

STUDENT HANDBOOK 2017-2018

SALUDA HIGH SCHOOL

160 Ivory Key Road
Saluda, SC 29138
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SALUDA COUNTY SCHOOL DISTRICT MISSION STATEMENT

Educate all students by providing a rigorous and relevant curriculum with supportive programs.

SALUDA COUNTY SCHOOL DISTRICT VISION

The vision of Saluda County Schools is to become an exemplary district in which every student graduates equipped to succeed in work and life in a globally competitive world.

SALUDA HIGH SCHOOL MISSION STATEMENT

Teaching Students to Be Learners for Life.

SALUDA HIGH SCHOOL VISION

Saluda High School will create a culture that fosters innovative, caring, responsible and self-motivated learners who will succeed in an ever-changing world.

Mrs. Sarah C. Longshore, Principal
Mr. Jamie Shealy, Assistant Principal
Mr. Robert Etheredge, Assistant Principal

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<http://high.saluda.schooldesk.net/>

SALUDA HIGH SCHOOL ALMA MATER

Hail to Thee, Our Alma Mater,
Now we stand for Thee
Pledging Honor and Allegiance

Always We'll Be True.

Memories Will Ever Follow,
Where'er We May Rove
Alma Mater, Alma Mater,
We Will Always Love.

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SECTION 1: GENERAL INFORMATION

ATHLETICS & EXTRACURRICULAR ACTIVITIES

In addition to our academic opportunities, Saluda High School offers a wide variety of clubs, organizations, and sports teams for our students. Students are encouraged to become involved in the life of the school in order to make their years as a Tiger rewarding and enriching. Saluda High School's interscholastic sports include baseball, basketball, cross country, football, golf, softball, soccer, tennis, track, and volleyball. Clubs and organizations include Academic Bowl Team, Beta Club, Board Games Club, FCA, FFA, HOSA, Music Club, National Honor Society, Prom Committee, Robotics Club, Science Olympiad, and Student Council.

CELL PHONES & OTHER COMMUNICATIONS DEVICES

- A student may possess a wireless communication device (WCD) in school as long as the device remains off and is not visible during the school day.
- For the purpose of this policy, the school day is defined as follows: the school day begins once entering school grounds/school bus and ends at the dismissal bell.
- WCDs may not be used on school bus rides to and from school. WCDs must be turned off and placed out of view before boarding the bus in the morning and remain turned off and out of view until exiting the bus at the end of the day. This includes the time between leaving the bus and entering the building in the morning and leaving the building to board the bus for the commute home.
- For car riders and students who drive, WCDs must be turned off and placed out of view upon exiting the vehicle in the morning and remain turned off and out of view until returning to their vehicle at the end of the day.
- Students staying on campus for extracurricular events may use their cell phones on school property after 3:40 p.m. unless directed otherwise by supervising staff.
- Exception: A WCD may be used if it is deemed appropriate by the teacher and approved by the principal or his/her designee for educational purposes, instructional purposes and other incidences deemed necessary.
- WCDs are allowed after school during extracurricular activities. Students may carry WCDs on activity buses to and from extracurricular events such as field trips and athletic competitions. However, the supervising staff members will determine the level of WCD use allowed while in transit will be determined.
- Students are not allowed to wear headphones in the hallways during transition times. Headphones are allowed to be used when the student is in a common area such as the atrium or cafeteria. It must be clearly visible that the headphones are plugged into their school issued chromebook. Wireless headphones are not allowed to be used at school. Students may use headphones in classrooms only when permitted by the teacher.
- A person who finds a student in violation of this policy must report the student to the school principal or his/her designee. Upon notification, the principal or his/her designee will adhere to the following procedures pertaining to the student in possession and the student owner of the device.

- **First Offense (Level 1 Offense: Warning)**
The student will receive a written warning. The WCD will be confiscated and secured until the student's parent/legal guardian attends a conference with an administrator. During the conference, the WCD policy will be reviewed with the parent/legal guardian and the student. All parties will sign documentation of the conference. Said documentation will be placed in the student's discipline folder. The WCD will be returned to the parent/legal guardian on the day of the conference.
- **Second Offense (Level 2 Offense: Possession of a WCD)**
The student will receive one day of in-school suspension and the device will be confiscated and returned to the student's parent/legal guardian after 14 calendar days. The date of the confiscation will be counted as day one of the confiscation period. In the event that the 14th day ends on a holiday or weekend, the WCD will be returned on the first school day following the 14th calendar day. (Exception: If the 14th day of confiscation falls prior to the midpoint of Thanksgiving break, Christmas break or spring break, the administrator reserves the right to return the WCD before the break begins and may apply other sanctions at his/her discretion.)
- **Third Offense (Level 3 offense: Failure to follow administrative directive)**
The student will receive five days of out-of-school suspension and the device will be confiscated and returned to the student's parent/legal guardian the last day of the school year. The student will lose all communication device privileges for the remainder of the school year.
- **Fourth Offense:** The student will be recommended for expulsion.

Failure to Surrender Device

If a student found in violation of the WCD policy refuses to surrender his/her WCD to an administrator for confiscation, the following consequences will apply.

- **First Offense**
 - The student will receive five days out-of-school suspension and loss of all privileges (driving to school, after school events, etc., for the semester or 40 school days, whichever is greater).
- **Second Offense**
 - The student will be recommended for expulsion.

If WCDs are found to be on during a search, all owners of the units that are on will be subject to the consequences listed above.

Any cell phone call, picture taking or text messaging that results in students cheating or which cause a major disruption (which may include, but is not limited to, fighting, instigating a fight, recording/taking pictures of a fight, bullying, harassment, embarrassment or intimidation) will result in the device being confiscated until the last day of the school year and additional discipline at the principal's discretion.

Bringing a WCD to school is a privilege, not a right. School and district personnel are not responsible for the loss or damage of any WCD brought onto district property by students. Furthermore, the school principal reserves the right to further limit and/or confiscate these devices if the use of these devices is causing a disruption to the school.

DRESS CODE FOR STUDENTS

The Saluda County School board policy states:

1. Limitations will be enforced to prevent the disruption of the educational process.
2. Clothing, hairstyles, makeup, etc. must not be a distraction, immodest, inflammatory or offensive. The faculty and administration will determine the appropriateness of any item.
3. Appearance and/or dress must not disrupt the educational process.

In addition:

- Shoes must be worn at all times. No cleats, bedroom slippers, or house shoes will be permitted.
- Shirts must be long enough to be tucked in, even if they are not tucked in (no midriffs).
- Clothing may not display tobacco, alcohol, drugs, or any other contraband item.
- All tops, dresses, and shirts must have straps that are at least two (2) inches wide on the shoulder. Spaghetti straps, halter tops, and sleeveless garments are not permitted. Even when the top, dress, or shirt is sheer or lacy, the piece underneath must also conform to guidelines. Chest area, cleavage, and undergarments must be covered.
- Hats, caps, bandannas, doo-rags, sweatbands, hairnets, shower caps, head scarves, sunglasses, and other head covering are not to be worn in the building during the school day.
- Clothing that makes reference to gangs or anything else that could be construed as being gang affiliated is prohibited.
- Excessively tight clothing that causes a disruption to the learning environment is not permitted.
- Clothing must be free of holes above the knee, unless another layer of clothing is underneath which covers the skin.
- Shorts, skorts, jumpers (dress), and skirts must be non-hugging, have a sewn hem, and be not shorter than three (3) inches above the center of the knee. Splits in front and back of garments must also follow the three (3) inch rule.
- Shorts, skirts and pants must be worn at waist level. Clothing and clothing accessories should not be poorly fitted or oversized, so as to allow sagging of the pants. Pant legs must be worn at their full length.
- If pants, shorts, or skirts have straps that fit over the shoulders, the straps must be worn on the shoulders.

Note: Any student in violation of the dress code must acquire a change of clothing that meets the guidelines; this includes calling parent/legal guardian to bring suitable clothing. If student cannot acquire a change of clothing, he/she will report to ISS for that day.

LOCKERS

- A locker will be assigned to each student.

- A \$5.00 fee will be charged to reserve a top locker.
- Lockers will be provided by SHS. Keep in mind that money and valuables should not be left in a locker. The school will not be responsible for lost, misplaced, or stolen items. Lockers should be kept neat, clean, and locked at all times.
- Students may be fined for damaged or defaced lockers.
- Students who do not return their lock at the end of the year will pay a \$7.00 replacement fee.

MEDICATION

Saluda County School District Permission for School Administration of Medication

- When possible, medications should be given before or after school by the parent/guardian.
- Initial doses of a medication that a child has never taken before should not be given at school.
- A written prescription is required for medications, **including over-the-counter medications**, to be given in our schools. The “Permission for School Administration of Medication” form, when signed by an authorized prescriber, may serve as the written prescription. Stamped signatures will not be accepted.
- A parent’s/guardian’s written consent is also required. Stamped signatures will not be accepted.
- A separate form must be completed for each medication.
- Space for medication storage in school settings is limited; therefore, to the extent possible medication quantities to be stored at school should be limited. Controlled substances must be limited to no more than a 31-day supply. If it is necessary to store an over-the-counter medication at school, small containers of the medication should be purchased and provided to the school.
- Prescriptions or medical orders for over-the-counter medications
 - a. should be for specific conditions that a child is known to experience (e.g. menstrual cramps, headache not due to injury, pain due to sickle cell),
 - b. should be a medication that the prescribing health care practitioner has deemed appropriate based on the child’s medical history, and
 - c. should list the generic name of the medication if use of a generic product is permitted.

Prescriptions or medical orders must be renewed, at a minimum, at the beginning of each school year.

Schools may decline to administer certain medications if deemed inappropriate for a school setting. In that event, the parent and the health care practitioner will be notified.

Medications to reduce a fever, defined as a body temperature elevation, will only be administered at school when prescribed as part of an emergency response for students with certain chronic health conditions.

Medications that make students drowsy and unable to participate in educational activities may not be appropriate for school administration.

A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original pharmacy labeled container or, in the case of over-the-counter medications, in the manufacturer's container with the manufacturer's label intact. Parents/guardians should attach a label with the student's name to over-the-counter medications; the name label must not cover the medication manufacturer's label.

