes. Since the school's residential life component seeks to teach conflict resolution and life skills, students are expected to work cooperatively to resolve roommate tensions. Staff are available to mediate disagreements and work with students in finding common ground; students are strongly encouraged to utilize this resource.

Rarely do staff recommend a change of roommates. This recommendation will be made to the director of student services, who has the final authority in this decision. No request for a room change will be honored until students have demonstrated a good-faith effort to resolve their differences. Room changes will not be made prior to the Labor Day break.

House Meetings. House meetings are held weekly, and all residents are required to attend and to be on time. These meetings present an opportunity to receive information and updates, voice concerns, and discuss life as a community. House executives share responsibility with the residential life coordinator for planning these meetings.

Pets. Pets, including fish, are prohibited at the Governor’s School.

Practicing/Use of Art Supplies in Student Rooms. Students are allowed to practice nonamplified, muted musical instruments in their rooms during the day, except during quiet hours. As with stereos, students should be aware of the effect of noise in the residence hall and respect the needs of others. Students may only use small, “light” art supplies in residence hall rooms. Artistic tools such as knives and carving tools are prohibited in the residence hall.

Damage Assessments. Damages and fines are assessed at the conclusion of the school year. Students who are returning for another year must satisfy any fees prior to the start of the new school year.

Check-in and Check-out

The check-in and check-out processes allow for an efficient moving process. Students must complete the following tasks during these times.

Check-in:

- Register and verify that all forms and information are on file
- Receive keys for rooms
- Receive a Governor’s School identification badge
- Complete and sign a room inventory and condition form. This form indicates the state of a student’s room and furnishings at the beginning of the year. Damages not noted on this form will be billed to parents/guardians at the end of the year.

Check-out:

- Return all library books and other materials
- Return all art area materials
- Clean residence hall room and bathroom
- Return clothes and other items borrowed from friends
- Check all drawers, closets, and other storage spaces for personal items
- Complete the check-out component of the room inventory form
- Return all keys and identification badge

What to Bring to School. Students should keep in mind that closet and storage space is limited, so they will need to change seasonal wardrobes during long weekends and holidays and plan to only bring necessities for their programs. Students always need

dress clothes for special occasions such as recitals and performances. The following items listed below are also recommended:

- **Linens**
 - Two sets of standard twin-sized bed linens
 - Pillow cases
 - Towels and washcloths
 - Pillow
 - Standard twin-sized mattress pad
 - Bedspread/Comforter
 - Blanket/Quilt
- **Personal Care Items**
 - Toiletries, cosmetics, soap, etc.
 - Shampoo
 - Deodorant
 - Laundry detergent
 - Bucket or container for shower supplies
 - Light snacks to keep in room
- **Clothing and Related Items**
 - Bathrobe
 - Shower shoes
 - Laundry basket or bag
 - Iron with automatic shut-off
 - Coat hangers
- **Furnishings**
 - Alarm clock
 - Desk lamp and/or floor lamp (no halogen lamps)
 - Small personal music players with headphones
 - Flashlight and batteries
 - Large trash basket and bags
 - Long distance telephone card or access number
 - Shower curtain and hooks (one set per bathroom)
 - Circuit protected multi-plug strip
 - Cleaning supplies for bathroom and room
 - Broom, mop, and plunger (one per suite)
 - Small vacuum (one per room)
 - Command Hooks™ (no tape, thumbtacks, or nails)
- **Art Area and School Supplies**
 - Notebook, composition books, pens, pencils, etc.
 - Stationery, stamps
 - Bookbag or daypack
 - USB flash drive (useful even if not bringing a personal computer)
 - Markers, posterboard, and other project materials
 - Personal computer (optional)
 - Day planner/calendar

Any specific items necessary for each art area will be included in correspondence received from the art department chair.

What to Leave at Home. The items listed below are prohibited at the school. If brought, parents/guardians will be asked to take them home on opening day.

- Cooking appliances (hot pots, hot plates, toaster ovens, microwaves, etc.)
- Halogen lamps
- Candles, incense, lighters, or other open flames
- Strings of (holiday-style) lights and cut/live holiday trees
- Large stereos or radios
- Electrical heating items (i.e., curling irons) without an automatic shut-off
- Valuable or treasured items
- Large amounts of cash
- Skateboards, roller blades, and skates
- Extension cords
- "Sloppy" clothes (clothes with holes are not allowed)
- Pets
- Refrigerators taller than three feet
- Plug-in air fresheners

Health Services

Health Center. First aid services and health care counseling are available to students in the health center located on the main floor of the residence hall. The health center shall be staffed by a registered nurse during daily posted hours.

Nurse. A registered nurse is on duty during posted hours each day and on call at all other times. The nurse's office is located in the health center on the main floor of the residence hall. The nurse collaborates with all members of the school community, including parents/guardians, faculty, and administrators to promote the artistic, academic, and personal success of each student. The school nurse can perform first aid services and healthcare counseling, but legally cannot diagnose or treat as a physician does. The nursing staff can advise on, but not force, students' compliance with medication.

Health and Wellness Counselor. A licensed health and wellness counselor is available during posted hours for assessment and counseling only, focusing primarily on issues of personal and social development. Appointments to see the health and wellness counselor are arranged by contacting the health and wellness counselor. In the course of working with a student, if clinical issues arise such as depression, anxiety, suicidal tendencies, alcohol or other drug usage, the health and wellness counselor will immediately notify the student's parents/guardians and in consultation with them may refer the student to an external agency for a clinical assessment. The school may arrange for transportation of students-in-residence to the outside service provider, with the permission of the parents. Payment of expenses for external mental health services is the responsibility of the parents/guardians.

Health Care while at School

- Students who become ill should see the school nurse during the posted hours of the health center. If the nurse is unavailable, students should report to the residence hall lobby desk.
- Students wishing to be excused from class must see the school nurse prior to the beginning of that class.
- Students excused from class must remain in their residence hall rooms unless otherwise instructed by the school nurse, and meals will be delivered to these students.

- Parents will be notified and students may be required to leave campus in the event that the student has a fever of 101 degrees Fahrenheit or greater, or 100 degrees with additional symptoms.
- Parents will be notified in the event the student needs a referral to an outside facility or physician.
- The school nurse or parents/guardians will make necessary outside appointments when immediate medical or dental healthcare is warranted. Parents/guardians must communicate directly with the nurse regarding appointments they have arranged. The nurse will coordinate local transportation with student life staff. Students will not be transported to appointments that have not been arranged by a parent/guardian or the nurse.
- Routine medical, dental, and orthodontic appointments are the responsibility of the parent/guardian and should be scheduled during extended weekends and other school holidays. The school will not provide transportation for routine appointments.
- When students are not returning from a weekend or holiday at home because of illness, the parent/guardian must contact the school nurse. (In accordance with the sign-out policy, parents/guardians should also contact the student life office.)

Emergency Care. To provide for emergency care, all students must have a treatment authorization on file. This form allows a student to receive hospital care immediately in the event of an illness or accident. Parents of students taken to the emergency room will be notified, however, treatment will not be delayed if a parent or guardian cannot be reached.

Medication Administration. The school practices a policy of supervised self-administration of medications by students. All students must see the school nurse regarding medications that are needed during their residency on campus. Parents/guardians must provide all medications, including those for over-the-counter use.

- Parents should notify the school nurse of any medication (prescription or over-the-counter) that the student is taking.
- Prescription and over-the-counter medications are not permitted in students' rooms without prior permission from the school nurse. Students returning from home with medication should give this to the school nurse or student life staff member on duty at check-in.
- At the sole discretion of the school nurse, routine and emergency medications may be allowed in student rooms.
- All medication will be supervised and secured by the school nurse. During times that the nurse is not available, student life staff are responsible for the supervision of medication administration.
- All medications (prescription and over-the-counter) must be in either the pharmacy container with approved label or the original container. Inappropriately labeled medications will be discarded.
- All prescription and over-the-counter medications must be listed on the student's medication registry. Students will not be allowed to receive any medication, including over-the-counter medicines, if parent/guardian permission is not listed on this registry.

- Medications may only be dispensed as labeled. A physician must instruct in writing any deviation from the labeling.
- Parents/guardians are responsible for supplying all medications, including over-the-counter medicines. All medications should be brought to orientation in a bag labeled with the student's name. Students should consider bringing the following medications:
 - Acetaminophen/Ibuprofen (for treatment of fevers, mild aches and pains)
 - Antihistamine (for allergy-type symptoms)
 - Decongestant (for cold-type symptoms)
 - Cough medicine
 - Anti-diarrhea medicine
 - Menstrual cramp medicine
- Medication refills should be mailed to the attention of the school nurse.
- If in the course of treatment a student receives a new prescription, student life staff will coordinate transportation to a local pharmacy. Students are responsible for any charge and should have a payment arrangement in advance.

Health Insurance. Copies of health insurance coverage cards should be submitted to the nurse prior to the start of each school year. Parents/guardians are encouraged to evaluate their healthcare coverage in preparation for students' enrollment. The school strongly encourages health insurance for all students.

Medical/Dental Expenses. Payment of expenses for treatment outside of the school's health center is the responsibility of parents/guardians. Most facilities require payment at the time services are rendered unless otherwise arranged in advance.

Physical Examination. Students are required to submit a Governor's School Physical Examination Form completed by a licensed physician prior to initial enrollment at the school. Physical examinations must have been completed within the six months prior to the date of enrollment. Students enrolled in the dance program must complete this requirement prior to each year of enrollment.

Immunizations. A complete, official, South Carolina Department of Health and Environmental Control (DHEC) Certificate of Immunization record must be on file prior to the first day of enrollment at the Governor's School. This copy may be obtained from county health department offices. An updated certificate must be provided for subsequent years of enrollment if there are changes. You may contact your local South Carolina Health Department or visit the web at www.scdhec.gov for a listing of required immunizations. Due to students residing in a dormitory environment, the school recommends the meningococcal vaccine for all incoming students.

Medical Records. All medical forms and records must be completed in full and returned to the school nurse by the posted date each year. Student health records will be maintained in a manner consistent with medical, legal, and ethical standards. All records will be considered school records subject to the provisions of the Family Educational Records Privacy Act (FERPA). Records may be shared with faculty or staff on a need-to-know basis. Healthcare information and records may also be exchanged between the school nurse and outside medical professionals to facilitate treatment. The school complies with all records reporting mandated by the State Department of Health and Environmental Control.

Notification of Care/Emergency Action Plan. Parents/guardians must notify the school nurse if a student is under a physician's care or if there is a known medical condition. With this information, an individual emergency action plan will be developed with collaboration from the student's doctor.

Management of Communicable Diseases. The Governor's School will comply with all state and federal laws governing the management of communicable diseases, including the yearly "exclusion lists" published by the South Carolina Department of Health and Environmental Control (DHEC). These lists mandate conditions for which students must be out of school.

If a student's illness is determined to be communicable, a room restriction or return home may be required. The school nurse will determine the length of the restriction or return home in consultation with any outside medical provider. In the case of room restriction, arrangements for in-room meals will be made with the dining hall.

Campus Safety and Security

Public safety staff are available on campus 24-hours-a-day. They may be reached through the residence hall desk by calling 864.282.3826. The director of public safety, who oversees safety and security for the school, may be reached at 864.282.3746 during business hours. At other times, please call the residence hall desk for assistance.

The campus public safety office is responsible for:

- Safety and security on campus
- Emergency preparedness and drills
- Assistance in medical emergencies on campus
- Safety programming and training

Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to the residence hall desk.

Details of safety and evacuation procedures will be presented during student orientation, practiced throughout the year, and are posted in strategic locations on campus.

General Campus Safety Precautions. In order to maintain a secure campus, students should:

- Secure residence hall room doors at all times, whether or not occupants are present in the room.
- Secure personal valuables.
- Immediately report strangers on campus to public safety.
- Not walk alone at night and always walk within well lit areas.
- Close room blinds when changing clothes and at night.
- Not respond to obscene or harassing telephone calls. (It can be dangerous by encouraging more calls and provoking the caller to come to campus.) Report any obscene or harassing calls to the residence hall desk immediately.
- Not prop open any exterior door of any building. Emergency (rear/park-side) doors should be used only in the event of a true emergency.
- Familiarize themselves with the fire safety procedures and evacuation routes from all points on campus.
- Note the locations of the emergency call boxes.

- Carry a school identification card at all times on campus.
- Report any persons not wearing a Governor's School ID to Public Safety.
- Inform a residential life coordinator of safety concerns.

Medical Emergency or Emotional Crisis Procedure. If a student comes upon a person in need of immediate attention, he/she should:

- Summon assistance from any available faculty or staff member.
- Not leave the person unattended until an adult is on the scene. (Leave only if necessary to summon help.)
- Notify the residence hall desk.

Keys and IDs

- **Room Keys.** At registration, students will receive keys to individual residence hall rooms. Rooms should be locked and keys carried at all times. Report lost keys to the residence hall desk immediately. There is a \$25 charge to replace lost room keys.
- **ID Cards.** ID cards will be issued at registration. Cards provide access to campus resources and buildings, including the dining hall, library, gymnasium, residence hall, and fence gates. There is a \$10 replacement charge for lost or intentionally damaged cards.
- **Lockouts.** Students locked out of their room or wing of the residence hall should notify the residence hall desk and a staff member will unlock the door. There is a charge of \$0.50 per lockout, which will be credited to the cost of a new key if replacement is necessary.