STUDENT PARKING

- Students are permitted to park on school premises as a matter of privilege, not of right.
- Students must possess a valid Driver's License to park on school campus.
- The school district retains authority to conduct reasonable searches of the interior of student vehicles whenever a school official has reasonable suspicion to believe that a student has violated board policies, school rules, or state law.
- If a student fails to provide access to the interior of his/her vehicle upon request by a school official, he/she will be subject to school disciplinary actions, which may include loss of all parking privileges.
- If a student does not display a school parking permit in full view on each vehicle that he/she parks on school premises, his/her vehicle may be towed at owner's expense.
- If a student does not have the parking sticker visible or chooses to drive an alternate vehicle for the day, he/she must pay \$1 for a temporary parking pass.
- Upon arriving at school, students must leave their vehicle immediately and report to the atrium or breezeway to wait for the start of school. Students may not sit in their vehicles before, during, or after school. No loitering around vehicles is permitted at any time. Students may not go to their car during the school day unless written permission is given through the front office or by an administrator.
- The speed limit in the student parking lot is 5 mph. The speed limit on the remaining areas of the school campus is 10 mph. If a student chooses to drive recklessly or speed through the student parking lot, he /she will be disciplined accordingly.
- Students may lose parking privileges for excessive tardies or cutting class.
- Loud and/or obscene music is not allowed.
- School rules apply to the parking lot. The behavior that is expected of students in the classroom is also expected in the parking lot.
- Smoking and/or any use of tobacco products are not permitted on school property, including the parking lot.
- Neither Saluda High School nor Saluda County School District are responsible for theft or damage to vehicles parked on campus.

TELEPHONES

- The office telephone is for business use and may be used by students in the case of an emergency.
- Teachers will not issue a pass to students to use the telephone during class time. Students will not be called out of class to take a message unless an emergency exists.

TEXTBOOKS

- Textbooks are issued to all students through the Media Center.
- Students shall be held responsible for the care and return of all books.
- Students who lose or damage textbooks will be charged for the damage and/or replacement.
- If a student loses a book, he or she may request one replacement through the Media Center. If the request for replacement is granted, the student will ultimately be responsible for the return of both books.

TIGER DEN

Beginning in 2017-2018, all students will be scheduled for Tiger Den, a 30-minute period that meets daily throughout the school year. The demands of the 21st century require a new approach to education to fully prepare students for college, career, and citizenship. Tiger Den is one way that we are working to ensure each student will leave Saluda High School prepared for success in college or further study and for employment and participation in a global environment.

Tiger Den is a platform for personalized and meaningful social, emotional, and civic learning. Its purpose will be to communicate important information that pertains to college and career opportunities, to develop leadership skills, and to teach the soft skills that are required for success in college and career. Topics will include, but are not limited to, financial literacy and financial responsibility strategies, disciplinary literacy, the United States Constitution, bullying, conflict resolution, stress management, how to fill out job applications, paying taxes, interviewing skills, team-building, and much more! Den lessons will teach and reinforce key academic, social, emotional, and civic skills and dispositions that will support school - and life - success.

This structure will not only preserve class time for content, but it will also ensure that each student is well-known by at least one adult in our building who advocates for his or her success. Students will remain with the same Den teacher throughout their high school career beginning in the 10th grade; this will provide you with key support by a qualified and caring adult on a daily basis.

VISITORS

- Visitors must register in the main office immediately upon arrival. Failure to adhere to this policy may result in referral to local law enforcement agencies.
- To avoid classroom disruptions, the school requires guests to make prior arrangements with the classroom teachers and/or principal.
- Students may not bring visitors to school with them at any time during the school year.
- Parents are invited to visit the school. To make an appointment for a conference with an administrator, teacher, or counselor, please telephone the school office at 445-3011.

SECTION 2: ATTENDANCE

STUDENT ABSENCES & EXCUSES

Saluda High School believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, Saluda High School also recognizes that some absences are unavoidable.

Chronic Absenteeism

As part of the implementation of the Every Student Succeeds Act (ESSA), the United States Department of Education's Office of Civil Rights (OCR) requires the South Carolina Department of Education (SCDE) to report "chronic absenteeism" for all districts. As defined by the OCR, chronically absent students are those absent 10 percent or more school days during the school year (i.e. students who have missed 18 days or more out of 180 days of school). According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. Students who are absent for any reason—including out-of-school suspension, illness, and death in the family—AND miss 10 percent or more of the school year will be included in the chronic absenteeism data file.

High School Credit

In accordance with Saluda County School District One regulations, for a student to receive one unit of credit, a student must attend at least 85 class periods of a 90-day semester course.

For the purpose of awarding high school credit for a course, an "absence" occurs when the student has attended less than 60 minutes of a 90-minute class period. Therefore, when a student is tardy to class by more than 30 minutes or is dismissed more than 30 minutes early from a class, that student will be considered "absent."

An absence will be coded as either lawful or unlawful. However, a student cannot receive credit for a course in which the student has accumulated more than five (5) absences, regardless of the reason. Students who are absent for any reason—including out-of-school suspension, illness, and death in the family—and miss more than five (5) absences will be denied credit for that course. The one exception to the reasons listed above is field trips or other academic activities approved by the principal.

Seat Time Recovery

Students whose absences exceed the allowed number of five (5) will have the opportunity to make up no more than three (3) class periods for each course during a Saturday session. Only three (3) absences may be made up per semester course. Hours must be made up within three (3) weeks prior to the end of the semester or credit will be denied. Seat time must be made up during the current semester.

For each class period that is being made up, the student will pay \$15 and complete 90 minutes of seat time.

Class Period(s) to Make Up	Fee	Amount of Seat Time
1	\$15	1.5 hours
2	\$30	3 hours
3	\$45	4.5 hours

The \$15/class period fee will cover the cost of paying an instructor to monitor those hours. Students must pay the fee before entering the room for make up.

During the Saturday make up session, students will do missed academic work for those classes affected by the absences. They may also be assigned to a computer program or instructed to work on a writing assignment. Any student who is on an unauthorized website or computer program will forfeit the time already completed and must pay again and re-do the seat time. Any use of a cell phone or electronic device during the make-up period will forfeit the time served. Any behavior problems will cause the student to be dismissed. No money will be refunded under any circumstance.

No student can make-up seat time and then be unlawfully absent again for that same course during the same semester. Only three (3) absences may be made up per course per semester.

Lawful and Unlawful Absences

Lawful absences include but are not limited to

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others and as verified by a doctor through a written excuse
- Absences due to a recognized religious holiday of the student's faith
- Absences due to school activities that are approved in advance by the principal

Unlawful absences include but are not limited to

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents

Appeal Process/Special Considerations

For the purpose of awarding credit, the principal will form an Attendance Appeals Committee to hear appeals from students. This committee will be made up of five (5) professional personnel appointed by the principal. The committee will make recommendations to the principal to grant/deny credit. In EOC courses, a proficiency waiver may be granted based on results of the EOC examination. The committee may also stipulate conditions that the student must adhere to, as outlined in an attendance contract. The principal will have the final authority.

STUDENT SIGN IN/SIGN OUT PROCEDURES

Saluda High School operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. Any student who leaves campus for any reason must sign out in the main office. If he or she returns to school during the instructional day, he or she must sign back in at the main office. This is to ensure the safety and well-being of our students. Failure to comply will result in disciplinary action. When a student must leave his/her class area, he/she shall obtain a pass from the instructor.

Early Dismissals

- A student who has to leave school early for a valid reason must bring a note from home. This note must be signed by the parent/guardian along with a telephone number to verify the request. All notes are subject to verification.
- Students who become ill at school will not be permitted to leave school until the parent or legal guardian is notified and approval is obtained.
- Please be reminded that missing more than 30 minutes of any class at SHS will be recorded as an absence.
- Requests to go off campus for lunch or to go to business establishments in the area will not be honored. In addition, students may not have food delivered to them.

Illness

If a student becomes sick during the school day, he/she should report to the nurse's office with the teacher's permission so a parent or guardian may be contacted.

TRUANCY

A child ages 6 to 17 years meets the definition of "truant" when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. Because truancy is primarily an educational issue, Saluda High School will make every effort to undertake reasonable, educationally sound, and corrective actions prior to reporting to the juvenile justice system, including the development of an intervention plan.

When a child is found to be Truant, an Attendance Intervention Plan will be developed between the child, the parents, and the school. Saluda High School and Saluda Middle School students may be placed at Saluda Opportunity Academy (SOA), the district's alternative school, as a result of Habitual Truancy. The possible placement in SOA for students reaching the level of Habitual Truant will be written in the "Actions to be taken by School Personnel" section of the Attendance Intervention Plan.

Habitual Truancy is defined as "A child, at least 12 but not yet 17 years old who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences."

**When a child reaches the level of Habitual Truant, a meeting will be held between the child, the parents, the truancy officer and the building principal. The truancy officer in conjunction with the building principal will inform the student and parents of the student will be placed in Saluda

Opportunity Academy due to reaching the level of Habitual Truant after not meeting the conditions set forth in his/her Attendance Intervention Plan.

The length of the placement at SOA will be at least the remainder of the school year or more, depending on the student's academic and behavioral performance while at SOA. Continued Truancy after placement at SOA will result in a referral to Family Court.

SECTION 3: GUIDANCE

The guidance program at Saluda High School is an integral part of the total educational process. The counselors are available to help students with their academic and personal concerns. Students may schedule an appointment with their counselor before school, at lunch, or after school. Parents and teachers may also refer a student to a counselor.

Large group guidance sessions will be offered to students to provide information about testing, college and career options, guidance services, financial aid, graduation requirements, and registration. Counselors will visit classrooms several times a year with general information about the above topics.

The guidance department at Saluda High School invites parents and students to get to know their assigned counselor. Information on ACT/SAT testing, the NCAA Clearinghouse, Scholarship applications and ordering transcripts through Parchment can be found on the SHS guidance webpage.

AUDITING A COURSE

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. A student who audits a course does so for the purposes of self-enrichment and academic exploration.

Students will be allowed to audit a course only with administrative approval. Administration will consider the following circumstances:

- A student who has been identified as an English language learner
- A student who has moved in from out of state
- A student who has been recommended by the IEP team

In all cases, state regulations will be followed, and a student may not be allowed to audit.

BETA CLUB

Entrance requirements for Beta Club for all members will require a 4.0 GPA (Grade Point Average) on the South Carolina Uniform Grading Policy. A GPA of 4.0 each semester is required to maintain membership. After notification of membership eligibility, a student must pay membership fees and not miss attending more than two (2) social functions or meetings to be considered a member.

COMMENCEMENT EXERCISES FOR THE CLASS OF 2018

Only those students who are classified as full time (taking at least four courses) and meet all the requirements for a diploma, state certificate or district certificate, will be allowed to participate in the commencement exercises held at the end of the school year. Students who do not meet at least one of the criteria listed below will not be allowed to participate in the graduation ceremony. The criteria for participating in graduation are as follows:

1. Seniors who pass the required 24 units will be allowed to participate in commencement exercises and will receive a regular high school diploma.
2. Special education students who meet all the requirements of their IEP but have not met the requirements of the South Carolina diploma will be allowed to participate in commencement exercises but will receive a district certificate.