Fire Safety. The school seeks to provide the safest possible environment for students. To this end, items which may create fire or safety hazards are prohibited. A partial list of such items is listed in this handbook. Items prohibited for fire safety reasons will be immediately and permanently confiscated. Additional consequences, up to and including suspension, may be issued.

Fire/Smoke Hazards. These include, but are not limited to the items below. Many devices may inadvertently start a fire or set off the smoke alarm system. Therefore, these items are prohibited. Due to the sensitivity level set for fire/smoke detectors, hair dryers and aerosol sprays should not be used in their vicinity. If the alarm is set off and the fire department responds, payment of a \$500 fine may be the responsibility of the individual who set off the false alarm.

- **Cooking Appliances.** Because of health and safety concerns, cooking appliances are not permitted in student rooms. These include, but are not limited to: hot plates, microwaves, woks, toasters, toaster ovens, coffeepots, grills, and hot pots.
- **Non-approved Lamps/Decorations.** Halogen lamps, candles, incense, oil lamps, holiday-style string lights, etc., which produce an open flame or hot spot, or which can produce smoke are not permitted. Plug-in air fresheners are prohibited. Drapes must be treated with a flame retardant.
- **Extension Cords.** Extension cords other than power strips may not be used.
- **Electrical Heating Appliances.** Electric irons, curling irons, and other personal care items are permitted only if they have an automatic shutoff. Electric

blankets are prohibited; though heating pads are permitted with the permission of the nurse.

- **Fire Doors.** Doors in the residence hall are fire doors, made to withstand heat for several hours. Thus, these doors may not be propped open.
- **Sprinklers/Smoke Detectors.** Do not cover, decorate, hang anything on, or in any way alter smoke detectors or sprinkler heads. Safety laws and regulations require those devices to be completely operative at all times.

Health and Safety Expectations. Roommates and suitemates are equally responsible for the cleanliness, orderliness, and safety of their rooms and bathroom. Staff will conduct both announced and unannounced room inspections. Weekly announced inspections require a high level of cleanliness. At no time should room conditions present safety hazards.

Rooms and suites are inspected on the following criteria:

- Clean bathrooms
- Clean sinks and medicine cabinets in each room
- Made-up beds
- Organized desks, shelves, and closets
- Clean and properly stored clothing
- Empty trash containers (All trash should be taken to the external dumpsters located adjacent to the residence hall.)
- Vacuumed carpet (Some vacuum cleaners are provided in the residence hall for short-term check-out.)
- Covered containers and proper storage of food and drinks, including clean refrigerators.

Students who continuously have clean, orderly, and safe rooms will receive additional privileges. Likewise, students whose rooms or suites do not pass inspection will face disciplinary consequences.

The common areas, such as lounges, recreational room, lobby, hallways, and laundry rooms are the responsibility of all Governor's School students. When leaving these areas, everyone must remember to:

- Put all trash, food refuse, cans, and bottles in the proper trash and recycling containers.
- Leave materials neat and organized.
- Return furnishings to their proper locations.
- Take all personal belongings. (Please remember that the school is not responsible for theft or damage to personal belongings.)

Students are expected to assist in cleaning common areas each evening on a rotating basis.

Custodial/Maintenance Services

Custodial and maintenance staff are responsible for the appearance and upkeep of the school's public areas, such as halls, public restrooms, and stairwells. However, students are asked and expected to clean up after themselves before leaving a public area. Cleaning services are not provided for residence hall rooms and bathrooms.

If a student has a maintenance problem in his/her room or bathroom, or notices one in another area of the residence hall or campus, he/she should report it immediately to the residence hall desk. Students should not attempt a repair on their own.

Laundry Services

Coin-operated washing machines and dryers are available in the residence hall for student use. Change for the machines is available in the dining hall during regular dining hours.

Dining Services

The campus dining hall is located adjacent to the main courtyard. The school works cooperatively with a food service provider to offer a menu that is nutritious, balanced, fresh, and inviting. Students with special dietary needs should notify the school nurse who will coordinate with dining services.

Utensils, dishes, and trays may not be removed from the dining hall. Food or drink service is only available during meal times. Food and drink may not be taken from the dining hall, nor are they permitted in the classrooms, studios, rehearsal halls, or the library.

The fee for food services should be remitted directly to the food service provider. Information regarding fees, due dates, and payment plans will be distributed each year. Students requesting financial aid for food service fees should contact the Admissions Office prior to their enrollment. As kitchen facilities are not available in the residence hall, all students are required to purchase a full meal plan.

There are food and drink vending machines located in the residence hall recreation room and in the academic buildings.

Mail Services

The school has mail service daily Monday through Friday. Incoming mail is distributed to students via individual boxes in the mailroom adjacent to the dining hall and may be picked up whenever the academic building is open. During posted hours, students may pick up packages. Students are individually responsible for all mailing costs. All student mail should be addressed to:

[Student Name]
PMB [Box Number], SCGSAH
15 University Street
Greenville, South Carolina 29601

Student mailbox numbers and combinations will be distributed during orientation.

Facsimile Machine

Students may send and receive facsimiles from the student life office at 864.282.3849. There is no charge for this service. Parents/guardians should alert their student when an incoming fax is expected.

Library

The mission of the library is to provide resources that support the academic and arts curricula of the school. The library provides free and unrestricted access to materials, and encourages every person in the school community to contribute to its program by making suggestions for additional resources, offerings, and services.

Library services include:

- Extended hours (evenings and Sundays)
- Circulation of all materials
- Staff to assist with special projects and day-to-day use of the library
- Reference
- Internet access
- Access to the adjacent computer lab
- Subscriptions to databases for research
- Videos and compact discs to support curriculum
- Books and magazines for recreational reading
- Materials for career planning
- Student video editing station
- Conference room for small group projects
- Listening and viewing stations
- Production center
- Pleasant environment for studying
- Professional library staff
- Assistance with materials from other libraries

The library's film collection includes DVDs with "PG-13" and "R" ratings from the Motion Picture Association of America (MPAA). Parents wishing to restrict their student's access to exclude those DVDs rated "PG-13" and "R" should contact the director of library services at 864.282.3694. Parents will be sent a letter confirming the restriction.

Athletic, Recreation and Fitness Programs

A fitness center and gymnasium are on campus and available for student use at scheduled times. Students may use the fitness center without staff supervision upon the completion of a training program and with parent/guardian permission.

Community Meetings

Community meetings are a time for the entire school community to join together to discuss topics of interest, receive information, and celebrate achievements. Community meetings take place regularly in Smith Recital Hall. All students are required to attend these meetings.

Religious Activities

Many local houses of worship welcome Governor's School students to their services. Information from churches will be distributed at orientation. Students leaving campus for services must do so in accordance with the school's sign-out policy. School staff will not be available to provide transportation to religious services.

Banking Services

Parents/guardians are encouraged to open an account for their child at a bank within the downtown walking perimeter. A checking account with debit card will allow students to conduct most necessary transactions. Banks currently located within the walking perimeter include Bank of America, Wells Fargo, National Bank of South Carolina, and First Citizens Bank of South Carolina.

The school does not offer banking services for students.

Weekend Events

During weekends on campus, special required events may be planned on Friday, Saturday, and Sunday. These include meeting with guest artists, seminars, extra rehearsals, classes, socials, and field trips. Weekends are also important for resting, extra practice, study, and socializing. Students should consult the school calendar and their department chair when making off-campus plans for the weekend.

Extended Weekends

Extended weekends are scheduled throughout the year to provide students an opportunity to visit family and friends as well as to catch up with personal appointments at home. These weekends are a good time for:

- Routine medical appointments
- Birthday celebrations
- Shopping
- Attending home sports and other events
- Enjoying home cooking
- Catching up with laundry, sleep, schoolwork, etc.
- Driving

Dances

Most school dances are held on campus. As a special privilege, some designated dances are open to outside guests. Guests must be accompanied by a currently enrolled Governor's School student (one guest per student). It is the responsibility of the Governor's School student to make the rules and regulations known to his/her guest. Any breach of these rules by the guest may result in removal from the dance. Written permission for outside guests from the Governor's School student's parents/guardians must be on file in the student life office at least 24 hours prior to any dance. Guests must be 20 years of age or younger.

Prom

Prom is a formal event celebrated each spring. This event, which is held at a different off-campus site each spring, includes a formal dinner and dance. Guests must follow the rules listed in this handbook for school dances.

In addition, due to the unique nature of prom, additional policies are in effect. Students who choose to attend the prom will not be allowed to sign-out until after 7:00 am the next morning. Outside guests will be invited to the after-prom festivities until a designated time. No outside guest will be allowed to stay on campus overnight.

Role of Students and Parents in Communication Regarding Student Life Issues

Students having a challenge in student life are responsible for contacting the individual involved directly. Should a student feel a lack of resolution regarding an issue, he or she should proceed appropriately to 1) his or her residential life coordinator, 2) the director of student services, 3) the dean.

Parents have the responsibility to support their child and allow him/her to proceed appropriately through the proper channels in the resolution of a concern before becoming involved. If parents sense a lack of resolution after the student has sought a solution, they should first consult with the relevant staff member before contacting the director of student services, or, finally, the dean.

Lost and Found/Loss of Personal Belongings

Any item lost or found should be immediately reported to the residence hall desk. A lost and found repository is located in the residence hall. This location should be checked when searching for missing items. Students are responsible for keeping rooms locked at all times, for sharing of personal items, and for reporting stolen items. The lost and found repository will be cleaned out periodically and items collected will be donated to charity.

Any item thought to be stolen should be immediately reported to the residence hall desk. The staff member on duty will file an incident report with the director of public safety for investigation.

Parents/guardians should evaluate their homeowner's coverage prior to their child's residency on campus. The Governor's School's policy covers only the property of the school. Replacement of personal items damaged or lost as a result of theft, vandalism, fire, water damage, natural disasters, or other causes is not the responsibility of the school.



Chapter 4
**Policies, Procedures
and Regulations**

POLICIES, PROCEDURES AND REGULATIONS

CHAPTER 4

The school is a unique living and learning experience that has been designed to foster the intellectual, artistic, and personal development of each student. Students selected for this school bring with them a variety of backgrounds, experiences, and expectations. Such a diverse community must establish standards of behavior to ensure that all students live in a safe environment, free from undue disruptions that hamper their freedom to learn and mature as artists and individuals.

When under the care of the school, students are expected to utilize, at all times and in all places, exemplary standards of conduct. In other words, students are bound by these policies unless signed out by a parent/guardian or their designee. Similarly, students are governed by these policies by virtue of enrollment in the school, regardless of age. Each student must be sensitive to the needs of others and show respect for all persons and property within and beyond the school community. Students are also expected to accept responsibility for their actions. Please understand that to create and sustain our unique community, these expectations exceed the usual parameters for school policies.

Certain rules, regulations, policies, and procedures are required and have been established to ensure the well-being, success, and productivity of each student. They are approved by the school's board of directors and have the full support of the school's administration, faculty, and staff. It is essential that students and parents/guardians understand, support, and abide by the rules, regulations, policies, and procedures of the school.

Approved Locations on Campus

Students should only be in areas of campus in which they have school business.

Art area spaces are available at the discretion of the respective department chairs. After 6:15 pm on weekdays and throughout weekends, students are not allowed in classrooms or studios without permission from a teacher. Students in buildings after 6:15 pm or on weekends should be engaged in their specific art discipline or participating in a school function. The library may be used as a quiet place to study.

Automobiles

Students may not have automobiles or other motorized vehicles on campus. An automobile may not be parked off campus with the intention of using it while enrolled.

Bicycles

Students are permitted to have bicycles on campus under the following guidelines:

- Helmets must be worn at all times.
- Bicycles must be stored on the racks provided; students are responsible for

providing their own locks.

- Bicycles may not be stored in the residence hall.
- Bicycles may only be ridden off campus within the downtown perimeter.
- Bicycles may not be ridden on sidewalks.
- Bicycles may not be ridden on campus.

Body Piercing/Tattoos

Any type of body piercing and/or tattooing performed on or by students while under the care of the Governor's School is strictly prohibited. The school does not condone this type of activity because of the health risks involved.

Clubs and Organized Activities

Student clubs and activities are organized as follows:

Clubs. Clubs are officially recognized and sanctioned organizations. These groups have a charter (often as a chapter of a nationally recognized organization), a defined membership list, and a sponsor. Examples include Student Government, Honor Council, and National Honor Society.

Activities. Activities are recognized by the school for a defined purpose or service. All activity groups must have a sponsor.

Student Groups. Student-led groups and other small meetings that gather on an as-needed or occasional basis.

Only clubs and activities may reserve campus spaces and hold organized events. Group sponsors must make reservations, attend, and supervise events, and communicate with the Dean or Director of Student Services as appropriate. Forming new clubs or activities requires a written proposal to the Director of Student Services, definition of the group's purpose, and identification of a sponsor. The Dean and Director of Student Services will review the proposal and notify the proposed sponsor if the group is approved.