COURSE WITHDRAWALS

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 specified time of three days in a 45-day course, five days in a 90-day course, or 10 days in a 180-day course will be assigned a WF and the F (as a 50) will be calculated in the student's overall grade point average.

The three, five, and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. The district will establish withdrawal limitations for distance learning courses.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with SC State Department of Education guidelines.

If a student fails a course due to excessive absences, the school will record an FA on his/her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 50.

IKA-R - GRADING/ASSESSMENT SYSTEMS Issued 3/16/09; Revised 6/13/16

DUAL ENROLLMENT

Schedule Dual enrollment means that a student takes classes at Piedmont Technical College while attending high school, earning both high school and college credit for courses successfully completed. The purpose of these courses is to allow students the opportunity to earn college credit while still enrolled in high school. Students will receive one unit (AP level) per course for high school credit. Students will be required to purchase college texts. Students earning a C or better will receive 3 hours of college credit per course. Piedmont Technical College will provide a transcript to the high school upon completion of the semester as required by the SC Department of Education.

Students must complete the following admissions requirements:

- Piedmont Technical College Application for Admission
- Piedmont Technical College Dual Enrollment Registration Form signed by parent/guardian and guidance counselor/administrator
- Piedmont Technical College placement test scores (ASSET or COMPASS) or appropriate ACT or SAT scores
- Students must follow Piedmont Technical College's registration process

- Students must seek advisement from the guidance department. This is college level work, and students should have already demonstrated success with high school level work. Other considerations: student GPA, attendance, work ethic, and skills and characteristics described on the Profile of the South Carolina Graduate.

Transferability

The S.C. Commission on Higher Education (CHE) publishes a list of courses that are transferable to all public institutions in South Carolina. This list can be found at www.ptc.edu//Transfer/Course_List.htm. Many private colleges also accept these courses for transfer credit. Career and technical courses not found on this list are transferable to all technical colleges and many public and private 4-year colleges, depending on the student's major.

Grades

Students will still be eligible for the full 4 years of LIFE scholarship assistance after high school graduation, if they maintain the appropriate GPA. If students apply to another college or university, the grades earned at Piedmont will be reviewed by the receiving institution, and these grades will affect the LIFE Scholarship.

DROPPING AND ADDING COURSES

Schedule changes will be limited. A drop/add period will be available during the summer. Students will receive their schedules at registration on August 1, 2017 and will be able to request a schedule review using the Guidance Schedule Change Request Form between August 1 and August 11, 2017. Any student wishing to make a revision in his/her schedule must do so within the drop/add period. Consideration for a summer schedule change will be made under the following conditions:

- If a student wishes to sequence courses due to special circumstances. These requests will be considered on a space available basis only.
- If there is a computer or scheduling error such as being scheduled for a course for which prerequisites have not been met.
- If a student failed a course, registered for the course again, and was assigned to the same instructor. Where possible and on a space available basis, the request will be considered.
- If a student is a **senior** and failed a course required for graduation. Where possible and on a space available basis, the request will be considered.

No changes will be made at the beginning of spring term except for reasons 3 and 4 noted above.

Remember, schedules will only be changed during the drop/add period during the summer on a space available basis. There will be no other drop/add periods during the school year.

Students must have the signatures of their parents, the teacher whose class they wish to drop, and their counselor's signature. Students should discuss any course drop with their teacher before making the request.

EARLY GRADUATION

The Saluda County School District highly recommends that all students complete four full years of high school in order to receive the maximum benefit of the varied programs, courses, and extracurricular activities available. However, the district understands that some circumstances warrant completion of high school before completing four years of coursework. The Saluda School District Superintendent will, upon approval of the Principal of Saluda High School, consider approving a request for Early Completion.

Students may petition the Superintendent for Early Graduation after 3 years of high school or Winter Graduation after 1st semester of the 12th grade.

Students applying for Early Graduation must have at least 16 units at the end of the sophomore year and be in a position to earn the necessary 8 credits during their 3rd year in high school. Early graduates must still meet the promotion policy set by the Saluda County School Board to be coded as a 12th grader. Students will not be coded 12th grade until unit requirements are met. It is the responsibility of the student to keep up with senior information, such as graduation supplies, senior pictures, college applications, and scholarships. Students may do so by visiting their school counselor in person, checking the school website and guidance page regularly, and attending any senior meetings.

Students applying for Winter Graduation must have at least 20 units at the end of the junior year and be in a position to earn the necessary 4 units during 1st semester of their senior year in high school. Approved winter completers will receive their diplomas in the graduation ceremony at the end of the regular school year. *Winter Graduates will not be included in the final class ranking. The student's GPA will be used by the SC Commission on Higher Education for state scholarship purposes.*

All Early Graduates and Winter Graduates must complete the necessary approval forms and the graduation checklist and submit the required signatures and forms to the guidance office.

***Note:** Winter Graduates' transcripts will have a December or January graduation date. This date may impact a student's ability to receive state-awarded scholarships (Palmetto Fellows, Life, Hope, etc.) during the spring semester after completion of high school. It is the student's responsibility to check with the financial aid office of the college or university the student is planning to attend before deciding to become an early grad. Winter graduates cannot participate in spring sports or visit the school during school hours without a visitor's pass.

GRADE REPORTING

Report cards will be distributed according to the district's calendar schedule. We will be on a nine (9) week reporting period for the 2017-2018 school year. Progress reports in all courses will be sent home with students each (4 ½) weeks.

NATIONAL HONOR SOCIETY

National Honor Society eligibility requires a 3.0 GPA on the South Carolina Uniform Grading Policy. Upon meeting the GPA requirement, eligible 10th, 11th, and 12th grade candidates are selected based on a candidate's service, leadership, and character. A GPA of 3.0 each semester is required to maintain membership. After notification of membership selection, a student must pay membership fee of \$20. Each member must participate in one chapter service project and one individual service project per year. Seniors in good standing can compete for NHS Scholarships.

PROMOTION AND RETENTION OF STUDENTS

Purpose: To establish the basic structure for the promotion and retention of students.

The district affirms academic excellence for students. This promotion/retention policy describes the standards our students must meet in order to maintain academic excellence and to be considered for promotion from one grade to the next.

The board recommends alternatives to retention and social promotion including, but not limited to, tutoring, summer school, after-school programs, transitional classes, individual plans for students and other strategies along with increased parent involvement and early intervention when the lack of academic progress is evident.

Decisions regarding promotion will be made on the basis of achievement, minimal competency, student's aptitude, attendance records and the judgment of both educators and parents/legal guardians toward promotion and retention. The principal will make final decisions regarding promotion, retention, and acceleration of students.

This policy will be applicable to all students who are in the regular school program. Students functioning in the special education programs will be governed by their Individual Educational Plans (IEP). This policy will be administered fairly, equitably, and consistently in the schools.

Grades nine through 12

In order to advance from grade nine to grade 10, a student must have a total of five units, including the following:

- one unit of English
- one unit of mathematics
- three other units

In order to advance from grade 10 to grade 11, a student must have a total of 11 units, including the following:

- two units of English
- two units of mathematics
- one unit of science
- six other units

In order to advance from grade 11 to grade 12, a student must have a total of 17 units, including the following:

- three units of English
- three units of mathematics
- two units of science
- nine other units

For grades K through 12, if a parent/legal guardian's wishes conflict with the recommended action of the school with regard to promotion/retention, a letter of appeal should be submitted to the principal. The appeal must be made in writing to the school's principal within 15 days of notification.

Final determination of promotion or retention rests with the principal.

Conference reviews for grades K through 12

All parents/legal guardians will be invited to attend a conference to discuss their child's performance. Additional conferences will be held throughout the year with the student, parent/legal guardian and appropriate school personnel to discuss progress made by the student. These conferences will review and document the student's progress.

Parents/legal guardians of students who are performing below grade level will discuss the following.

- assistance/intervention services the district and the school will provide
- actions the parent/legal guardian and student will take

Information to parents/legal guardians

The district will provide access to this promotion/retention policy to every student and parent/legal guardian at the beginning of the academic year. The district will also make every effort to educate and inform parents/legal guardians and students through student handbooks.

Adopted 9/15/86; Revised 10/19/87, 3/16/09, 11/17/14

REDUCED CLASS LOAD (SENIORS ONLY)

In order to participate in sports, graduation exercises, or any other school-related activity, students must be classified as full-time. In order to be classified as full-time, students must be enrolled in classes that take up at least half of the school day (i.e. two blocked classes). Reduced caseload will only be accepted if it works out in the student's schedule. The student's schedule will not be altered to accommodate early release or late arrival.

RELEASE OF STUDENT INFORMATION

Information about students' participation in events, activities, and other special recognition may appear in school or district sponsored promotional pieces such as yearbooks, brochures, newsletters, newspapers, radio, and/or other media.

If a parent does not wish for her/his child's name and/or photograph to be used in any type media, the parent must notify the school in **writing within 15 days** of the beginning of school. If the school is not notified, the district will be free to use such information for positive recognition for your child.

RETAKEING COURSES

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

1. Only courses in which a grade of a D or F was earned may be retaken.
2. The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic year. In addition, the student must retake the course before he or she has enrolled in the next sequential course.
3. 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 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPA and only the 9th 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. [Note: Athletes are cautioned that repeated courses for which credit has been previously awarded may not be used as one of the three base courses in eligibility determinations.]
4. This is different than auditing a course. Please see the Auditing a Course section above.

SOUTH CAROLINA HIGH SCHOOL GRADUATION REQUIREMENTS

The number of Carnegie units needed for a high school diploma is 24. The units required in each field are as follows:

	<u>Unit Requirements</u>
English/Language Arts	4.0
Mathematics	4.0
Science	3.0
U.S. History & Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other Social Studies	1.0
Physical Education or JROTC	1.0
Computer Science	1.0
One World Language or CATE Course	1.0

*Electives	7.0
Total needed for a diploma or certificate	24.0

- Computer Applications 1 (formerly Business Computer Applications) or Computer Technology 1 will count as the Computer Science Requirement.
- Encompassed in the electives will be the State Department's requirement concerning Comprehensive Health Education and demonstration of computer literacy.
- World Languages also fall under the category of electives.

NOTE: To be eligible to participate in graduation exercises, seniors must be classified as full-time students and must have completed all requirements for a South Carolina High School diploma or certificate. **Students are responsible for ensuring they have met all diploma requirements and/or college entrance requirements.**

SECTION 4: GRADING

Saluda High School believes that authentic grading and assessment practices support the learning process, encourages the success of all students, and results in student mastery of material. The school's grading and assessment practices support student learning, achievement and mastery of standards by connecting descriptive, timely, ongoing, and consistent teacher feedback directly to standards.

In addition:

- Grades should reflect mastery of standards, not behavior or attendance.
- Participation is not a stand-alone category and should only be addressed, when appropriate, through a category on a rubric.
- Extra credit must be tied to standards and cannot be awarded for behaviors such as bringing in canned goods, signed documents, or unrelated bonus questions.

ACADEMIC INTEGRITY HONOR CODE

“All stakeholders of Saluda High School are dedicated to personal and academic excellence. It is the responsibility of every student at Saluda High School to adhere to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. As a Saluda High School stakeholder, I will practice personal and academic integrity. I will respect the rights and properties of others.”

Students are expected to:

- Use electronic devices in a legal and appropriate manner and as directed by the teacher
- Work independently without assistance from others and avoid giving assistance to others unless specific permission is given by the teacher with regard to that particular assignment
- Prepare properly for a test or graded assignment without accepting information in advance from others who have already completed this work and without disseminating information to someone who has not yet taken a test or worked on a graded assignment
- Follow teacher directions for the taking of tests and graded assignments without the use of notes or other sources of information unless specifically given permission to do so
- Be forthright in properly acknowledging the source(s) of all non-original words, phrases, ideas, images, and video by using standard rules of documentation or other appropriate stylistic formats approved by the teacher

The following examples illustrate conduct that violates the Saluda High School Academic Integrity Honor Code:

Unauthorized Assistance: Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

Examples: cheating on tests, helping someone to cheat on a test, working on an assignment or homework with someone when it is not permitted, etc.

Unauthorized Materials: Unauthorized use of materials or information of any type or the unauthorized use of any electronic device in connection with the completion of any academic work.

Examples: cheat sheets during tests, using a cell phone during a test to get answers, use of a calculator during a test when not permitted, etc.

Access to Exam Before Examination: Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.

Examples: disclosing the content of a test to a friend who is in another section and taking the test after you, stealing a test before it is given, etc.

Plagiarism: Unauthorized use of another person's work without proper acknowledgment of source.

Examples: copying and pasting information as if it were your own work, not citing quotes or materials, poor paraphrasing, not citing after paraphrasing, utilizing another student's paper and turning it in as your own, etc.

Lying: Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

Examples: fabricating documents, signing someone in on the attendance sheet for a class (or asking someone to sign in for you), taking a test or quiz for someone, lying about why you missed class, need to make up a test, or need an extension on an assignment, etc.

Bribery: Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

Examples: Offering someone money for a better grade in the class, on a project, etc.

The faculty, staff, and administration of Saluda High School strongly believe that academic honesty must be practiced by all of its students. Therefore, instances of academic dishonesty, cheating, or plagiarism in any form will be considered a critical breach of character and integrity as well as a serious violation of the student behavior code of conduct.

The school's grading and assessment practices focus on student mastery of academic material. Therefore, students will receive disciplinary consequences for violating the Academic Integrity Honor Code as deemed appropriate by the administration, rather than any academic or behavioral consequences issued by the teacher (e.g. point deduction, after-school detention, etc.). When a

violation of the Academic Integrity Honor Code is believed to have occurred, the teacher will write a discipline referral with a detailed narrative about the incident and will attach any relevant evidence for administrative review.

According to the Saluda County School District Behavior Code of Conduct, cheating/plagiarism is a category 1 offense. The following line items apply to cheating/plagiarism:

- 101. Lying or giving false information verbally or in writing to a teacher
- 108. Unauthorized or inappropriate use of school equipment, including, but not limited to, computers
- 122. Cheating
- 136. Aiding and/or abetting another student(s) who is committing any rule violation
- 137. Violation of a behavior contract

The consequences of a category 1 offense are outlined in the Saluda County School District Behavior Code of Conduct. In addition, juniors and seniors will lose final exam exemption privileges in all subjects/classes for the remainder of the school year.

Once the investigation by administration is complete and the disciplinary consequences have been determined, any student who is found to be in violation of the Academic Integrity Honor Code will receive a zero for the assignment, but will be given a 48-hour window to resubmit the assignment or to retake an alternate version of the assessment. If not completed within the designated 48-hour window, the zero will stand.

Teachers are expected to:

Each teacher will include the following in the beginning of a course syllabus:

- The Academic Integrity Honor Code
- Examples of behaviors that violate the Academic Integrity Honor Code
- Requirements for the opportunity to redo a summative assessment

Teachers will fully explain academic expectations to each class, be stationed in their classrooms, and circulating among students at all times during tests and examinations and exert realistic preventative measures to reduce the possibility of unethical student conduct.

Teachers should take measures to prevent the likelihood that cheating will occur. Some suggestions include the following:

1. Discuss the expectations for appropriate testing behavior (eyes on own paper, face forward; no whispering or talking allowed; no signals allowed). Inform students before the test concerning the tools they are allowed to use (for example, calculators, textbooks, notes, etc).
2. Re-position desks, if necessary.
3. Have students use a cover sheet.
4. Employ different forms of the same test.

COMMENCEMENT EXERCISES

Only those students who pass all the units required for a diploma or certificate will be allowed to participate in the commencement exercises held at the end of the school year.

- a) Seniors who earn the required 24 units
- b) Seniors who have taken the state mandated assessment
- c) Special education students who meet all the requirements of their IEP but have not met the requirement for the South Carolina diploma will receive a certificate

EXAMS

A student who misses a midterm or final exam will not be allowed to make up the exam unless he/she has approval from the Assistant Principal. Teachers will not make arrangements for make-up exams until approval has been given.

Make-up Exam Approval Process:

1. Student will see the Assistant Principal to get a Make-up Exam Request Form.
2. Student will fill out the Make-up Exam Request Form.
3. The student will return the form to the Assistant Principal, who will either approve or deny the request. The teacher will be made aware of any requests concerning his or her class.
4. The Make-up Exam Request Form will then be forwarded to Guidance so the Guidance Clerk knows to expect a grade from the teacher (if approved).
5. If approved by the Assistant Principal, a makeup midterm exam must be taken during non-instructional time according to the teacher's preferred schedule. The makeup time for final exams will be determined by the Assistant Principal and the teacher.

Recognizing that there may be some exceptions, the following are valid reasons for making up exams:

- a. Death in the immediate family.
- b. Confirmed move out of the district that will occur within two weeks prior to the end of the term.
- c. Illness as confirmed by a written statement from a doctor. (Only a medical excuse from a doctor will be accepted.)

Missed exams will result in a "0." No "incomplete" grades will be given for missed exams. A zero will be entered in the teacher's gradebook; if/when the student makes up the exam, the zero will be replaced with the exam grade.

Teachers may not veer from the published exam schedule set by SHS administration without prior approval from administration.

The final exam should not be the sole reason a student fails a course. If an exam causes a student to fail, the student may retest within a one week timeframe, to be arranged by the Assistant Principal and the teacher.

Final exam exemptions are as follows:

- a. Seniors who have met the following criteria will be allowed to **exempt** their final exam: no out-of-school suspensions **and** at least a “B” average (80 or better) in the class in question.
- b. Juniors who have met the following criteria will be allowed to **exempt** their final exam: no out-of-school suspensions **and** an “A” average (90 or better) in the class in question.
- c. Sophomores and freshmen are not allowed to exempt an exam.
- d. No student may exempt a mid-term exam.
- e. Students cannot exempt End of Course exams.
- f. Any junior or senior who is found to be in violation of the Academic Integrity Honor Code will lose exam exemption privileges in all subjects/classes for the remainder of the school year.

LATE WORK

Any assignment submitted after the teacher’s established deadline will be penalized as follows:

- Formative: a 50% point reduction
- Summative: a 10-point reduction each day that it is late

No assignments can be accepted after the end of a grading period. An exception may be made only in the event of a lengthy absence near the end of a grading period (e.g. an illness like the flu), in which a grade change has been approved by the Assistant Principal.

MISSING WORK DUE TO ABSENCE

Regardless of whether the absence is lawful or unlawful, a student has three calendar days in which to complete work missed during an absence from school. For example, if a student misses four days, he will have twelve consecutive calendar days to make up the work. Zeros will be entered until missing work is completed, and zeros will stand once the make-up window has passed. Teachers may not extend the make-up window.

REPORTING GRADES AND PROGRESS

Teachers must keep their PowerTeacher gradebooks up-to-date. Parents can access ParentPortal at any time and should be able to check their students’ current standing.

Teachers should contact by phone, letter, email, etc. the parents/guardians of all students who are at risk of failing at the interim or the end of a nine weeks.

RETAKE, REDO, AND RESUBMIT

Because the focus is on student learning and mastery, students have an opportunity to retake certain summative assessments. Departments have discretion in deciding which assessments can be reattempted and the protocol for reattempting assessments. Teachers within a department should be consistent and include this detailed information about the procedures for and opportunities to improve grades through retakes of assessments on course syllabi. All retake opportunities should be comparably rigorous.

UNIFORM GRADING SCALE

In April 2016, the South Carolina State Board of Education voted to implement a 10-point grading scale beginning in the 2016-17 school year. For current seniors, at the end of the 2016-17 school year, PowerSchool averaged the quality points scored on the 7-point scale with the quality points earned on the 10-point scale to determine a student's grade point average. The following school years (2017-18 and 2018-19) will use the same system for current sophomores and freshmen. Freshmen who entered in 2016-17 and each year after will enter under the 10-point scale.

Only numerical grades are used on report cards.

Letter Grade/Numerical	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Per South Carolina's Uniform Grading Scale, the maximum grade that can be assigned a student is 100. The grade cannot go over 100 and the percent cannot be over 100.

WEIGHTING

The final exam will count 20% of the final course grade. Each quarter (nine weeks average) will be weighted 40% of the final course grade.

The mid-term exam will be weighted as a summative assessment during the first nine-weeks of the semester.

Saluda High School believes that students benefit from frequent opportunities for practicing a standard, without being penalized, as they work toward mastery. Therefore, the school uses two types of assessments: formative and summative.

Formative assessments, or "minor assessments or practice," come first. They are practice and do what the term suggests — inform. Teachers use formative assessment to determine what each student has learned and to meet each child's learning needs through instruction by providing specific

and constructive feedback to students. Formative assessment may include homework, daily classwork, quizzes, and group assignments.