Fundraising. Fundraising is allowed only in rare cases due to the size of the school community. All fundraising must be approved in advance by the Dean. If a fundraiser is approved, all collected funds will be overseen by the group sponsor and deposited into a designated account for the purpose of receiving deposits and paying invoices. Fundraising for individual purposes or outside organizations will be prohibited.

Responsibilities of Sponsors. Sponsorship of a student group or activity requires a direct commitment from a member of the school's faculty or staff. Leadership of a group requires that the sponsor:

- Attend all group meetings, trips, and functions. The sponsor, or another approved adult must be present at all times.
- Secure reservations. Reservations of school resources, including rooms and buses, must be made by the group chaperone.
- Approve and distribute mass communications. The group sponsor maintains the ultimate responsibility for all communications by and on behalf of the

group, including email, print media, and announcements.

- Secure approval for chaperones and guests. All chaperones for group activities must be approved through the school's volunteer policy and checks. Outside guests and speakers must be approved in advance.

Co-Curricular Programs

Due to the co-curricular nature of a boarding school environment, students have the opportunity to be exposed to a variety of materials, including some R-rated films. Students may be restricted from checking out materials available in our library through a conversation with the Director of Library Services. Students and parents should discuss other co-curricular opportunities and make decisions as a family.

Information Technology Acceptable Use Policy

Definition. For the purpose of this policy, technology is defined as, but not limited to, the following:

- workstations (both desktop and portable), printers, scanners, and other peripherals
- local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers, and other devices
- servers including video servers, file and print servers, database servers, caching servers, Web servers, communication servers, voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, pagers, walkie-talkies
- software management systems including data retrieval, grading, instructional, library, media, textbook, student and food service automation systems
- video capturing including cameras and other devices, broadcast, receiving and distribution systems
- teleconferencing and phone systems
- application software packages such as Microsoft Office
- security monitoring systems
- radio systems
- office copier, imaging, and document management systems
- intercom communications and fire alarm systems
- vendor-hosted software solutions
- facsimile systems
- storage devices
- audio capturing including cameras and other devices, broadcast, receiving, and distribution systems
- recording devices including handhelds, cassettes, VCRs, DVDs, CD-ROMs, iPods,* and other MP3 devices
- electronic collaboration systems including email

Access. Students and employees will be provided access to technology including, but

not limited to, network, Internet and electronic mail (email) services. By providing this access, the school intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and learning by allowing greater access to resources.

Dependable technology requires the proper conduct of its users. These guidelines are provided so that students and employees are aware of their responsibilities when using technology. Any user who violates these guidelines will be subject to appropriate disciplinary action and possible denial of access to these services. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with the Student Handbook. Violations of the laws of the United States or of the State of South Carolina may subject users to criminal prosecution.

The school firmly believes that the educational value of access to electronic information far outweighs the potential consequences of students procuring material inconsistent with the educational goals of the school. All users must take responsibility for appropriate and lawful use of this access.

Due to the integration of technology in the educational process and the curriculum of the school, use of technology is not optional. All users are expected to use technology responsibly and are bound by the terms of this policy and administrative rule.

Internet Safety Policy. In compliance with the Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the school uses technological devices designed to filter and block obscene materials, child pornography or “harmful to minors” material as defined in CIPA. However, no Internet filter is completely effective. The school’s Internet safety policy is defined as in this document and further defined in the student handbook.

Terms and Conditions of Use. The purpose of the school’s technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Individuals must comply with the school’s rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, users receive information about the appropriate use of technology, the school network, safety, and other issues governing technology use through the school’s Student Handbook and the school’s Employee Handbook.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

Rules Governing Use. SCGSAH Web pages must comply with the school policies on FERPA, data privacy, and public use of school records.

SCGSAH will not be responsible for any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind, or any other illegal act.

SCGSAH expects users to report immediately if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems.

Employees will not store any confidential or sensitive data on personal devices (USB drives, portable hard drives) or unencrypted cloud-based storage.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc. Students should also be aware that sharing large quantities of seemingly non-identifying information online can also pose a threat to personal security.

Students will not use school resources to agree to meet with someone they have met online.

Users will not upload or scan in inappropriate or non-school-related images of their own accord to school technology resources.

Users will check their email frequently and archive and/or delete unwanted messages promptly. The system administrator may delete email at any time.

Users will not use school technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school.

Users will not originate or knowingly forward emails containing spam, virus notifications, screen savers, and other non-educational file attachments.

Users will not attempt to perform functions that exceed their authorized access, share their account information (student ID and/or password) or log in through another person's account or access another person's files without permission.

Students will not download or install any unauthorized software or install any unauthorized hardware. Users will not run any executable files attached to an email message from an unknown sender or otherwise knowingly spread computer viruses.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent, or any other inappropriate language in public messages, private messages, and any material posted online. All communications will comply with the school's Information Technology Acceptable Use Policy.

Users will not send harassing email to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, that user must stop.

Users will not use the school system to access sites/materials that are profane, obscene, or pornographic, nor use the system to access sites/materials that advocate illegal acts, violence, or discrimination toward other people.

Penalties for Improper Use. Employees who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with state human resources guidelines. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with the Student Handbook.

Violations of the laws of the United States or of the state of South Carolina may subject users to criminal prosecution.

Warranty. The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, student errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as a student's parents/legal guardians (if the user is a student), will be responsible for all such costs.

Privacy. Email messages and any other electronic files created using the school resources or stored school resources are the property of the school.

The school reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by students or employees.

Access to electronic information related to any student or employee will be governed by the same policies that would apply to that information if it were not in electronic form.

The Freedom of Information Act provides far-reaching access to school records including electronic communications. Therefore, there should be no expectation of privacy.

Plagiarism and Copyright. Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. Students will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the owner. Students who engage in plagiarism or violations of copyright are subject to review by the Honor Council.

Other. SCGSAH expects users to report immediately any page(s) whose content created by students or employees causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Dean. This regulation may be updated on an annual basis or more frequently, if required.

Issued 4/18/2013.

**iPod is a registered trademark of Apple, Inc.*

Instructional Materials: Selection and Challenges

At SCGSAH, students and faculty engage in rich, lively dialogue around course content and a variety of instructional resources. Materials for classes and library circulation are carefully selected to support the educational goals and objectives established by the school's Board of Directors. Students and their families are empowered to request alternative assignments if/when necessary. Faculty routinely accommodate such requests respectfully and confidentially. In the event of a more formal challenge to instructional materials in the classroom or in our library collection, the following Board policy guides the process.

The Board of Directors of the SCGSAH subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association's Library Bill of Rights. No duly selected learning resources whose appropriateness is challenged shall be removed from the school (library or curriculum) until written notification by the Dean in concurrence with the recommendations of a review committee or upon formal action of the President when a recommendation of a review committee is appealed.

Procedures for challenges/complaints

- All complaints shall be directed initially to the Director of Media Center and Library Services, or to the Department Chair of the curriculum area where the questioned materials are being used.
- The Director of Media Center and Library Services or Department Chair shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school and/or Library Media Center.
- If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the schools' mission statement, goals and objectives, the materials selection policy statement, and the procedures for handling objections. This packet will also contain a standard form that shall be completed and returned by the complainant before consideration will be given to the complaint.
- If the formal request for reconsideration has not been received within ten days of receipt of the proper forms, the issue shall be considered closed.
- Upon receipt of a completed form, the Director of Media Center and Library Services or Department Chair shall forward the form along with the questioned learning resource to the Dean.
- In accordance with statement of philosophy, no questioned materials or resources shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials or resources can be denied to the child of the parents making the complaint, if they so desire.
- The Dean shall appoint a Materials Reconsideration Committee. This committee shall include a materials specialist, an arts educator, a member of the academic faculty, the parents of a current student, and one community representative (community referring to the entire state).
- The committee shall meet to discuss the material, following the guidelines set forth by the school and will prepare a report containing its recommendation

on disposition of the matter for the Dean.

- The Dean shall notify the complainant of the committee's recommendation within fifteen days of the receipt of the formal complaint. In answering the complainant, the Dean shall explain the materials and learning resources selection system, give the guidelines used for selection, and cite authorities used in reaching decisions.
- If the complainant does not concur with this finding, he/she may present a written appeal to the President within ten days. The President will respond within ten days.
- If the complainant is still not satisfied, he/she may ask the President to present an appeal to the Board of Directors, which shall make a final determination of the issue. The Board of Directors may seek assistance from outside organizations such as the American Library Association, the Association for Supervision and Curriculum Development, the National Council of Teachers of English, the National Council of Social Studies, etc., in making its determination.
- Once the Materials Reconsideration Committee has reviewed a book or other instructional material, it cannot be challenged again for five years.

iPad Program Guide

Introduction

SCGSAH is committed to providing resources that support the school's mission to serve South Carolina's artistically gifted students through programs of preprofessional instruction in an environment of artistic and academic excellence. As a part of that commitment, the school is pleased to announce our one-to-one computing initiative for faculty and students. The heart of effective instruction continues to rely upon committed teachers and engaged students, and no outside resource can replace these vital components.

However, learning technologies continue to evolve and we feel that this initiative will allow our students to maximize their educational experiences. They will have access to the most current informational and educational resources at their fingertips. SCGSAH has chosen the iPad* as our platform because of the range of educational applications available. This guide provides an overview of frequently asked questions, including iPad care, appropriate use guidelines, liability, and user responsibilities. Appendix A of this document contains a user agreement that must be signed by both the student and his or her parent/guardian. As with any new initiative, there will be challenges and opportunities for improvement, but we remain confident that this resource represents an important step forward and we ask for your continued support.

The Information Technology staff may monitor user activity when there is evidence of prohibited use of school resources if directed to do so by the school's administration.

RECEIVING/RETURNING IPADS

Distribution of iPads. iPads will be distributed each year during SCGSAH's iPad Orientation. Students and parent(s)/guardian(s) must sign and return the iPad Optional Protection Plan Information and Student Pledge documents before the school can issue an iPad to a student. The iPad Optional Protection Plan offers families an option for protecting the iPad. Please review the iPad Optional Protection Plan included in

this handbook. Parents must sign the form and agree to pay or opt out of the Optional Protection Plan. Please note that the protection plan is through an outside vendor and is not provided by or associated with the Governor's School. Parent(s)/guardian(s) may choose to enter into an agreement with a different provider as noted on the agreement.

Denying School iPad. Because iPads are incorporated into instruction, a student may not "opt out" of using an iPad. Students that prefer to bring their own iPads may deny their school assigned iPads for each academic year. A student's personal iPad must be a fourth generation or newer model, and the student must also allow the IT Department to install a third-party mobile device manager on their iPad. The school cannot provide insurance for a student's personal iPad.

Returning the iPad. Students transferring out of or leaving SCGSAH during the school year must return the iPad (including power cords, cases, and any other school or school-issued accessories) before leaving the school. Students will return their iPads (including power cords, cases, and any other school or school-issued accessories) before leaving the school for summer break or after graduation. Students are required to remove their iCloud account before returning the iPad.

If a student does not return his/her iPad upon leaving the school, the student will be required to pay the replacement cost for a new iPad or will be subject to criminal prosecution or civil liability.

If a student damages their provided power cord, charger, or protective case, they must replace the damaged item with a genuine Apple replacement.

If a student returns his/her iPad with damage, costs for replacement or repairs are the student's responsibility. The school will charge the student the cost of needed repairs, not to exceed the replacement cost of the iPad. If a student is covered under a protection plan, then the student should contact IT immediately to schedule a repair. Any additional costs of repair not covered by the protection plan remain the responsibility of the student.

Identification of iPad. Each student's iPad will be labeled in the manner specified by the school. iPads can be identified by Serial Number as well as SCGSAH Inventory Asset Tag.

Caring for the iPad. The iPad is school property. All students will follow the guidelines below and the SCGSAH Acceptable Use Policy for technology. Students are responsible for the general care of their school-issued iPad. Students must take any damaged iPads or devices failing to operate properly to the school help desk for evaluation and/or repair.

General Precautions. Do not use cleansers of any type to clean the iPad. Carefully insert cords and cables into the iPad device to prevent damage. iPads and school-issued covers must remain free of any writing, drawing, stickers, or labels not the property of SCGSAH. "Skins" and other personalization are prohibited. Never leave your iPad in an unlocked car or any other unsupervised area. Students are responsible for keeping their iPad's battery charged for school each day.

Carrying iPads. The school provides students with protective cases for the iPad. These cases have sufficient padding for typical use. Students must keep their iPads inside the protective cases at all times. Cases should not hold other objects. Folders, workbooks,

etc., should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the iPad screen.

Keyboard Cases. The school provides all students with protective keyboard cases for their iPads.

It is the student's responsibility to keep his/her keyboard case's battery charged for school each day. If for any reason the keyboard case assigned to a student is damaged beyond repair or stops working, the student should contact the IT Department immediately.

Screen Care. Use only a dry soft cloth or anti-static cloth to clean the screen. Screen damage will occur when pressure is applied to the screen. Students must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that applies pressure to the screen. Do not bump the iPad against walls, doors, floors, etc., as it will crack and break the screen.

Using Your iPad. iPads are intended for use at school each day. Students are responsible for bringing their iPad to all classes, unless specifically instructed otherwise by the teacher. In addition to teacher expectations for device use, students are expected to access school messages, announcements, calendars, and schedules using the iPad. An iPad issued to a student is to be used solely by that student and no one else except IT staff and school administration as necessary.

iPads Left at Home or in the Residence Hall. Students who do not have their iPad in class are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

iPads Undergoing Repair. The school may issue a loaner iPad, if available, to a student while his/her iPad is being repaired by the staff at the school help desk. There may be a delay depending upon availability of a loaner iPad.

Charging Your iPad's Battery. iPads must be brought to school each day in a fully charged condition, so devices should be charged each evening. Battery failure is not an excuse for missing, incomplete, or late work.

Printing. Students may print from their iPads in designated locations. The school will give students information about printing with the iPad devices at orientation sessions. The intention of the iPad is to move toward a paperless system where possible, so excessive printing is discouraged.

Off Campus Internet Access. Students may establish Wi-Fi connections with the iPad outside the school network, so they may use the iPad any time access is available. However, appropriate use guidelines are still applicable, regardless of when or where students are using the devices.

Camera Use. The iPad comes equipped with both front- and rear-facing camera and video capabilities. Students taking unauthorized photographs or recordings are subject to disciplinary action in accordance with the school's Acceptable Use Policy.

MANAGING FILES AND SAVING WORK

Saving Work. Students are expected to save work on appropriate cloud-based storage solutions, such as Dropbox or Google Drive. Additional information regarding cloud-based storage will be provided during Orientation. Students are responsible

for ensuring that work is not lost due to mechanical failure or deletion.

Network Connectivity. SCGSAH makes no assurance that the network will be operational at all times. In the rare instance that the network may not be operational, the school will not be responsible for lost or missing data.

APPLICATIONS ON IPADS

Originally Installed Applications. The applications originally installed by SCGSAH on each iPad must remain on the iPad in usable condition and readily accessible at all times. You may not remove these required applications, and staff will periodically check iPads to ensure that students have not removed them. The school may also add other applications periodically.

Additional Applications. SCGSAH syncs iPads so that the devices contain the necessary applications for school work. Students will be permitted to load additional applications on the iPad as long as they do so in accordance with the school's Acceptable Use Policy. We suggest that students use an Apple ID linked to their SCGSAH email address and sign into the iPad with Apple's iCloud service. The school may restrict applications at any given time without notice.

It is against school policy to circumvent blocked applications on school iPads. VPN applications are not permitted to be installed on school iPads. Without prior written permission from the IT Department or a teacher, students are only allowed to install applications provided within the App Store application.

Inspection. Staff may randomly select students and ask them to provide the Pad for inspection.

Procedure for Reloading Applications. If technical difficulties occur or unauthorized applications are discovered, technology staff will re-sync the iPad. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

DIGITAL CITIZENSHIP

Digital citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. SCGSAH expects students to use technology appropriately and responsibly. The school has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital work in an educational setting. However, no precaution can replace ethical use and sound judgment.

School Responsibilities. The school will provide Internet and email access to students. School staff will help students conduct research and ensure student compliance with the school's Acceptable Use Policy. Filtering/blocking of inappropriate Internet materials is done at the school level, and the school will provide guidelines for cloud-based storage of data during orientation. SCGSAH reserves the right to investigate any inappropriate use of resources and to review, monitor, and restrict information stored on or transmitted via SCGSAH-owned equipment and resources.

Student Responsibilities. Students will abide by the school's Acceptable Use Policy and:

- Contact an administrator about any security issue they encounter.

- Monitor all activity on their personal account(s).
- Always secure the iPad device after use to protect their work and information.
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return the iPad to the school on the date they withdraw from school or transfer to another school.

Parent/Guardian Responsibilities

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All school-issued iPads contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially Internet access.

Creative Commons Copyright

- Student work may be uploaded to secured websites for educational purposes.
- The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

iPad Care. Each student is responsible for maintaining his/her iPad. iPad batteries must be charged and ready for school daily. Only labels or stickers approved by SCGSAH may be applied to the iPad or school-issued protective case. iPad protective cases furnished by the school must be returned with only normal wear and no alterations.

Malfunctioning or damaged iPads must be reported to the IT Department. SCGSAH will facilitate the process for repairing iPads that malfunction. Students are responsible for any and all damage to their iPad. Stolen or lost iPads must be reported within 24 hours to the IT Department and/or the Public Safety Office.

iPad Damage or Loss. Students will comply at all times with the SCGSAH iPad Agreement.

Student Misuse. Students are responsible for the entire cost of repairs to any iPad they intentionally misuse, abuse, or damage.

Title. Legal title to the property is with the school and shall at all times remain with the school. The right of possession and use is limited to and conditioned on full and complete compliance with the iPad Agreement. The student is responsible at all times for the iPad's appropriate care and use.

Repossession. SCGSAH officials reserve the right to repossess any iPad.

Liability. SCGSAH reserves the right to demand return of the iPad at any time. iPad agreements are valid for one year beginning with the date the student takes possession of the iPad until the date the student is required to return the iPad, unless the agreement is terminated earlier. Failure to return the iPad before departure from the school may result in criminal charges.

Loss. In the event an iPad is lost, the student or parent/guardian must report the loss to the Public Safety Office within 24 hours.

Theft or Vandalism. In the event an iPad is stolen, vandalized, etc., the student or parent/guardian must report the theft or loss to the IT Department and/or the Public Safety Office within 24 hours.

Replacement Charges. Students will be charged fair market value (based on the age of the iPad) if the device is lost, deliberately damaged, or vandalized.

- 1 year or less, 100% of purchase price
- 1-2 years, 75% of purchase price
- 2-3 years, 50% of purchase price
- 3 or more years, 40% of purchase price

Communication Devices

Communication devices may be used in non-instructional areas of the school, such as the residence hall and courtyard. Communication devices may not be used during class time or in instructional spaces, including the library, performance halls, and offices. Communication devices reasonably suspected to have been used in violation of school policy are subject to confiscation and/or search.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission.

Curfew and Quiet Hours

Sunday-Thursday

9:00-10:00 pm	Quiet hour.
10:10 pm	Students are required to be in the residence hall.
10:20 pm	Students are required to be in their house community.
10:30 pm	Students are required to be in their assigned rooms. They must stay in their rooms until 7:00 a.m.
11:00 pm	All quiet. No noise, music, etc.

Friday-Saturday

11:00 pm	Students are required to be in their house community.
11:30 pm	Students are required to be in their assigned rooms. They must stay in their rooms until 7:00 a.m.
12:00 am	All quiet. No noise, music, etc.

Curfew. Curfews are based on the importance of a well-balanced day for maximum performance in the Governor's School experience. Curfew implies that students are in their assigned rooms preparing for the next day. These preparations should include studying, relaxing, getting ready for bed, and sleeping.

Quiet Hour. The quiet hour is designed to give all students a dedicated time to study,

complete homework, and manage their workloads. During the quiet hour, all students are expected to be in their residence hall room, library, or arts spaces designated by department chairs. The quiet hour is 9:00 pm - 10:00 pm, Sunday through Thursday, as noted above.

Mid-Day Check. The mid-day check provides for student safety and accountability on non-class days while students are in residence including weekends, snow days, etc. Students are expected to check in for the mid-day check during the listed time frame.

Saturday-Sunday

12:30 pm - 5:30 pm

Birth Certificate and Custodial Arrangements

The school must have current and complete records regarding the custodial arrangement of all students whose parents are divorced, separated, or never married. It is the parents'/guardians' responsibility to provide up-to-date, official copies of any decrees or court orders. The school will utilize and honor the most recent order on file.

Each parent, whether custodial or non-custodial, has equal access and the same right to obtain all educational and medical records of their minor children and participate in school activities unless prohibited by court order.

No parent shall forcibly take a child from the guardianship of the parent legally entitled to custody of the child. Students and parents are responsible for knowing and adhering to their custodial arrangements.

All parents must provide an official copy of their child's long form birth certificate prior to initial enrollment.

Bullying and Hazing

The Governor's School prohibits bullying and hazing in any form, including via electronic media. This includes, but is not limited to, taking action or intentionally creating situations to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering. Any hazing activity should be reported immediately to the student life staff, security, or any available faculty or staff member.

Disorderly Assembly

No student shall assemble for the purpose of starting or causing to be started a riot, the willful destruction of school property, or any disorderly diversion.

Student Dress

Students are expected to dress in keeping with the dignity and position of their role as representatives of the State of South Carolina. The school expects that dress be neat, clean, in good condition, and appropriate for the occasion. Students are expected to be responsive to the reasonable requests of the school's faculty, staff, or administration regarding appropriate dress. Art disciplines may mandate additional requirements for their areas. The administration, at its sole discretion and interpretation, holds the final word on what is appropriate dress. For example, the standards include:

- No undergarments may be worn as outer garments.

- Undergarments must be worn with outer garments. Clothing that exposes undergarments is prohibited.
- Athletic attire may only be worn during designated events. Cover-ups must be worn in transit. Shorts and dresses may be worn; however, they must be properly fitted and may not be shorter than mid-thigh.
- No clothing with printing that is profane, obscene, demeaning, sexual, drug or alcohol-related may be worn.
- No revealing or suggestive clothing may be worn.
- Swimsuits may only be worn while swimming; cover-ups must be worn while in transit.
- Small and unobtrusive ear and nose piercings are permitted.

The listed standards apply for all social and special occasions as well. Dress in the residence hall may be more relaxed than that expected in public areas. These public areas include all areas of the campus outside of the student's designated floor in the residence hall.

Footwear. Shoes are required in all areas of the campus except in the student's assigned room. Many minor sprains and injuries can be avoided by wearing proper footwear, especially for recreational sports and activities. Shower-type and bedroom shoes are permitted only in the student's room.

Dressing for Special Occasions. Dress clothing is needed for special occasions such as opening and closing ceremonies, receptions, recitals, performances, and religious services. Males: dress slacks, dress shirt, tie, sports jacket or suit, dress shoes (no hiking boots or tennis shoes). Females: dress, suit, or dress skirt and blouse, and dress shoes.

Dressing for School Trips. Appropriate dress for school trips is decided upon by the trip chaperones depending on the nature of the trip.

Dressing for Community Events. Campus conduct and dress codes will also be the standards for off-campus events at the Peace Center for the Performing Arts, Greenville County Art Museum, etc.

Please note that these standards are not all-inclusive and that the dress code should be seen as contextual, with dress dependent on the environment in which one is engaged.

Drug and Alcohol Abuse

The Governor's School prohibits the use of tobacco, vaporizers, alcohol, illegal drugs or the inappropriate use of prescription medications, over-the-counter medications, or other substances. The disciplinary procedures relating to these substances may be found in Chapter 5. Intervention procedures are available through the Engage program.

For the health and safety of a student, if the student appears to be under the influence or intoxicated, parent permission may be sought to administer a Breathalyzer test. If the parents prefer not to have this test administered, the student may be transferred to a medical facility for treatment. No Breathalyzer test will be administered without a parent or guardian's permission.

Engage. Engage is an early intervention program designed to assist students exhibiting signs of (or developing behavior indicating) the use of tobacco, alcohol, illegal drugs, or inappropriate use of prescription medications, over-the-counter medications, or other substances. The Engage program does not supersede the disciplinary code for students found in violation of the school's policy; students found in violation will follow the steps outlined in the student code of conduct.

A student who seeks assistance or is recommended by a peer prior to determination of a violation of the school's tobacco, alcohol, or drug policies, even if under the influence of a prohibited substance, will not face the consequences outlined in the student handbook provided that the student:

- initiates entry into the Engage program prior to the determination of a violation of the policies of the student handbook;
- complies with substance use evaluation, drug testing, and any treatment (counseling, inpatient care, etc.) concluded from the evaluation; and
- complies with all conditions of the agreement for remediation.
- Failure to comply with any portion of the Engage process will result in full disciplinary action for the original violation. All consequences are held in abeyance until the resolution of the Engage program.

Entering Engage. At any time, a student may initiate entry into the Engage process by contacting a member of the student life staff to express a desire to enter Engage or to recommend a peer for the program.

The Engage coordinator will initiate contact with a student to discuss Engage if a staff member has reason to be concerned that said student might be using alcohol or illegal drugs or misusing prescription medications or other substances. (Note: If a staff member believes that a student is currently under the influence of a substance or that a violation is occurring, the situation will be investigated as a disciplinary matter. The student and staff member may discuss the Engage program at this point; however, the consequences of any infraction already under investigation will be applied, regardless of a student's decision to participate in Engage.)

The parent/guardian of the student will be contacted following the meeting between the Engage coordinator and the student. The parent will be made aware of the reasons for the initial meeting and the student's interest or lack of interest in entering the Engage program. Parental consent is necessary for students to enter the Engage program and the parent/guardian will be responsible for all associated costs (drug tests, counseling, etc.). Local providers offers services based on a sliding scale; thus no student should be precluded from participation in this program due to financial difficulty.