Summative assessments are used to determine student mastery or “end performance” during or at the end of a unit of instruction, are aligned to course standards, and are aligned to previously administered formative or minor assessments. Summative assessment may include major tests, projects, papers, and performance assessments. For summative weights MORE than 60% (see the chart below), a minimum of FOUR summative assessments is required so that no test or assignment will count more than one-fifth (20%) of the nine-weeks average.

Formative and Summative Category Weights

College Prep Courses (Summative/Formative)	Honors Courses (Summative/Formative)	AP Courses (Summative/Formative)
60/40	70/30	75/25

While all teachers will adhere to these weighted categories, departments have discretion in deciding which assignments fall into the summative or formative categories. Teachers within a department should be consistent and include this detailed information on course syllabi.

SECTION 5: MEDIA CENTER

Hours: Monday-Friday 7:30 a.m. – 3:40 p.m. (closings will be announced)

MISSION STATEMENT

The Media Center at Saluda High School serves students, teachers, administration, and staff by providing resources that support the curriculum and meet the informational and recreational needs of all patrons. The Media Center staff aims to provide a relaxed, positive learning environment for group and/or independent research and reading.

MEDIA CENTER EXPECTATIONS

1. Have your pass dated and signed by your teacher.
2. You must sign in on the Chromebook when visiting the library.
3. Food is allowed in the media center but please be aware that this privilege can be revoked at anytime. You may have a drink but it must have a top.
4. You must have a pass from Ms. Bailey to come to the media center during lunch. Passes can be acquired before school, between classes, or before going to the atrium for lunch.
5. The media center is to be used for academic purposes only. Before school, during lunch, and after school should be used to work on projects, check out books, or to study quietly.
6. While in the media center you are encouraged to openly discuss projects and classwork, but please be respectful of others around you.
7. Students are encouraged to do serious browsing. You are asked to keep the media center neat by returning books to their proper places. If you are unsure of where a book goes please give it to Ms. Bailey.
8. The media center is an extension of the classroom. Therefore, basic student responsibilities are followed in the library as well. These responsibilities include putting your trash in the wastebasket, pushing the chairs under the table, and returning library materials to their places.
9. If you need time to work on projects, you may come before school or during lunch. If you need to stay after school you must ask Ms. Bailey before your lunch time.

POLICIES

- Regular library materials are checked out for a two-week loan period. An overdue fine of 10 cents will be charged for everyday a book is overdue.
- Reference books can be checked out overnight. An overdue fine of 25 cents will be charged every day for overdue reference materials.
- Students may check out up to three books at a time. Ms. Bailey reserves the right to revoke this for individual students at any time.
- If you owe more than five dollars you may only check out one book at a time. Allowances will be made on a case by case basis.
- Student will not be charged for printing documents unless the documents are not school related. Black and white copies are 10 cents a page and color copies are 25 cents.

SECTION 6: LUNCH PROGRAM

Hot, well-balanced meals are served for breakfast and lunch each day at our school. Students should take advantage of these meals. However, students may bring their own lunches and will be allowed to eat with their classmates in the cafeteria.

The federal government has required that all school districts adopt a uniform system of accounting for the number of meals served each day. The schools in Saluda District One use a computer accounting system. Students have an “account” into which money is paid in advance for meals. As students go through the lunch/breakfast line, their ID cards are scanned and the computer deducts the amount of the meal from the student’s account. **Students will be allowed to charge meals; however students will be limited to an overdue balance of \$5.00 for meals/items charged.**

PROCEDURES FOR PURCHASING BREAKFAST OR LUNCH

1. If you choose to fill out an application for free or reduced lunch, turn in your application as soon as you fill it out. Students who received free meals last year in this school district will be rated “free” for the first 30 days of the school year. Applications should be turned in with enough time to process before the 30 days expire. Once students are approved for free/reduced lunch, they will simply scan their ID badge each time they eat lunch/breakfast. **UNTIL YOUR CHILD HAS BEEN APPROVED FOR FREE / REDUCED LUNCH IN THIS DISTRICT, YOU ARE RESPONSIBLE FOR PAYING FULL PRICE FOR EACH MEAL THAT HE/SHE EATS.**
2. Students approved for reduced meals pay \$0.40 per lunch and \$0.30 per breakfast. Parents should send money regularly in advance to be deposited in their student’s meal account. Breakfast and lunch fees are paid from the same account. Students are allowed to pay in line for one meal. Left over funds in lunch accounts may be rolled over to the next school year or dispersed to the owner of the account at the end of the school year.
3. Students paying full price for meals pay \$2.15 per lunch and \$1.10 per breakfast. Parents should send money regularly in advance to be deposited in their student’s meal account. Breakfast and lunch fees are paid from the same account. Students are allowed to pay in line for one meal. Left over funds in lunch accounts may be rolled over to the next school year or dispersed to the owner of the account at the end of the school year. Students will be given a reminder when their account is empty.
4. Students will be allowed to charge meals not to exceed \$5.00. Students will be given a reminder, (payment due notice), once the account reaches the limit. Students will not be allowed to charge any more meals until full payment is made.

SECTION 7: BELL SCHEDULES

2017-2018 Saluda High School Bell Schedules

Regular			
Block	Time	Duration	Notes
1st	8:00-9:30	90 min	
2nd	9:35-11:10	95 min	Announcements
1st Lunch	11:10-11:40	30 min	
Tiger Den	11:45-12:15	30 min	
Tiger Den	11:15-11:45	30 min	
2nd Lunch	11:45-12:15	30 min	
3th	12:20-1:50	90 min	
4th	1:55-3:30	95 min	Announcements
Early Release 1 PM			
1st	8:00-8:55	55 min	
2nd	9:00-10:00	60 min	Announcements
3rd	10:05-11:00	55 min	
1st Lunch	11:00-11:25	25 min	
Tiger Den	11:30-11:55	25 min	
Tiger Den	11:05-11:30	25 min	
2nd Lunch	11:30-11:55	25 min	
4th	12:00-1:00	60 min	Announcements
2-Hour Delay			
1st	10:00-11:00	60 min	
2nd	11:05-12:10	65 min	Announcements
1st Lunch	12:10-12:40	30 min	
Tiger Den	12:45-1:15	30 min	
Tiger Den	12:15-12:45	30 min	
2nd Lunch	12:45-1:15	30 min	
3rd	1:20-2:20	60 min	

4th	2:25-3:30	65 min	Announcements
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Pep Rally A.M.			
Block	Time	Duration	Comment
1st	8:00-9:10	70 min	
2nd	9:15-10:25	70 min	Announcements
Pep Rally	10:30-11:10	40 min	
1st Lunch	11:10-11:40	30 min	
Tiger Den	11:45-12:15	30 min	
Tiger Den	11:15-11:45	30 min	
2nd Lunch	11:45-12:15	30 min	
3th	12:20-1:50	90 min	
4th	1:55-3:30	95 min	Announcements
Pep Rally P.M.			
1st	8:00-9:30	90 min	
2nd	9:35-11:10	95 min	
1st Lunch	11:10-11:40	30 min	
Tiger Den	11:45-12:15	30 min	
Tiger Den	11:15-11:45	30 min	
2nd Lunch	11:45-12:15	30 min	
3rd	12:20-1:30	70 min	
4th	1:35-2:45	70 min	Announcements
Pep Rally	2:50-3:30	40 min	
Half Day (No Lunch Served)			
Exam Block (1st/3rd)	8:00-9:55	115 min	
Break	9:55-10:05	10 min	
Exam Block (2nd/4th)	10:05-12:00	115 min	
Half Day with Lunch			

(Solar Eclipse)			
1st	8:00-8:40	40 min	
2nd	8:45-9:25	40 min	
3rd	9:30-10:05	40 min	
1st Lunch	10:05-10:35	30 min	
Tiger Den	10:40-11:10	30 min	
Tiger Den	10:10-10:40	30 min	
2nd Lunch	10:40-11:10	30 min	
4th	11:15-12:00	45 min	Announcements

SECTION 8: #powerOn Initiative

Saluda County School's 1:1 technology initiative, #powerOn, is part of a district wide focus of creating 21st century graduates. Our 1:1 program raises the academic challenge and performance of each student while expanding educational opportunities for our students. #powerOn creates a technology-rich environment that is collaborative and supports creativity, innovation, and lifelong learning.

Use of the district-owned learning device is a privilege. Students must learn the responsibility of caring for this device. The Acceptable Use Policy is a resource that provides parents and students the knowledge they need to ensure safe and appropriate use of technology at school and at home. Failure to follow these guidelines may result in disciplinary action, including but not limited to confiscation of the device at any time. Saluda County Schools (SCS) reserves the right to monitor the use of its technology and network, examining user files and logs as necessary. Additionally, SCS has the right to add, delete, or alter any software on the device at any time. There is no reasonable expectation of privacy when computing on a district-owned mobile device.

SAFETY AND DATA SECURITY

SCS prioritizes online safety and security in our #powerOn initiative. In accordance with the Children's Internet Protection Act (CIPA), SCS has policies in place to monitor internet use and protect students from inappropriate content. Additionally, time is set aside to educate students about proper and improper internet usage through a digital citizenship program. All mobile devices will access the internet through our district's web content filter which blocks any websites deemed inappropriate. Security is placed on the Chromebooks to prevent certain activities such as installing or removing software or changing system settings.

Reminder: Students should not share login and password information with anyone except their guardians.

Parents and guardians should monitor student use of the device at home at all times. Parental controls are available through your internet service provider or wireless router. Parents reserve the right and are encouraged to develop rules and expectations for district-issued devices at home.

MOBILE DEVICE USE AND CARE

Chromebooks have unique identifying numbers that are assigned to students. These records are maintained by the district. Because all devices look alike, however, students are encouraged to label their Chromebook carrying cases in order to ensure they use only their district-issued device.

Students should place Chromebooks in a protective carrying case when not in use. Chromebooks should not be stored in lockers or backpacks with heavy books.

During school:

- Students are expected to charge Chromebooks each night **at home** and bring the devices to school fully charged.

- Students **should not** bring charging cords to school.
- The Chromebook battery life is designed to last a school day so charging should not be an issue.
- Chromebooks should only be placed flatly on a desktop, not in laps, on top of other books, or placed on other uneven surfaces.
- Chromebooks should not be stacked with books or other mobile devices.
- Chromebooks should be kept away from food and drink.
- Chromebooks should be carried with two hands when transporting them to and from school, between classes, and during transitions within class.
- When not in use, Chromebook accounts should be locked so that others cannot access information.