Students may enter the Engage program no more than one time during enrollment at the Governor's School.

The opportunity to participate in Engage ends twenty-one calendar days before the date of graduation for all seniors.

Exiting Engage. A student leaves the Engage program when all requirements of the agreement have been completed. Additionally, the Engage coordinator, parents/guardians and any mental health professional who has been involved must agree that the provisions of the Engage program and agreement are no longer necessary for the

student's well-being.

Removal from Engage. A student is disqualified from the Engage program if he or she violates any part of the Engage agreement; refuses a drug screen or otherwise fails to comply with recommendations of the initial assessment, or commits an alcohol or drug violation while enrolled.

Confidentiality. Any documentation pertaining to any student who has entered the Engage program will be retained in a secure file by the Engage coordinator and will be kept confidential. Such records will be destroyed upon the student's graduation or withdrawal from the Governor's School. At no time does such documentation become a part of the student's permanent record.

Equal Opportunity

The South Carolina Governor's School for the Arts and Humanities does not discriminate against any student or prospective student on the basis of the student's race, ethnicity, disability, religion, sex, creed, gender, national origin, immigrant status, sexual orientation, or English-speaking status. This ban on illegal discrimination applies to every aspect of the operation of the school, including, but not limited to, recruitment, admissions, housing, academics, and facilities. The prohibition also includes harassment based on race, sex, color, religion, gender, nationality, sexual orientation, or disability. Inquiries regarding nondiscrimination policies should be made to the Assistant Director of Student Services, 15 University Street, Greenville, SC 29601, 864.282.3857. For further information on federal non-discrimination regulations, including Title IX, contact the Assistant Secretary for Civil Rights at OCR.DC@ed.gov or call 1.800.421.3481.

Illegal Discrimination or Harassment. This ban on illegal discrimination applies to every aspect of the school, including, but not limited to, recruiting, admissions, housing, coursework, and facilities. This prohibition also includes harassment based on race, sex, color, religion, nationality, native language, or disability.

The following procedures outline the process, rights, and responsibilities for reporting illegal discrimination or harassment. An assistant director of student services serves as the discrimination compliance coordinator for matters involving students. Matters involving only employees should be referred to the director of human resources.

- Any student who believes that he or she is a victim of illegal discrimination should report the alleged discrimination as soon as possible to the school's discrimination compliance coordinator. If for any reason the student does not feel comfortable making the report to this person, the student should report the discrimination to the Dean. Any faculty or staff member made aware of a formal complaint of illegal discrimination should forward the complaint to the Dean. No student will be retaliated against for making a good-faith complaint of illegal discrimination.
- The discrimination compliance coordinator shall immediately record the complaint in a log maintained for the purpose of recording such complaints. For each complaint received, this log shall indicate the name of the complainant, the date the complainant reported the allegation of illegal discrimination, the nature of the complaint, the name of the person appointed to investigate, and the result of the investigation.
- Within one week of receiving a complaint, the coordinator shall assure that

an appropriate school administrator investigates the allegation. In most cases, this investigator will be the school's director of public safety. On a case-by-case basis, the dean may appoint another school investigator if it is determined that an investigation by the director of public safety is not appropriate.

- The individual investigating the complaint shall allow the complainant an opportunity to present his or her complaint directly to the investigator and shall allow the complainant to present any witnesses or other evidence. The investigator shall also talk with any persons and gather any evidence that he or she deems relevant to the investigation.
- Within two weeks of receiving notice of the need to investigate, the investigator shall form a conclusion about the allegation based on the investigation. If the investigator determines that action is required to prevent the recurrence of illegal discrimination or to correct the effects of illegal discrimination, the investigator shall take such steps as are necessary to effectuate these objectives. (Disciplinary action will be taken in accordance with the steps outlined in the student code of conduct.)
- Also, within two weeks of receiving notice of the need to investigate, the investigator shall inform the complainant in writing of the result of the investigation. If the investigator determined that illegal discrimination occurred, this notice shall include an assurance that adequate steps have or will be taken to prevent recurrence and correct any effects of the illegal discrimination. This notice need not specify the action taken to prevent a recurrence or to correct the effects.
- Any complainant who disagrees with the outcome of the investigation may appeal the matter by submitting a written notice of appeal to the Dean within five business days of receipt of the result of the investigation. This notice of appeal shall state specifically why the complainant disagrees with the result of the investigation.
- Within two weeks of receipt of an appeal, the Dean shall review the result to assure the fairness and thoroughness of the investigation in light of the reasons of disagreement submitted by the complainant. The Dean shall also notify the complainant whether the result of the investigation will stand or be reopened for further investigation and correction. Decisions by the Dean shall be final.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) requires that schools, with certain exceptions, obtain written personal consent prior to the disclosure of personally identifiable information from a student's education records. However, schools may disclose appropriately designated directory information without written consent, unless parents (or eligible students; eligible students are those 17 or older) have advised the school to the contrary consistent with the school's procedures.

The school has designated directory information to include:

- Student's name
- Home address

- Campus email address
- Campus telephone number
- Major field of study
- Dates of attendance at the school
- Grade level
- Participation in officially recognized activities
- Honors and awards received

The school includes directory information in certain school publications, including playbills, publicity campaigns, graduation programs, and websites. This information can also be disclosed to outside organizations under these procedures. Such outside organizations may include, but are not limited to, the United States Armed Forces, and colleges for recruiting purposes.

Unless the school receives written objection from parents/guardians or eligible students by the first day of classes in the first term of a student's enrollment, the school may disclose to other parents/guardians or third parties the following parent information designated as a student/parent directory.

- Student's name
- Major field of study
- Name of parents
- Home address of parents/guardians
- Email address of parents/guardians
- Home telephone number of parents/guardians

Requests for non-release of directory information for students or parents should be directed in writing to the registrar.

In compliance with the No Child Left Behind Act of 2002, the school releases telephone numbers and addresses to military recruiters. Parents/guardians and eligible students may request that their information be withheld by providing written notice to the registrar by the first day of class in the first term of enrollment.

Fees and Charges

The school may charge, collect, expend, and carry forward student fees. The purpose and amount of student fees, a payment plan, and a system for the collection of the fees shall be determined on a yearly basis. The Vice President of Finance will be responsible for the supervision of school fees and the establishment of a method for the collection of student fees.

No student shall be denied admittance to the school or participation in any school program due to inability to pay. Eligibility for reduced fees and waivers of fees shall be based on criteria as adapted from federal guidelines for free and reduced lunch and

consideration of extenuating circumstances such as, but not limited to, the following:

- Loss of employment;
- Extensive medical expenses;
- Substantial financial obligations and/or bankruptcy;
- College tuition commitments for other dependents; and/or
- Financial aid awarded the previous year.

To be considered for financial aid, each year of enrollment parents/guardians must complete the Financial Aid Application and submit it to the Office of Admissions by the required due date for review by the school's Financial Aid Committee.

Any appeal of a decision made by the Financial Aid Committee shall be sent to the President of the school who shall have final authority regarding the matter. Approval of financial aid for food services fees does not include a waiver of the residence hall fee/non-refundable deposit.

The Vice President of Finance shall direct the collection of fees in arrears including the collection of food services fees by the contracted vendor. Students whose first semester fees are delinquent may not be allowed to return to the school for the second semester unless a payment plan has been negotiated. Students whose fees remain unpaid for any part of the school year will not be allowed to participate in graduation activities. Any returning student whose fees are unpaid from the previous year will not be allowed to register for the following school year.

Horseplay

Horseplay that could inflict physical harm to individuals or facilities is not permitted.

Off-Campus Jobs

Off-campus jobs are not permitted.

Orientation

All students are required to participate in orientation. Orientation for the residential program runs from the opening of school until the Labor Day holiday. All components of the orientation are considered required events. During this time, students may not sign out for overnights.

Overnights

As a residential program, all students are expected to remain in residence throughout the week. Students may not take overnights Sunday through Thursday nights without the prior approval of the director of student services or designee.

The school may designate certain weekends as closed weekends during the school year. On such weekends, all students are expected to remain in residence and participate in required school-wide activities.

Parent/Guardian Jurisdiction

Once a student leaves campus to go home after following appropriate check-out procedures, responsibility for his or her personal safety shall be assumed totally by the parent/guardian and shall not be shared by the school.

Furthermore, the school shall have the right to determine a student's privilege to remain at the school if this student is found by a preponderance of evidence to have injured the good name, reputation, or integrity of the school by being involved in or contributing to an act of moral turpitude the nature of which would negatively impact the unique residential nature of this public school while validly signed out.

The student comes under the school's jurisdiction only when validly signed in upon returning to campus. Students must sign in at the residence hall immediately upon return to campus. Students may not enter any other campus building prior to signing in. Parents/guardians are encouraged to accompany their student when signing in.

Parents/guardians may choose to restrict a student further than the provisions of this handbook. However, while under the care of the school, parents/guardians may not grant greater freedoms to a student than those allowed in the handbook.

Programs for Parents

Parents are strongly encouraged to take an active role in their student's experience at the Governor's School. Currently, two organizations exist to actively solicit feedback and input from parents/guardians. The Govie Parents (similar to a PTO) work to support the school through communication, donations, and other contributions. The School Improvement Council, a body mandated by state statute, provides for parental involvement in school decision-making.

Pornographic Materials

The possession, viewing, or distribution of pornographic materials, in any format, including print and electronic, are prohibited at all times. This prohibition applies regardless of whether the student in question is of legal age to purchase such materials under South Carolina law.

Privacy, Search and Seizure

A student's right to privacy is respected by the school; however, the school has a responsibility to maintain the standards of safety and behavior that are reflected in its regulations and policies as well as local, state, and federal statutes. For this reason, the school may authorize searches including, but not limited to, personal belongings, residence hall rooms, mailboxes, communication devices and other areas to the maximum extent permitted by law.

Rooms, bathrooms, closets, and other areas of the residence hall are considered the sole property of the school and the State of South Carolina and, as such, are subject to search at any time with or without cause or prior notice. Such searches may be conducted with certified police canines. The school also reserves the right under South Carolina law to conduct searches of rooms and personal items when there is reasonable suspicion of a violation of school policy and/or state law.

In accordance with state law, the school prohibits strip searches of any type.

Public Display of Affection

Students are expected to exercise mature judgment and respect for one another. Inappropriate public displays of affection can be embarrassing to all present, so displays of affection other than hand holding, brief hugs, or brief kisses are not allowed.

Sexual Activity

Sexual activity of any type is expressly prohibited on the school campus or while under the care of the school.

Sign-out/Sign-in

Students have the privilege to sign out to leave campus at various times. For safety and accountability, students are expected to sign out whenever leaving campus. Students must sign in immediately upon their return to campus. Parents/guardians may reduce a student's sign-out privileges beyond those granted by the school, but may not give a greater level of permission. Requests to reduce a student's sign-out privileges should be made in writing to the director of student services.

Within Downtown Perimeters. The Greenville map on page 7-3 outlines where students may go in the downtown area. Students may sign-out to walk downtown as long as they are not missing class or required activities. Eleventh and twelfth grade students must be accompanied by at least one other current Governor's School student. Sophomores must be in a group of three or more current Governor's School students.

- **Downtown Hours**

- **Sophomores**

- 5:00 pm - 8:00 pm

- Monday - Thursday

- 2:00 pm - 8:00 pm

- Friday

- 8:00 am - 8:00 pm

- Saturday - Sunday

- **Juniors and Seniors**

- 2:00 pm - 9:00 pm

- Monday - Friday

- 8:00 am - 9:00 pm

- Saturday - Sunday

- **Park and Downtown Expectations**

- Students must observe all park hours, regulations, and local law.

- Students must be with at least one current Governor's School student at all times and are highly encouraged to travel in larger groups.

- Students may not go past the Church Street bridge.

- Students may not get in the river or falls.

- Students may not play or walk on the rocks in the park area.

- Students may not be in the park after dark.

- **Swamp Rabbit Trail.** Students may use the Swamp Rabbit Trail from the SCGSAH campus to Willard Street. The trail is available from 12:00 p.m. - 5:00 p.m. Saturdays and Sundays. Students must observe all SCGSAH policies.

Beyond Downtown Perimeter. Going beyond the downtown perimeter requires that a parent/guardian, or someone with parental permission, sign a student out unless the student is signed out on a school-related trip. All drivers who sign out a student must

be listed on the student's approved drivers list. Additions to this list must be made either in person in the residential life office or in writing, notarized. This list grants permission for a student to leave campus with an approved driver without additional approval during the daytime hours (7:00 am - curfew).

Overnight Sign-Out. In order to leave campus overnight, the driver must be listed on the approved driver list and an overnight permission form must be submitted by a custodial parent/guardian. Parents may submit a completed overnight form by mail, fax (864.282.3849), email (studentlife@scgsah.org), or in person. If the form is received by mail, fax, or email, a residential life staff member will call to verify. This confirmation will require the parent/guardian to use a security password registered with the residential life staff. Parents are asked not to share this password with anyone, including the student. This process also applies to students departing from school trips with the permission of a parent/guardian.

For security reasons, verbal (telephone) permission is not accepted.