Outside of school:

- Chromebooks should not be left in conditions of extreme heat or cold.
- Chromebooks should be protected from small children, food and drink, and pets.
- Store the power cord in a secure and consistent location. Unplug the power cord when not in use.
- Leave the Chromebook in a protective case while not in use, even while charging.
- Applying stickers or permanent markers to the device and its charger is prohibited. Defacing the Chromebook with markings, paintings, drawings, or scratches is not allowed. If such action occurs, the student will be billed for the cost of repair or replacement.
- The use of Chromebooks for printing at home is not supported by Saluda County Schools. Students should not attempt to install drivers or software on school owned devices for printing. If needed, students will have the opportunity to print at school.

Each Chromebook is equipped with a webcam. Having a camera can offer many educational purposes and should only be used under the direction of a teacher.

Students will not print from Chromebooks. Students will have access to printers using computers in district maintained labs and media centers. Students will be able to turn in the assignments they complete on the Chromebook via the internet.

Utilizing external storage devices such as USB thumb drives has been prohibited on student devices. Students should store all materials on their school assigned Google Apps for Education account.

STUDENT EMAIL

Students have been provided an email account for school use. Learning how to effectively use email as a communication tool is an important 21st century skill. Student email can only send and receive emails from SCS email addresses and pre-approved email addresses that originate outside of SCS. Email transmissions are monitored by the district and email accounts should only be used by the authorized owner of the account. Students should not share their email password with anyone other than a parent or guardian.

In accordance with the the Child Internet Protection Act (CIPA), all email is filtered, archived, and monitored.

#powerOn MOBILE DEVICE DAMAGE

Use of district-issued devices is a privilege provided free of charge to students in our district. Students using a device owned by the district are subject to the mobile device guidelines, internet acceptable use policies, and disciplinary code of conduct.

Fees will be assessed for loss or damage to the take home devices. A Chromebook damage fee of \$12.00 will be charged to students for each breakage. Privilege to take home a Chromebook will be revoked at the second damage or repair.

** All Chromebooks are provided with a protective cover; the parent or guardian is responsible for 100% of the replacement cost (\$20.00). Protective covers are **required** to be on the Chromebooks at all times.

**If a student loses or damages the power supply for the Chromebook, the parent/guardian is responsible for paying \$15.00 dollars for the replacement of the charger.

If a device is damaged, school officials must be notified immediately. Student must complete the proper form when turning in a damaged device. Parents must sign a loaner device agreement before their child will be issued one. Students will be provided with a loaner device for use at school so that instruction is not interrupted.

If the device is lost or stolen, a police report must be filed. The school resource officer will complete or assist with a report. The principal or designee will investigate all lost or stolen devices and inform parents of entire replacement costs of the device.

Students and parents/guardians must sign a Responsible Use Procedures guide.

DECLINING THE #powerOn DEVICE

A student may not bring his or her own device in lieu of the district-issued device for the #powerOn device. #powerOn devices are managed with content filters and specific preloaded applications that must be managed with a single console.

No student will be denied access to education because of a lack of a device. If a device is declined, forgotten at home, or otherwise unusable, an alternative assignment will be provided in all circumstances.

SECTION 9: DISCIPLINE POLICIES

THE COMPLETE STUDENT DISCIPLINE HANDBOOK IS AT THE BACK OF THIS DOCUMENT.

AFTER-SCHOOL DETENTION (ASD)

ASD is designed to provide positive constructive learning experiences for students who violate our school behavioral standard. Detention will be used as a consequence for minor discipline infractions, tardies, and ID violations. The program is also used to reduce the amount of suspensions and loss of class time for students. Detention will be held on Tuesdays and Thursdays from 3:40-4:40. Students are responsible for making transportation arrangements and must be picked up at 4:40. Students will not be allowed to remain on campus past 4:40.

Time in ASD will be used for:

1. Academic purposes (e.g. completing homework assignments, tests, projects, etc.)
2. Personal goal setting for behavioral improvement
3. Empathy training (i.e. helping students recognize that their behavior affects others)

The goals of ASD are:

1. Provide an alternative measure for corrective behavior for disruptive students
2. Foster student behavior that emphasizes the understanding of the effects of their actions
3. Encourage respect for the rules and regulations of our school and community

HARASSMENT, INTIMIDATION, OR BULLYING (Policy JICFAA)

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

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

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

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

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

STUDENT IDENTIFICATION CARDS

All students must have their identification card to enter the building each day. Students should properly display ID cards at all times during the school day. If a student does not have his/her identification card, he or she must purchase a temporary badge for that day (\$1.00).

Students use their identification cards to purchase meals, check out materials from the media center, provide identification to staff members, etc. All students will be issued a school identification card at the beginning of each school year. If the student loses, defaces or destroys his or her identification card, the student must replace it at a cost of \$5.00. If a staff member asks to see a student's identification card or badge, the student must show it immediately. Failure to do so can result in a Level Three referral for direct failure to obey.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS (Policy JIH)

Students do not lose their constitutional rights upon entering school premises. The Fourth Amendment to the United States Constitution protects all citizens, including students, from unreasonable searches.

However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances:

- A student committed a crime or a violation of a school rule
- Such a search will reveal contraband or evidence of a violation of a school rule or a criminal law.
- Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction and in the presence of a witness unless circumstances exist which put safety of student and staff at school in jeopardy.

Only the principal or his/her designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety reasons.

School Lockers and Desks

All lockers are the property of the school district. School officials may conduct searches of lockers in accordance with publicized administrative rules.

Motor Vehicles

The privilege of bringing a student-operated motor vehicle onto school premises is conditioned on consent by the student driver to allow a search of that motor vehicle when there is reasonable suspicion for a search of that motor vehicle. School officials may conduct searches of motor vehicles in accordance with publicized administrative rules.

Interrogations by School Personnel

Teachers and principals may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The staff member will conduct the questioning discreetly and under circumstances that will avoid unnecessary embarrassment to the person being questioned. Any student who answers falsely or evasively or who refuses to answer a proper question may be disciplined.

Interrogations by Police

When law enforcement officers find it necessary to question students during the school day, the school principal or his/her designee will be present. The police will conduct the questioning in the principal's office with the principal or his/her designee present. The principal or his/her designee will attempt to contact the parent or legal guardian and request his/her attendance.

If police intend to take a student into custody or arrest a student, they must present an official warrant. The principal will assist the law enforcement officer in assuring that all procedural safeguards as prescribed by law are observed.

Contacting Law Enforcement

School administrators will contact law enforcement authorities immediately upon notice that a person is engaging in, or has engaged in; certain activities on school property or at a school sanctioned or sponsored activity.

STUDENT PROTESTS, DEMONSTRATIONS, AND STRIKES

(Policy JI)

Purpose: To establish the basic structure for student protests, demonstrations and strikes.

It is fallacious that either state or federal law confers the right to disrupt a school without any legal accountability or to wrongly equate school disruption with free speech or with academic freedom. In *Cox v. Louisiana*, the United States Supreme Court made it clear that "The rights of free speech and assembly while fundamental in our democratic society, still do not mean that everyone with opinions or beliefs to express may address a group at any public place and at any time. The constitutional guarantee of liberty implies the existence of an organized society maintaining public order without which liberty itself would be lost in the excesses of anarchy." Furthermore, Section 16-17-420 of the South Carolina Code of Laws makes it an unlawful criminal act for any person to interfere with or to disturb any school in any way or in any place.

Students who willfully disrupt the routine and daily schedule of the school or a school sponsored event by participating in an individual or group activity that has as its purpose the encouragement of noncompliance with an existing school policy, regulation or administrative decision will be subject to disciplinary action as appropriate including, but not limited to, the following:

- forfeiture of school based recognitions, honors, awards and privileges such as participation in extracurricular activities
- suspension from school
- expulsion from school
- arrest

Unauthorized Assembly

Any unauthorized assembly of students such as sit ins, stand ins, walk ons, walk outs, and similar disruptions is a disruptive influence threatening to the normal functioning of the school program and is prohibited. Individuals or groups who willfully disrupt the daily routine of the school by organizing, encouraging, or participating in such unauthorized assembly will be subject to appropriate disciplinary action.

Vocal Disruption

Fair and responsible group discussion on controversial issues that are germane to the curriculum and the daily lesson plan is appropriate in the classroom as a part of a planned program of instruction under the supervision of a teacher. Students who disrupt the ordinary routine of the classroom, who insist upon discussing topics not germane to the curriculum or the daily plan of instruction, who harangue others and/or who constitute a materially disruptive influence in the educational process will be subject to appropriate disciplinary action.

Boycotts

Individuals or groups who participate in any protest or act of noncompliance that includes nonattendance at school or any scheduled class or school activity where attendance is required will

be identified as truant from school, regardless of any prior or subsequent approval or cognizance by their parents/legal guardian of their act of noncompliance, boycott, or truancy.

Students acting in violation of this policy will, when such violation involves force, threat of force or actual law violation, be summarily suspended from school, ordered from the campus and, if appropriate, law enforcement agencies called in to enforce the order.

Thereafter, the case of the suspended student will be handled on an individual basis in line with the policy of the board.

It will be the duty of the teacher or administrator in charge to see that order is maintained and that the right of students to pursue their education is not abridged by those who would disrupt that aim.

TARDY POLICY (AR JICDA-R(2) Code of Conduct High School)

Uninterrupted class time is extremely important to the learning of all students.

All students arriving to school late must report to the attendance office window for an admission slip to class. Any student arriving late to school or class will be required to sign-in on a tardy log provided by the teacher or attendance clerk. These tardy logs will be used to track and monitor the number of student tardies accumulated throughout the semester.

A student will be allowed to be tardy (unexcused) three times with only warnings and parental notification. On the fourth and all subsequent tardies, students will receive the disciplinary consequences as follows.

1st-3rd Tardy	Warning/Parental Notification
4th-6th Tardy	(ASD) After School Detention
7th-8th Tardy	(ISS) In-School Suspension
9th or > Tardy	(OSS) 1 day Out-of-School Suspension for each tardy starting with the 9th

Students who arrive to school after 8:00 A.M. are not to be admitted to class without a pass from the office. A student coming in late for school after 8:30 A.M. will be marked absent. Students on a late bus should report directly to the attendance office where they will receive a pass to class.

Administrative Discretion: The administration reserves the right to use discretion in any discipline case as deemed necessary.

VIDEO CAMERAS

The board of trustees has authorized the use of video cameras on school buses. The district will use the video cameras to monitor student behavior in order to maintain a safe environment. Students

and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes is a confidential student record. The district will retain the videotapes with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. Parents may request to view videotapes of their child if the district uses the videotapes in a disciplinary proceeding involving their child.