Students must sign in by curfew.

Safety Precautions Related to Sign-Out

- Drivers, including parents/guardians, signing out the student must show positive photo identification.
- Only individuals 18 years of age or older may be included in the approved drivers list.
- Staff will validate information with parents any time sign-out seems suspicious or questionable. Attempts of fraudulent sign-out or assisting in a fraudulent sign-out are a serious offense. Such offenses may result in consequences up to and including dismissal from the school.
- No current student may be on another student's list of approved drivers.
- All permissions must list the driver(s) by name. Blanket permissions are not allowed.

Transportation

Parents/guardians are responsible for transportation to and from campus. Residential life staff can provide car-pooling information. Please remember that students may only ride with someone for whom parents/guardians have given written permission. No current student may be added to another student's approved drivers list.

The school will provide transportation to the Greenville-Spartanburg Airport during residential life office hours only (8:00 am - 9:30 pm). Extended break hours may vary. Parents/guardians must provide the residential life office with written confirmation of their student's itinerary and flight information, as well as an overnight form.

Students may not use for-hire transportation services, such as cabs or limousine services without written parental permission.

Visitors

The South Carolina Governor's School for the Arts and Humanities welcomes visitors to the campus. A visitor is anyone who is not a current student or employee. During business hours (8:30 am - 5:00 pm, Monday through Friday), guests must register at the reception desk in the Visitor's Center. Visitors must obtain a visitor's pass. This pass

must be displayed at all times on campus. After business hours, visitors register at the reception desk in the lobby of the residence hall. Visitors must be escorted by their host at all times.

Visitors to the residence hall must register at the lobby desk and receive a same-gender visitor's pass. In consideration of the privacy of residents on the hall, only immediate same-gender family members may visit a student's room during designated hours.

Visitors must be escorted by their host throughout their time in the residence hall. Also, visitors may not stay overnight in the residence hall, and in-room visits are limited to 30 minutes.

Visits cannot interfere with classes, rehearsals and scheduled events. Parents/guardians are encouraged to attend public campus events and visit classrooms with advance notice to the instructor.

All visitors should depart campus at least 30 minutes prior to quiet hour or curfew (i.e., by 8:30 pm Sunday-Thursday and by 10:30 pm Friday-Saturday).



Chapter 5
Code of Conduct



CODE OF CONDUCT

CHAPTER 5

The living, learning environment provides students with opportunities to develop strong character traits, integrity, and a positive valuing system. The Student Code of Conduct provides a framework that encourages character development through accepting personal responsibility for making good decisions and taking positive action in personal and professional life. There are two distinct but connected strands of the Code of Conduct: the Honor Code and the Disciplinary Code.

The Honor Code and Council

It is the purpose of the Honor Code and Council to create and sustain an atmosphere of honesty and integrity among students, faculty, and staff of the school. The Honor Code centers on a set of basic values that the community expects from all of its members; the Honor Council observes and maintains the Honor Code. The Honor Pledge serves as a concise definition of the Honor Code. All members of the community will be expected to uphold this pledge and the Honor Code it embodies:

As a member of the South Carolina Governor's School for the Arts and Humanities community, I understand that I have been selected to be a part of a unique and diverse population. Out of my respect for this opportunity, I will be honest in my personal and professional conduct, and be respectful of the rights, property, and opinions of others. I understand that I am expected to follow school policies, since they seek to create and support a productive learning, living, and working environment. I accept responsibility for meeting these expectations, continuing to evaluate them, and encouraging others to do the same.

Honor Code Violations. The Honor Code is violated by the following: *Lying*, defined as deliberately presenting a false impression or giving false information to another person, and when it seriously disrupts the life of the community, or weakens it in any way, it is a violation of the Honor Code; *Cheating*, defined as giving or receiving any unauthorized aid or information on any assignment; *Stealing*, defined as taking another person's (or school) intellectual property without right or permission; and *Plagiarism*, defined as passing off the words or ideas of others as your own – it is the acts of lying, cheating, and stealing all at once and is, therefore, a violation of the Honor Code.

Reporting and Investigating Honor Code Violations. In order for an Honor Code to function fully as a self-monitoring system, members of the community must take seriously their responsibility to report violations. Although no student member of the community is *required* to report violations, it is an expectation that students will do so in order to sustain the best possible school environment. A student may choose to address the infraction him/herself by discussing it with the fellow student, waiting to report the violation to an adult authority if it becomes a pattern of behavior. A teacher may similarly choose to address a first violation of honor within the parameters of the classroom. It is important that these infractions be clearly identified as honor viola-

tions, even if they do not proceed to an Honor Council review. Any member of the community may go directly to the Dean to report a violation of honor. When reporting violations, it is important that individuals sort through information. Do you have first-hand, direct knowledge of the violation? If not, who does? That is the person in the position to report an honor violation. The Dean will oversee a thorough investigation which may involve other staff and students as necessary.

The Honor Council. If a violation of the Honor Code has occurred, the Dean typically convenes the Honor Council, which consists of six members; the Dean, a member of the student services staff, two faculty members, and two students. The students are selected from among a pool of student members who have been appointed through a rigorous nomination, application, and interview process. Students and staff are allowed to decline to review a case if they feel they cannot be fair and objective. No parents, guardians, or outside representatives may attend an honor council meeting. Decisions will be reached through discussion and consensus, as opposed to voting. The proceedings of the Honor Council are absolutely confidential.

Consequences of Honor Violations. The Council will evaluate all documentation of the incidents in question and recommend appropriate consequences. Responses to violations of the Honor Code will emphasize learning opportunities and making reparations. On a first violation, an appropriate consequence will be chosen from among a range of options which are designed to educate rather than simply punish. The “penalty” phase of the work of the Honor Council will, therefore, be creative. The pool of consequences will include: letter(s) of apology; research and writing on the violation; service to the school and/or injured parties; readings and reports on an issue of honor that emerges in essays, short stories, newspapers, or magazines; parental conferences; early curfew; on-campus restriction; honor probation (a status stipulating suspension or dismissal if another honor violation occurs during the probation); suspensions; and dismissal from the school. The Honor Council will make its recommendation of consequences to the Dean, who will review and implement them as appropriate. Patterns of dishonorable behavior will result in a more serious consequence or in a combination of the consequences. A record will be kept of subsequent violations.

Honor Education. The Honor Council also seeks to promote understanding and awareness of the idea of honor, without diminishing the responsibility of each individual in the school. The Council will take a proactive role by sponsoring films, readings, debates, speakers, and service learning projects. The Honor Council will also be involved in orientation programs for new members of the community, educating them on the code and its influence on the life of the school. The Council will also communicate via newsletter, email, and the school website.

The Honor Code serves as a guiding force and underlying principle of disciplinary policies and procedures at the Governor’s School. It is important, however, to distinguish the two. Since the Honor Code focuses on integrity and respect, other conduct violations will be addressed through the Disciplinary Code outlined below. If an Honor Code violation crosses over into legal or disciplinary matters, the Disciplinary Code will take precedence. Students are never involved in review of conduct violations.

Disciplinary Code

This section is not all-inclusive. As circumstances change, rules of conduct may also change at the sole discretion of the administration. Because the circumstances of each situation are different, the administration may handle each disciplinary situation differently without setting a precedent for future cases. Improper conduct of any type

may result in discipline, up to and including dismissal, at the sole discretion of the administration, with or without notice, even though not specifically mentioned in this handbook.

Students with special needs shall be disciplined in accordance with the disciplinary provisions of their Individual Education Plan (IEP).

All members of the faculty and staff of the school participate in mentoring students and in upholding the Disciplinary Code. In order to keep information on disciplinary matters in a central file, copies of all disciplinary records will be kept in the Student Life office. Whenever a potential health/safety threat is involved (for example, some sign-out violations, Class II, and all Class III violations) the director of public safety may assist in securing all students and staff and investigating the incident. Whenever a violation incurs damage to school buildings or other property, the facilities coordinator will assist in assessing the damage and investigating the incident.

The Vice-Presidents of Student Life and Arts and Academics work collaboratively to resolve student concerns. Academic and classroom concerns are primarily addressed through the office of the Vice-President for Arts and Academics. Student Life and out-of-classroom concerns are primarily addressed through the office of the Vice-President for Student Development.

Violations and Consequences. The school defines the violations of its disciplinary code as provided below. Due to the serious threat Class III violations pose to the community, it shall be understood that these violations may result in permanent dismissal from the school.

- **Class I Violations.** All faculty and staff report and forward all documentation (reports and consequences) to Student Life.

- Classroom misconduct
- Curfew violation
- Dress code violation
- Inappropriate public display of affection
- Misuse of electronic devices
- Mid-Day Check
- Noise/quiet hour violation
- Perimeter violation
- Private enterprise/gambling
- Profanity
- Room inspection/safety violation
- Sign-out violation
- Unexcused tardies
- Verbal abuse toward any student or employee

- **Class II Violations.** All faculty and staff report and forward all documentation (reports and consequences) to the assistant directors of student services. The assistant directors of student services will report violations to the Vice-President for Student Development, the Vice-President for Arts and Academics, and the director of public safety as appropriate.

- Bullying

Disruptive behavior/disruption of school
Failure to comply with directions of school personnel on or off campus
Fighting
Harassment
Inappropriate/misuse of school property
Integrity violations
Misconduct on a school bus, charter bus, or other school vehicle
Pornographic material
Safety violations
Severe curfew violation
Sexual activity
Theft or damage to property
Threatening action
Tobacco and e-cigarettes
Unexcused absences
Vandalism

- **Class III Violations.** All faculty and staff report and forward all documentation (reports and consequences) to the assistant directors of student services. The assistant directors of student services will report violations to the Vice-President for Student Development, the Vice-President for Arts and Academics, and the director of public safety as appropriate.

Assault involving a weapon
Assault on another student
Assault on another student causing serious injury
Assault on school personnel, employee, or another adult who is not a student
Bomb threats or hoax and false fire alarms
Chemicals and drug paraphernalia
Criminal conduct
Extortion
Firearms and/or explosive devices
Hazing
Narcotics, alcoholic beverages, controlled substances and other intoxicants
Pyrotechnic/incendiary devices
Weapons/dangerous instruments other than firearms

Due Process

Class I Violations: Steps 1-4

Class II Violations: Process begins with Step 2 or 3

Class III Violations: Process begins with Step 3, and may include involvement of law enforcement.

1. **Documented Warning.** All faculty and staff will give a student this warning, which includes a review of the policy being violated and instruction on future behavior. This warning will be documented in writing and forwarded to the student services office. An accumulation of documented warnings for a range of violations will result in a conference with involved school personnel. During this conference, sanctions will be issued. A second violation of a policy for which a verbal warning

has been issued will result in an incident report.

2. **Written Report.** A written report noting the current violation along with prior documented warning(s). Conference with school personnel involved in the incident. Sanctions are issued at this conference, and all documentation is forwarded to the student services office for filing purposes. In the event of a third incident report, the appropriate administrator will schedule a conference with the student and other appropriate staff members. Sanctions will be issued and parents/guardians will be notified. Any further violations (warnings or incident reports) may be forwarded directly to the Vice-President for Student Development and/or Vice-President for Arts and Academics for an administrative conference.

3. **Discipline Committee.** Following a review of all documentation, including notes from interviews or any written statements of involved parties, the appropriate administrator schedules a conference that includes the school's standing discipline committee (Vice-President for Arts and Academics, Vice-President for Student Development, an art discipline representative, an academic representative, a member of the Student Life staff, and the Public Safety Director), and other involved school personnel. This committee will review the documentation and advise the Vice-President for Arts and Academics (academic and instructional concerns) or Vice-President for Student Development (student life and behavioral concerns) as appropriate regarding sanctions up to and including suspension or permanent dismissal from the school. The vice-president or designee will communicate the results of this conference to the student and his/her parents/guardians in writing. If suspended the student or his/her parents/guardians can request a conference be scheduled on campus within three (3) school days. If dismissed, a hearing will be scheduled on campus. Notice of this hearing will be provided to the student and his/her parents/guardians within fifteen (15) days. This hearing will be conducted by an outside hearing officer.

4. **Conference/Hearing.** If suspended, the student or his/her parents/guardians can request a conference be scheduled on campus within three (3) school days. If dismissed, a hearing will be scheduled on campus. Notice of this hearing will be provided to the student and his/her parents/guardians within fifteen (15) days. This hearing will be conducted by an outside hearing officer.

5. **Administrative Review.** In either a suspension or dismissal, the student or his parents/guardians may request a review by the school's review panel consisting of the Vice-President for Finance and Administration, Director of Guidance, and an art discipline chair from another discipline.

6. **Appeals.** Following the hearing, the student or his/her parents/guardians may appeal the hearing officer's decision, in writing within ten (10) days, to the Board of Directors which has final authority to grant or deny an appeal. Once a student is dismissed from the school, he/she cannot apply for readmission. Dismissal is final.

Provisions for Enforcement

- **On-campus/In-room Restriction.** A student may be restricted to the campus, or his or her room, for a prescribed period of time, which may include an entire semester or school year in severe cases. In such a case, only the parent/

guardian may sign the student out to go off campus.