SECTION 10: DISCIPLINE CODE

CATEGORY I OFFENSES

Acts considered as Category I Offenses include, but are not limited to, the following:

101. Lying or giving false information either verbally or in writing to a teacher, administrator, or school staff member. Examples: deliberate forgery of parent/educator signatures or changing/deleting information sent home by the school to the parent. Making false accusations about a staff member also falls within this section.
102. Failure to properly identify self or present school identification when requested to do so. Failure to properly display a school ID while on the school bus falls within this category, also.
103. Persistent disobedience.
104. Class disruption or disruption of school activities or environment, including school bus.
105. Extortion or attempting to extort through threat of force.
106. Inappropriate physical contact, including, but not limited to, pushing or shoving.
107. Possession of fireworks, live ammunition, or other incendiary devices. (This includes stink/smoke bombs and vials of noxious gases/liquids.)
108. Unauthorized or inappropriate use of school equipment, including, but not limited to, computers.
109. Using a paging device (i.e., pager, beeper, cell or mobile telephone) during school hours. All devices must be turned off and not visible during school hours.
110. Excessive tardiness or early dismissals.
111. Missing after-school detention.
112. Hazing.
113. Possession, sale or distribution of unauthorized materials at school.
114. Harassment.
115. Violation of parking and driving regulations.

116. Violation of cafeteria rules.
117. Violation of health room rules. All medication (to include over the counter drugs such as Benadryl, Tylenol, etc. or personal prescriptions) brought to school by a student must be in the original container, labeled appropriately and administered by the school nurse. Exceptions under a physician's order are managed by the school nurse.
(PS Code 004/700)
118. Failure to sign in or sign out from school in the office when required.
119. Being in an unauthorized area or inappropriate use of facilities. This includes student and school personnel's personal property.
120. Inappropriate display of affection between students.
121. Unauthorized use of locker.
122. Cheating.
123. Unauthorized possession or use of any electronic entertainment/wireless communication device not related to instruction on school grounds or school bus during school hours.
124. Possession/use of annoyances at school such as laser lights, water pistols, water balloons, whistles, etc.
125. Possession of or use of skateboards, rollerblades, skates or scooters. Skating is not allowed on any school campus **at any time** including during school hours or in any prohibited area, during an after school activity or in the immediate proximity of parked vehicles.
126. Unauthorized card playing.
127. Throwing rocks or other objects.
128. Littering school grounds.
129. Dress code violations.
130. Violation of safety rules. This includes propelling objects (i.e. rocks, spitballs, or food items, etc.) and science lab rule violations.
131. Profanity/obscene gesture directed toward another student or directed toward no one in particular.
132. Failure to obey a staff member.

133. Disrespect to others, (i.e., verbal ridicule, pulling wedgies, ankling, zipping, etc.). [Ankling or zipping is defined as pulling down the pants of another.]
134. Wearing items or clothing that could pose a safety threat to one's self or others (heavy chains not made as jewelry, studded bracelets/collars, nose/lip-to-ear chains, etc.).
135. Failure to attend/complete Saturday detention or in-school suspension.
136. Aiding and/or abetting another student(s) who is committing any rule violation.
137. Violation of a behavior contract.
138. Any behavior or act that interferes with the safe operation of a school bus (including violation of school bus safety rules listed in the chapter, School Bus Safety Rules).
139. Planning or creating a situation that may lead to a crime or rule violation.
140. Participation in gangs/gang-related activity.
141. Cell phone/wireless communication devices (WCDs) violation, first offense.

CONSEQUENCES FOR A CATEGORY I OFFENSE ARE DETERMINED BY THE PRINCIPAL/DESIGNEE AND WILL BE AS FOLLOWS:

Level of Offenses

1st Offense	Warning, in-school suspension or after-school detention or lunch detention, parent/legal guardian notification
2nd Offense	One (1) to two (2) day(s) in-school suspension/parent/legal guardian notification
3rd Offense	Three (3) to five (5) days in-school suspension/parent/legal guardian notification
4th Offense	One (1) to two (2) day(s) out-of-school suspension/parent/legal guardian notification/request conference
5th Offense	Three (3) to five (5) days out-of-school suspension and referral to the hearing officer, parent/legal guardian conference

- A. Students may be placed on a behavior contract for repeated offenses(s). If it is violated, expulsion may be recommended.
- B. In determining whether or not a student violated the discipline code, the principal or his/her designee will consider all the facts and circumstances of the particular incident.
- C. Students who inappropriately use video cameras, video phones or other recording devices are subject to violation of the privacy act and can be assigned school and bus consequences.

- D. Restitution of property and damages where appropriate will be sought by the school or the district.
- E. Students who are suspended from school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- F. The confiscated items may be picked up by parent/legal guardian at his/her discretion.

CATEGORY II OFFENSES

Acts considered as Category II Offenses include, but are not limited to the following:

201. **Possession or transfer of stolen property (school or personal).
202. Not applicable to high school students.
203. *Unauthorized entry to school building or property (this includes school sponsored events).
204. Gambling, including games of chance for money or profit.
205. *Possession/use or transfer of tobacco or tobacco products or paraphernalia, including but not limited to e-cigarettes and vapor cigarettes.
206. *Tampering with, changing or altering records or documents of the school or district by any method, including, but not limited to, computer access or other electronic means.
207. Creating or participating in a classroom disturbance that interferes with the instructional process.
208. Cutting class or school.
209. Leaving or attempting to leave school grounds without permission, whether or not the school day has actually begun. (This includes unauthorized driving/riding to an off campus class.)
210. Walking out of a class (without teacher approval).
211. Provoking or simulating a fight.
212. *Intentional creation of, on-line use of and/or downloading of materials using a computer which would not be permissible in the schools in any other form. (This includes, but is not limited to, e-mails, My Space, Face Book, etc.)
213. *Unauthorized storage and/or loading of a computer program, system or data file. This may also be a copyright violation and as such is subject to copyright laws.
214. *Unauthorized access or duplication of computer programs, systems or data files.
215. *Use of any computer access accounts other than those assigned to the individual.
216. Failure to successfully complete alcohol or drug counseling after mandatory referral.

- 217. Unauthorized striking or lighting a match/lighter or igniting caps or use of poppers on school property.
- 218. Possession/distribution of pornographic or obscene material.
- 219. *Inappropriate sexual gesture(s) and/or behavior. (Examples: sexually suggestive language, movements, writings, drawings, and sexting)
- 220. Possession of lighter or matches.
- 221. Not applicable to high school students.
- 222. Not applicable to high school students.
- 223. Not applicable to high school students.
- 224. Not applicable to high school students.
- 225. Not applicable to high school students.
- 226. Not applicable to high school students.
- 227. *Vandalism or theft of school or personal property where value is \$50.00 or less.
- 228. Cell phone/wireless communication devices (WCDs) violation, second offense.

LAW ENFORCEMENT INVOLVEMENT

Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks and indicate the following:

1 star (*) = Law enforcement **may be** contacted after investigation of the situation.

2 stars ()** = Law enforcement **will be** contacted and charges **may be** filed.

All fights will be reported to law enforcement, regardless of denotation.

CONSEQUENCES FOR STUDENTS WHO COMMIT A CATEGORY II OFFENSE WILL BE AS FOLLOWS:

Level of Offenses

- 1st Offense** Saturday morning detention, detention, work detail, and/or in-school suspension, parent/legal guardian notification
- 2nd Offense** Two (2) days in-school suspension/parent/legal guardian notification
- 3rd Offense** Two (2) days out-of-school suspension, parent/legal guardian notification and request conference
- 4th Offense** Four (4) days out-of-school suspension, parent/legal guardian notification and request conference
- 5th Offense** Recommend for expulsion, parent/legal guardian conference

- A. Restitution of property and damages where appropriate will be sought by the school or the district.
- B. Students may be placed on a behavior contract for repeated offense(s). If it is violated, expulsion may be recommended.
- C. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- D. Items confiscated will be retained for fourteen (14) calendar days.

CATEGORY III OFFENSES

Acts considered as Category III Offenses include, but are not limited to, the following:

301. **Vandalism or theft of personal or school district property where value is \$50.00 or more.
302. **Making serious threats to a staff member or any other person authorized by the school to supervise students.
303. *Trespassing.
304. Being on any school property or present at any school-sponsored event while under suspension.
305. **Detonating (in any way causing to go off) fireworks, incendiary devices, smoke and/or stink bombs or other noxious gas devices.
306. **Selling, possessing, transferring or using items represented as being illegal, controlled substances, prescription drugs or over the counter drugs without regard to amount.
307. **Selling, possessing, transferring or using items that are substantially similar in color, shape, size, or markings to a controlled substance, i.e., Wizard Smoke, etc.
308. **Physical assault of a student.
309. **Possession of a knife with a blade two inches or less, starter pistol, replica weapon/device, or bat. The blade will be measured from tip to base. This does not include a baseball bat that has been approved for recreational purposes in the high school.
310. **Possession of any item of drug paraphernalia.
311. **Use of any item not generally considered as a weapon but USED as a weapon to inflict bodily harm. Such items include, but are not limited to, a knife with a blade two inches or less, starter pistol, replica weapon/device, paintball gun, or bat.
312. **Any other behavior, whether on or off campus, that threatens the safety of students or staff members (regardless of where behavior takes place) or disrupts the operation or function of the school. This does include coming on school/district property after consuming non-prescribed controlled substances and/or illegal drugs.
313. **Possession or use of mace or pepper gas or spray.
314. **Sexual harassment.

315. **Indecent exposure.
316. **Health code violation (including any bodily fluid such as, but not limited to, biting, spitting, blood, feces, and or urination in a public or inappropriate location).
317. **Unauthorized and deliberate tampering with a computer setup. Examples: Switching cables, disabling fans, deliberately introducing a virus, etc.
318. **Unauthorized and deliberate tampering, deletion, OR destruction of any computer programs, systems or data files.
319. Disrespect to teacher or staff member or other adult approved by the school to supervise students, including volunteers.
320. Failure to successfully complete an alcohol/drug program as assigned for #306.
321. **Fraudulent request for emergency services.
322. **Pattern of threatening, bullying, or intimidating other students.
323. **Fighting.
324. ** Simple assault.
325. Refusal to obey school or district administrator.
326. **Possession/use or transfer of tobacco or tobacco products or paraphernalia.
327. **Planning and/or organizing and/or instigating and/or participation in an activity that causes substantial disruption to the education program.
328. Refusal to obey a staff member or any other adult authorized by the school to supervise students.
329. Engaging in verbal or written abuse, name calling, (i.e., ethnic or racial slur or derogatory statements about sexual orientation), intentionally addressed publicly to others that may disrupt the school educational program or incite violence.
330. **Threatening, bullying, or intimidating students, staff members, or any other adults designated by the school to supervise students including volunteers.
331. Profanity/obscenity, racial or ethnic slurs directed to a staff member or to any adult authorized by the school to supervise students, including volunteers.
332. Cell phone/wireless communication devices (WCDs) violation, third offense.

LAW ENFORCEMENT INVOLVEMENT

Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks and indicate the following:

1 star (*) = Law enforcement **may be** contacted after investigation of the situation.

2 stars ()** = Law enforcement **will be** contacted and charges **may be** filed.

All fights will be reported to law enforcement, regardless of denotation.

CONSEQUENCES FOR STUDENTS WHO COMMIT A CATEGORY III OFFENSE WILL BE AS FOLLOWS:

Level of Offenses

- 1st Offense** Up to eight (8) days suspension from school or immediate recommendation for expulsion, parent/legal guardian conference
- 2nd Offense** Immediate suspension from school with a recommendation for expulsion, parent/legal guardian conference

- A. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- B. Restitution of property and damages where appropriate will be sought by the school or district.
- C. In determining whether a student is under the influence of drugs or alcohol, the student's appearance or manner, their behavior and/or the presence of an alcohol odor, as well as statements made by the student as to consumption of alcohol or drugs, will be considered.
- D. Any student who violates the alcohol, inhalant or controlled and/or illegal substance rule will be suspended from participation and attendance in any and all extracurricular activities for 30 school days. These 30 days will carry over into the next school year if the violation occurs near the end of the current school term. These 30 days begin when the student begins suspension. [Student may attend summer school but will not be permitted to participate in any extracurricular activities.]
- E. High school students who commit alcohol, drug, or sexually related violations will be referred to an appropriate counseling program. Parents/guardians will be responsible for all expenses incurred.

Failure to successfully complete an approved counseling program may result in

additional disciplinary action. Upon re-entry the student must present appropriate documentation of successful completion of the program. An alternative 8-10 week alcohol and other drug programs must be approved by the district hearing officer.

- F. Items confiscated will be retained until the last day of the school year and can be claimed only by the parent/legal guardian.

CATEGORY IV OFFENSES

Acts considered as Category IV Offenses include, but are not limited to, the following:

- 401. **Possession, transfer or use of a firearm.
- 402. **Possession, transfer or use of a prohibited weapon other than a firearm including a knife with a blade over two inches, BB gun, paint ball gun, pellet gun, air-soft pistol, razor, razor blade, martial arts throwing star, and metal knuckles, and any other defensive device. Box cutters and utility or X-Acto knives containing any size blades are also considered a violation of this section.
- 403. **Possession, transfer, distribution, use in any amount, or being under the influence of alcohol, marijuana (including marijuana seeds), hallucinogenic drugs, inhalants, or any other controlled or illegal substance. Since alcohol consumption is illegal by minors, consumption of any amount of alcohol will constitute a violation of this section. This includes being present on district/school property or at any school-sponsored event after using any amount of these substances.

Note: In determining whether a student is under the influence of drugs or alcohol, the student's appearance, manner, behavior and/or the presence of an alcohol odor, as well as statements made by the student and/or witness(s) as to consumption of alcohol or drugs, will be considered.

- 404. **Sexual assault.
- 405. **Assault of a staff member or any other adult designated by the school to supervise students, including volunteers.
- 406. **Arson, which is the intentional damage of school property, or attempted arson of school property.
- 407. **Communicating a threat of a destructive device or weapon nature: communicating, writing, threatening, or transmitting to a person or school facility that there is, or will be, a destructive device, bomb, shooting, or dangerous event, with the intent of intimidating,

threatening, or interfering with government functions or school activities; or, harboring one who is guilty of this offense.

- 408. **Possession or transfer of dangerous explosives, plastic explosives, or chemical reaction-type and pipe bomb materials including, but not limited to, Molotov cocktails and dynamite.
- 409. **Active participation in an act of mob violence, to include lynching. A mob is described as two or more people.
- 410. **Unauthorized tampering with security, fire, access control or surveillance system or alarms.
- 411. **Participating in sexual conduct/activity, which also includes compromising situations and circumstances. Such conduct may involve only the individual student or may involve other people.
- 412. ** Burglary to a school, portable classroom, school district building, or any structure on school district property.
- 413. **Auto-breaking or unlawful entry into a motor vehicle on school property or into a school district vehicle at any location.
- 414. Violation of district level behavior contract.
- 415. Cell phone/wireless communication devices (WCDs) violation, fourth offense.

LAW ENFORCEMENT INVOLVEMENT

Some acts may also result in the involvement of law enforcement. These acts are denoted with asterisks and indicate the following:

1 star (*) = Law enforcement **may be** contacted after investigation of the situation.

2 stars ()** = Law enforcement **will be** contacted and charges **may be** filed.

All fights will be reported to law enforcement, regardless of denotation.

CONSEQUENCES FOR STUDENTS WHO COMMIT A CATEGORY IV OFFENSE WILL BE AS FOLLOWS:

- A. Student will be suspended from school immediately with a recommendation for expulsion from school. During the investigative period, high school students may be suspended from school for up to 3 school days pending a possible recommendation for expulsion. Once the investigation has been completed, the principal shall meet with the student and his/her parent/guardian to discuss the results of the principal's investigation and to provide the student the opportunity to present his/her defense to the matter. At the conclusion of that

meeting, the principal shall inform the student whether he/she intends to proceed forward with the recommendation for expulsion.

- B. Whenever these offenses are committed, law enforcement will be called and charges (juvenile petition or warrant) will be filed against the perpetrator. In some cases, law enforcement's decision whether to press criminal charges for weapons or drugs may require possession of that item on the person. In all such cases, the school administrator will still contact law enforcement and file an incident report.
- C. Restitution of property and damages where appropriate will be sought by the school or district.
- D. High school students who commit alcohol, drug, or sexually related violations will be referred to an appropriate counseling program. Parents/guardians will be responsible for all expenses incurred.

Failure to successfully complete an approved counseling program may result in additional disciplinary action. Upon re-entry the student must present appropriate documentation of successful completion of the program. An alternative 8-10 week alcohol and other drug programs must be approved by the district hearing officer.

- E. Students who are expelled for possession of a firearm will be subject to the federal and state laws.
- F. Students who are suspended out-of-school immediately forfeit the opportunity to ride school buses or other school vehicles for the duration of the suspension.
- G. Items confiscated will be retained until the last day of school and can be claimed only by the parent/legal guardian.

CONSEQUENCES FOR OFFENSES ON THE BUS OR IN A SCHOOL VEHICLE WILL BE AS FOLLOWS:

- 1st Offense** Warning or up to three (3) days bus suspension
- 2nd Offense** Three (3) days bus suspension
- 3rd Offense** Seven (7) days bus suspension
- 4th Offense** Ten (10) days bus suspension
- 5th Offense** Bus suspension for the remainder of the school year

CONSEQUENCES FOR GANG OR GANG-RELATED ACTIVITY

Consequences for students who commit the offense of participation in gangs or gang-related activity will be as follows:

1st Offense Parent/legal guardian, student, and administrative conference

2nd Offense Up to three (3) days out-of school suspension and the student may be recommended for expulsion

3rd Offense Recommend for expulsion

SCHOOL BUS SAFETY RULES

The following school bus safety rules must be followed at all times while on a school bus, activity bus, or any other district vehicle used to transport students to or from school, sports programs, and other school and/or district sponsored events. There will be consequences for any violation of these rules and additional school consequences may be applied. The list of rules below should not be considered all-inclusive.

Students must:

1. be at the bus stop 5 minutes prior to scheduled pick-up time.
2. follow the directions of the driver.
3. board and exit the bus at their designated stop or school.
4. present ID while on bus, if requested.
5. keep anatomy part(s) inside the window.
6. keep your feet, body, and bags out of the aisle.
7. talk quietly. Avoid loud, boisterous behavior including singing, clapping, stomping, or yelling.
8. go directly home after exiting the school bus.

Students must not:

9. eat, chew gum, drink, or spit on the bus.
10. throw or shoot any type of objects.
11. stand while the bus is in motion (includes while making a stop).
12. have glass containers on the bus.
13. use profanity or verbal abuse.
14. harass, tease, and/or use obscene or sexual gestures.
15. “play fight” or engage in horse play.
16. ride any bus not authorized to ride.
17. ride any bus during a suspension of bus privileges.
18. vandalize the bus or ignite any flammable object while on the bus.
19. hold onto the bus from the outside or pass items in or out of the bus window.
20. make excessive noise or other disruptive behavior.
21. block the aisle with band instruments or book bags.
22. exhibit any behavior that disturbs students or the driver.
23. spray or apply cologne, deodorant, body spray or any other type chemicals or aerosols; pump spray, or lotion while on the bus.

24. tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
25. use any electronic entertainment/wireless communication device/cell phones, unless authorized.
26. block emergency exits and aisles. All book bags, equipment, instruments, etc., must be properly stowed in the student's seat or on the floor.
27. sell candy or other items on the bus.
28. sit on their book bag, luggage, or legs. The design of the seats is such that a serious injury could occur if the student rises above the height of the seat.
29. touch or hang on to the bus in any manner before boarding or after discharge.

Video cameras, video phones, or other recording devices while on the school bus, activity bus, or other district vehicle are subject to violation of the Privacy Act and students can be assigned school and bus consequences.

GENERAL PROCEDURES FOR TRANSPORTATION SUSPENSION

The principal or his/her designee will assign suspensions from riding the school bus or other school vehicles. Inappropriate behavior (Category II, III, and IV) on a school bus or in a school vehicle will be determined by the principal or his/her designee, in collaboration with the transportation supervisor and will involve a school assigned consequence. Category I offenses may also include bus suspensions and/or school assigned consequences.

In any disciplinary incident in which safety is a concern, a student may be temporarily suspended from the bus pending the result of a full investigation. Investigations will normally be completed by the principal or his/her designee within three (3) school days. In the event parents or guardians cannot be reached by phone, a letter will be mailed with the suspension information.

Parents/guardians will have the right to appeal bus suspensions to the district hearing officer in the same manner as suspensions from school.

When an out-of-school suspension and bus suspension are adjudicated for the same offense, the out-of-school suspension and bus suspension run concurrently.

UPDATED 7/2015