- **Work Detail.** Assigned work service for the school. Work must be performed outside of class hours.
- **Suspension.** Suspension up to ten (10) days. Given the highly participatory nature of the curriculum, only major tests and projects that occur during the time of suspension may be completed without loss of credit. Students must be prepared to submit materials or take tests immediately upon their return. All other work, including daily work, quizzes, and assignments that require class participation will result in a grade of zero. Students are encouraged to contact their teachers to minimize material missed and to keep up with their studies while away.
- **Calculation of Days.** Number of days refers to the days when school is in session for students.
- **Dismissal.** Permanent dismissal from the school. Students dismissed from the school may not return to the campus or attend any school function for one (1) calendar year from the date of the Vice-President's recommendation for dismissal without prior approval from the appropriate Vice-President.

Policy Definitions

In addition to the definitions below, please refer to all other sections of this handbook regarding policies and expectations.

Assault on another student. Assault is the threat of causing or attempting to cause physical injury to another student or intentionally behaving in such a manner as could reasonably cause physical injury or the fear thereof to any student.

Assault on another student causing serious physical injury. Assault is the threat of causing or attempting to cause serious physical injury to another student or intentionally behaving in such a manner as could reasonably cause serious physical injury to any student.

Assault on school personnel, employee, or other adult who is not a student. The attempt to cause physical injury to any school official, employee, or adult who is not a student or behavior that could reasonably cause physical injury to any school official, employee, or adult who is not a student.

Assault involving a weapon. Assault with a weapon or other object that could reasonably be considered a weapon.

Bomb threat or hoax and false fire alarms. Communicating a report, while knowing or having reason to know the report is false, that located on any school premises is a device designed to cause damage or destruction by explosion, blasting, or burning. Placing or causing to be placed on any school premises with the intent of perpetrating a hoax, any device which would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage. Students will not initiate a false fire alarm on any school premises.

Bullying and Harassment. Bullying and harassment includes any action that deliberately attempts to create an intimidating, hostile, or offensive environment for another person. Examples of harassment include, but are not limited to, sexual harassment, sexual advances, and requests for sexual acts or favors, inappropriate sexual remarks or humor, displaying sexually explicit material, verbal or physical conduct of a harass-

ing nature. This inappropriate behavior can be between members of the same or opposite sex, and may involve the use of ethnic or racial slurs, jokes, or humor, physical assault, written notes, letters, or electronic media intended to embarrass or offend another person.

Criminal conduct. Criminal conduct whether prosecuted or not (includes, but is not limited to, shoplifting, drug possession, and distribution of illegal substances).

Curfew violation. To be off campus, out of the residence hall, off your floor, or out of your room without authorization after the prescribed curfew time.

Disruptive behavior/disruption of school. Disruptive behavior constitutes any physical or verbal action which could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity.

Dress code violation. Dress or attire that is inconsistent with the dress code guidelines delineated in the student handbook.

Misuse of electronic devices. Electronic devices include but are not limited to pagers, cellular telephones, and laser pointers.

Failure to comply with directions of school personnel. Students shall comply with all appropriate or reasonable directions of the Dean, teachers, substitute teachers, security officers, student services staff, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel.

Fighting. The act of hitting or kicking another student or other person. Any actions, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered the same as fighting. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to free himself/herself from the attack and to notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

Firearms and/or explosive devices. The handling or transmitting, whether openly or concealed, of any gun, rifle, pistol, or any other firearm or explosive device of any kind while under the jurisdiction of the school.

Gambling. To play a game for stakes; to bet; taking a chance with the possibility of financial or personal gain or loss.

Hazing. Hazing is a violation of state law. Hazing includes, but is not limited to, any action taken or intentionally created situations to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering.

Inappropriate use/misuse of school property. The use of school property in ways or for reasons other than the intended use.

Misconduct on a school bus or other school vehicle. All students at all times will observe the directives of the school bus/vehicle driver and all other rules outlined in

this code of conduct.

Narcotics, alcoholic beverages, controlled substances, chemical and drug paraphernalia. Possession, use, or transfer of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, or any other controlled substance, to include alcoholic beverages, malt beverages, or fortified wine or other intoxicating liquor. Possession, use, or transfer of drug paraphernalia or counterfeit drugs or inhaling or ingesting any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. This may include the misuse or use inconsistent with the labeling of prescription or over-the-counter medications.

Possession may include items in a student's direct physical possession, placed in an area outside the student's direct control, or held for another student.

Perimeter violation. To be outside the boundaries delineated on the walking map or to be in areas on campus or off that have been denoted as off limits.

Private enterprise. Selling merchandise, magazines, newspapers, or other property on school grounds, unless same is an approved school activity, is considered private enterprise.

Profanity. Language or gestures that a reasonable person would consider improper, degrading, irreverent, vulgar, or obscene.

Public display of affection. Inappropriate or embarrassing physical contact between students.

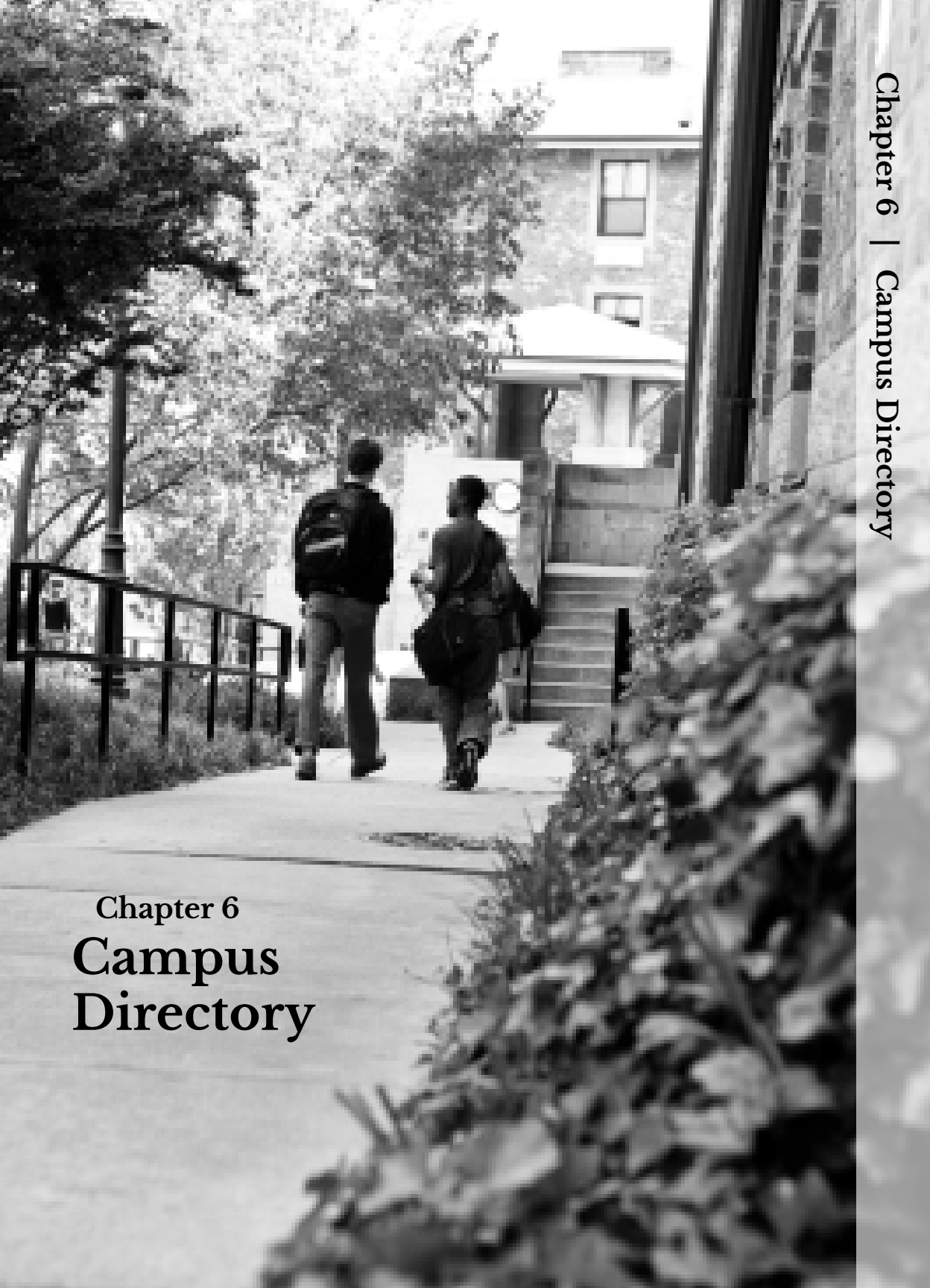
Pyrotechnic/incendiary devices. Pyrotechnic and incendiary devices are materials intended or originally likely to result in a fire. These devices include, but are not limited to, fireworks, explosives, lighters, explosive caps for toys, smoke devices, trick noise-makers, wire sparklers, and other sparkling devices.

Theft or damaging property. Theft is stealing, attempting to steal, or possessing stolen property. Damage is intentionally harming or attempting to harm any school or private property while under school jurisdiction.

Threatening actions or extortion. Threatening actions or extortion include language which threatens force of violence, and any sign or action which constitutes a threat of force or violence toward any school employee, other student, or any other person.

Tobacco. Use of any tobacco and e-cigarette product or possession of tobacco or tobacco paper at any time the student is under the jurisdiction of the school (includes all areas of campus, downtown perimeter, and school trips). This prohibition includes e-cigarettes, vaporizers, and similar devices.

Weapons/dangerous instruments other than firearms. Handling or transferring, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, facsimile of a gun, bullet, knife, ice pick, dagger, slingshot, leaded cane, loaded can, sword cane, machete, switchblade, blackjack, metallic knuckles, razors and razor blades, or any other object that can reasonably be considered a weapon or dangerous instrument.



Chapter 6
**Campus
Directory**

CAMPUS DIRECTORY

CHAPTER 6

Alumni and Summer Programs	864.282.3724
Admissions	864.282.3713
Admissions Director	864.282.3693
Attendance Coordinator	864.282.3824
Creative Writing	864.282.3708
Dance	864.282.3769
Dean and Vice President	864.282.3757
Dining Services	864.282.3887
Drama	864.282.3742
Finance and Administration VP	864.282.3738
Guidance Director	864.282.3726
Health and Wellness Counselor	864.282.3850
Health Services/School Nurse	864.282.3825
Human Resources Director	864.282.3781
Information Technology	864.282.4887
Library	864.282.3694
Music	864.282.3758
Public Information Coordinator	864.282.3945
Public Safety	864.282.3826
Public Safety Director	864.282.3746
President	864.282.3785
Registrar	864.282.3720
Residential Life	864.282.3848
Residence Hall Reception Desk	864.282.3711
Student Services Director	864.282.3847
Switchboard (campus)	864.282.3777
Production Coordinator	864.282.3749
Visual Arts Department	864.282.3705

Mailing Address

15 University Street, Greenville, South Carolina 29601

Website

www.SCGSAH.org

Questions

With Questions About

Contact

Attendance/Absences

Attendance Coordinator

College applications,
testing, scholarships

Guidance Director

Fines and/or damages

VP-Finance

Medical questions, doctor's visits,
health concerns

Health Services

Operator, other contacts

Switchboard

Public Relations

Public Information Coordinator

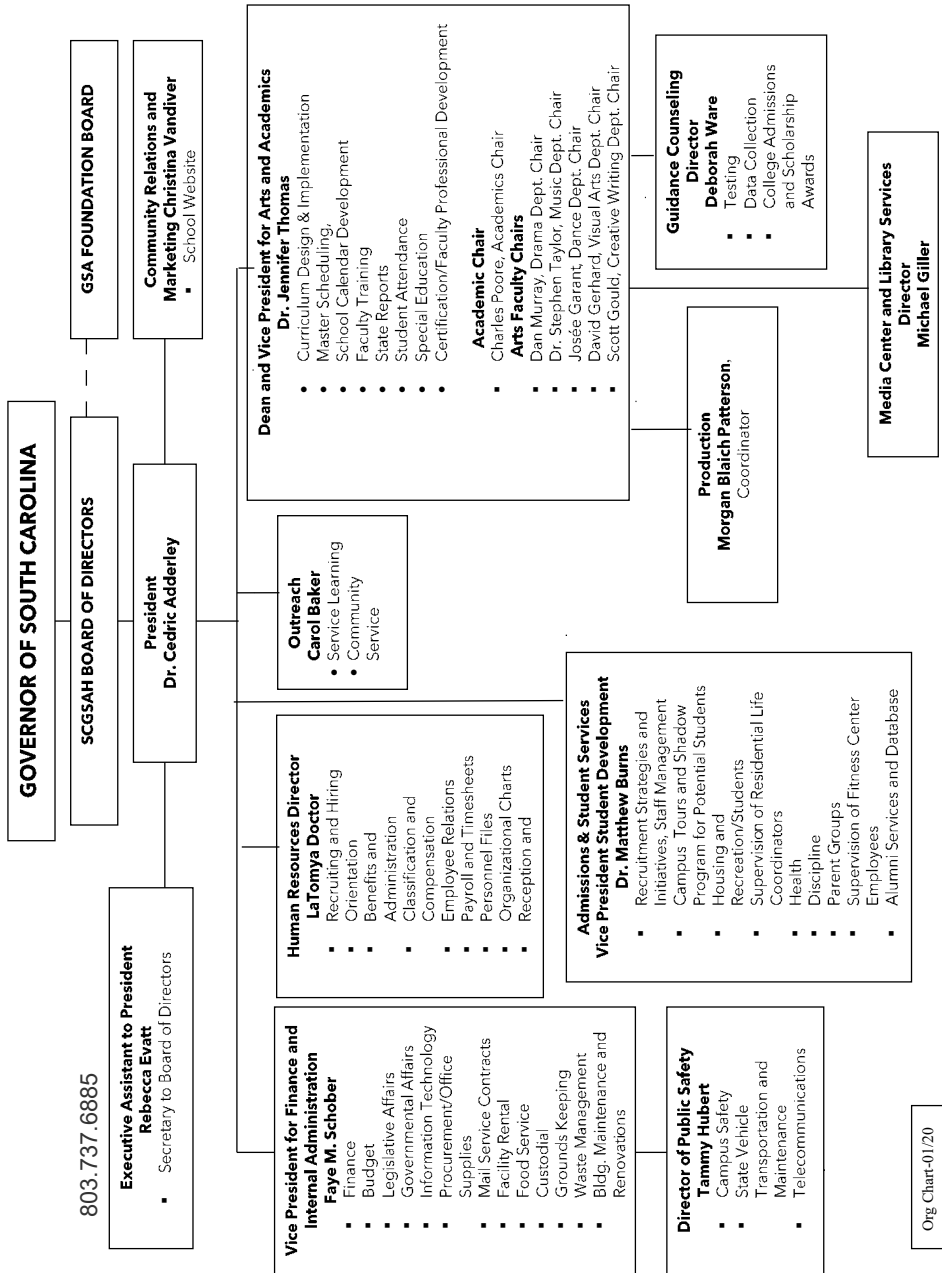
Roommates, approved
drivers lists, sign-out/in

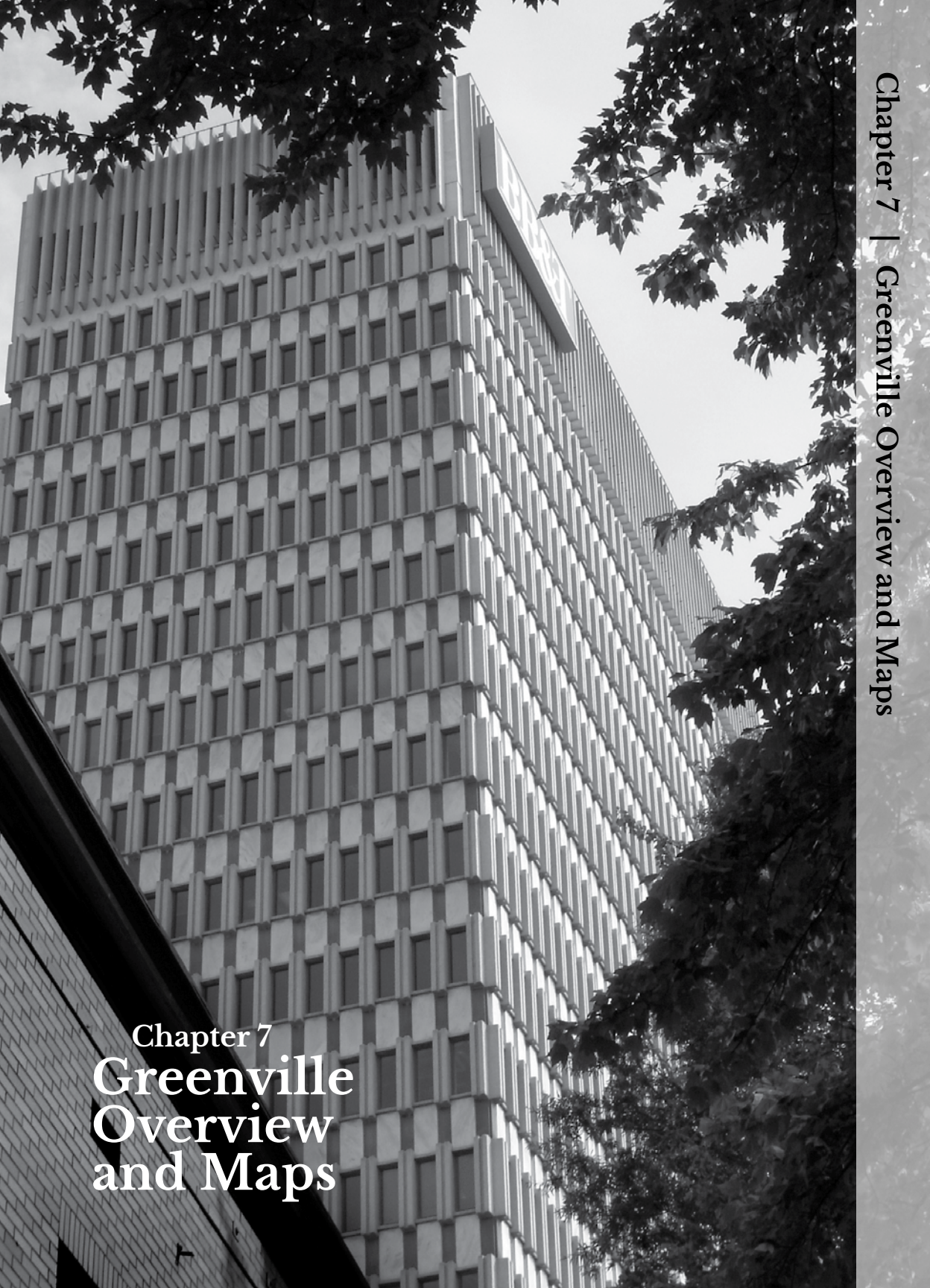
Student Life Director

Student records/transcripts

Registrar

Organization Chart





Chapter 7
**Greenville
Overview
and Maps**

GREENVILLE OVERVIEW AND MAPS

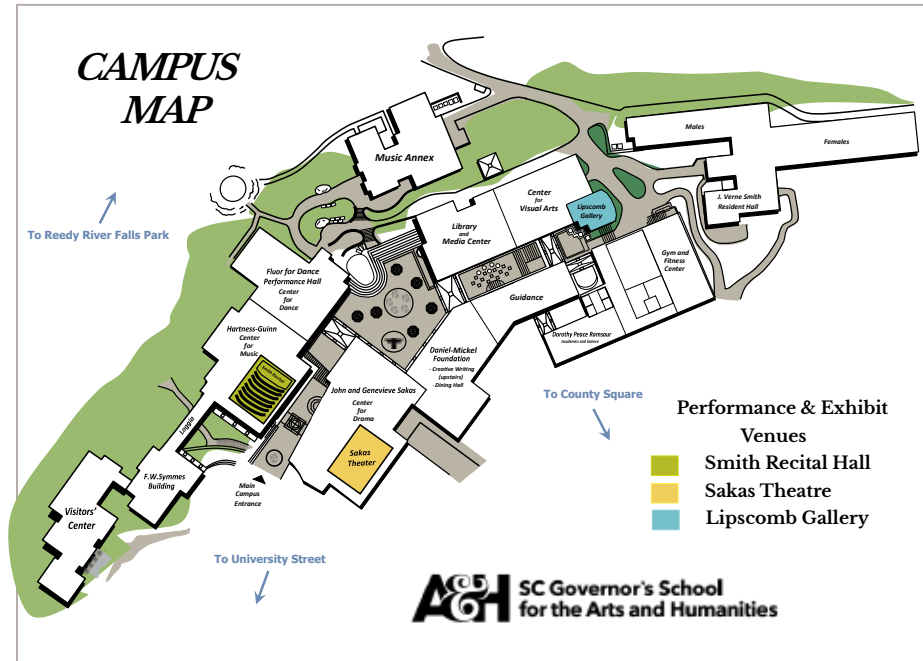
CHAPTER 7

Emergency Services

Fire, EMS, Police (If you dial 911, please notify the residence hall desk at 282.3711)	911
Greenville Fire Department (Information/non-emergency)	864.467.4463
GHS University Medical Center (Information/non-emergency)	864.455.7000
Mental Health America of Greenville County	864.241.1040
Crisis Line (daily, 24 hours)	864.271.8888
Teen Line (daily, 24 hours)	864.467.TEEN (8336)
St. Francis Hospital - Downtown (Information/non-emergency)	864.255.1000
St. Francis Hospital - Eastside (Information/non-emergency)	864.675.4000
Poison Control Center	1.800.222.1222

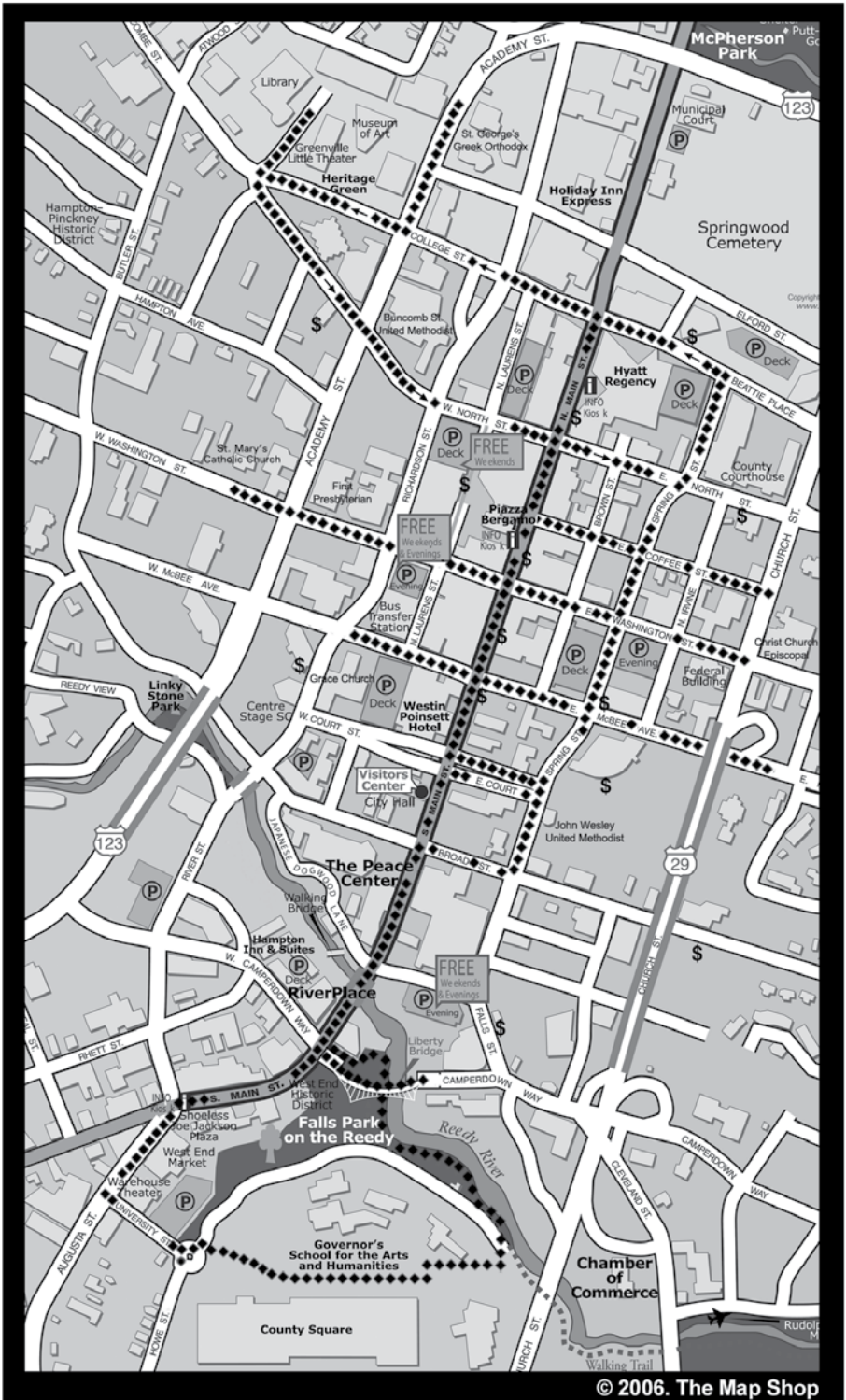
Campus Map

Please note that for student guidance, the boundaries of the campus are defined as the County Square parking lot, the University Street traffic circle, the Reedy River Park Road, and the residence hall. At no time should students be in County Square or its parking lots, behind the residence hall, or on the slope below the residence hall to the park.



Downtown Greenville Map

Off-Limits Downtown Locations. Designated establishments and locations, which are in the downtown perimeter, are considered off-limits at all times to Governor's School students. This list will be provided by Student Life. It is not all-inclusive, and other locations may be added as the school year progresses. All downtown tobacco shops, parking garages and lots are considered off-limits.



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■ Indicates approved walking areas.



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