

Allendale-Fairfax High School

2022-2023 PARENT AND STUDENT HANDBOOK



“Home of the Tigers”

3581 Allendale-Fairfax Highway
Fairfax, South Carolina 29827
(803) 584-2311
(803) 584-1787 (Fax)
<http://www.acs.k12.sc.us>

LETTER FROM THE SCHOOL PRINCIPAL

This handbook, developed for the students and parents of Allendale-Fairfax High School, is intended to provide information and guidance vital to our total school program. It is intended to be a **working tool** that will be updated throughout the school year as new policies and procedures arise at the school, district, and state level. It is designed to assist you in developing quality educational opportunities for our students and parents as a guide for the operational policies and procedures of the school and/or district. Students are to always use conscious and prudent judgment. If there is something that you have found that is in question, please ask. We look forward to working with our community, parents, and students.

Again, we welcome you to our school.

Mission Statement

AFHS is a community of advocates and scholars that are committed to a tradition of academic excellence by providing world-class knowledge, 21st century skills, and life characteristics based on the needs of each scholar.

Vision Statement

AFHS is committed to providing a high quality, safe, inclusive, and personalized learning environment that produces responsible life, college, and career ready citizens.

Our Beliefs:

We believe that students learn when.....

- the district, parents, and community support the shared responsibility in the education process and are committed to continuous improvement;
- highly qualified teachers provide instruction that is effective, engaging, rigorous, relevant, and develops positive relationships;
- a nurturing and safe environment is maintained.

ALMA MATER

Here's to you, our Alma Mater
The fairest of them all.
We cherish each golden memory,
Of the days within your halls.

May the Tigers ever bring fame,
And honor to your name.
Raise the battle cry! Let the colors fly,
For Allendale-Fairfax High.

TIGER CREED

I am a leader seeking to be a scholar,
The standard is brilliance today and tomorrow.
I am disciplined, focused, and on time,
I am organized, respectful and responsible.
I am on a mission to advance myself,
My family, and my community,
And I always love myself.

Allendale County Schools 2022-2023 Calendar

Students' First Day - August 8

Students' Last Day - June 5

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Student and Staff Holidays - No School
September 5 Labor Day
October 12-14 Fall Break
November 8 Election Day
November 23-25 Thanksgiving Break
December 19-January 2 Christmas & New Years Holidays
January 16 Martin Luther King Day
February 20-24 Presidents Day & Mid-Winter Break
April 7 Good Friday
April 10-14 Spring Break
May 29th Memorial Day

Staff Development/ Teachers Work Days
August 2-5
October 21
January 3
March 31
May 5

Parent Teacher Conferences - October 20th & March 30
Elementary School 1:30 - 4:30 PM
Middle/High Schools 2:15-5:15 PM

Early Release Days
October 20
November 22
December 16
March 30

School Hours
Elementary School 7:30 AM-2:30 PM
Middle & High Schools 8:15 AM-3:15 PM

End of Term Dates
1st 9 weeks - October 11
2nd 9 weeks - January 9
3rd 9 weeks - March 22
4th 9 weeks - June 5
Report Card Dates
October 20, 2022
January 13, 2023
March 27, 2023
June 6, 2023

INTERIM
- Sept. 8 - 1st 9 wks.
Nov. 18 - 2nd 9 wks.
Feb. 13 - 3rd 9 wks.
May 1 - 4th 9 wks.

High School Graduation
June 2, 2023

Weather Make-Up Days
(SC State Law H. 3890)
Districts are required to makeup the first 3 weather days.
Days were chosen during each semester in order to make up lost days during the same semester as the loss.
Semester 1 October 21, 2022
Semester 2 March 31, 2023
May 5, 2023

Allendale County School District

Home of the Tigers

P.O. Box 458 - Allendale SC 29810
803-584-4603

Allendale-Fairfax Elementary
3305 Allendale-Fairfax Hwy. 803-584-3476
Allendale-Fairfax Middle School
3581 Allendale-Fairfax Hwy. 803-584-3489
Allendale-Fairfax High School
3581 Allendale-Fairfax Hwy. 803-584-2311
New Beginnings Learning Center
AFHS Campus 803-584-3107

Adult Education Center
172 Lee Ave. N, Fairfax 803-903-1065

DISTRICT OFFICE
3249 Allendale-Fairfax Hwy. Fairfax, SC 29827 803-584-4603

Changing the Headlines . . . Allendale Forward

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Allendale-Fairfax High School
2022-2023
Bell Schedule

Daily Schedule:

Teacher's Report:	8:00 a.m.
Breakfast	7:45 a.m. - 8:10 a.m.
1 st Block	8:15 a.m. – 9:45 a.m.
MTSS	9:49 a.m. – 10:09 a.m.
2 nd Block	10:13 a.m. – 11:43 p.m.
1st Lunch	11:43 a.m. – 12:08 p.m.
3 rd Block	11:47 a.m. – 1:17 p.m.
3 rd Block	12:12 p.m. – 1:42 p.m.
2nd Lunch	1:17 p.m. – 1:42 p.m.
4 th Block	1:46 p.m. – 3:16 p.m.
Teacher Dismissal	3:55 p.m.

Early Dismissal Schedule: (10/20, 11/22, 12/16, 3/30)

Teacher's Report:	8:00 a.m.
Breakfast	7:45 a.m. - 8:10 a.m.
1 st Block	8:15 a.m. – 9:15 a.m.
MTSS	9:19 a.m. – 9:39 a.m.
2 nd Block	9:43 a.m. – 10:43 p.m.
1st Lunch	10:43 a.m. – 11:08 a.m.
3 rd Block	11:12 a.m. – 12:12 p.m.
3 rd Block	10:47 a.m. – 11:47 a.m.
2nd Lunch	11:47 a.m. – 12:12 p.m.
4 th Block	12:16 p.m. – 1:16 p.m.
Teacher Dismissal	3:55 p.m.

ORGANIZATIONAL STRUCTURE

ADMINISTRATION

- Darlene D. Hall, Principal
- Mona Lisa Anderson, Director CATE / Assistant Principal
- Coby Brandyburg, Assistant Principal / Athletic Director
- Stanley Rogers, Assistant Principal / 504 Coordinator

INSTRUCTIONAL SUPPORT STAFF

- Christine Brown, Literacy Coach
- Louise Singleton, Numeracy Coach

SUPPORT STAFF

- Jessica Kinard, School Counselor
- Jacqueline Wright, Bookkeeper
- Carolee Williams, Power School
- Patty Dopson, Administrative Assistant
- Penni Preacher-Johnson, Attendance & Parent Liaison
- Dondre' Brown, Global Career Development Facilitator (GCDF)

FOOD SERVICE MANAGER

- Shirley Barton, Manager

SCHOOL RESOURCE OFFICER

- Deputy Terry Hall

MEDIA SPECIALIST

- Dr. Jonathan Murdaugh

SCHOOL NURSE

- Jannie Preacher

Who To Call About...

FOR INFORMATION ABOUT...	CONTACT...	PHONE #
Advanced Placement Program	Jessica Kinard	(839) 529-4157
Alternative School	Patterson Moses	(839) 529-4117
Athletics	Coby Brandyburg	(839) 529-4142
Attendance Policy	Penni Johnson	(839) 529-4164
Career and Technology Education (CATE)	Mona L. Anderson	(839) 529-4143
Counseling Services	Jessica Kinard	(839) 529-4157
Curriculum and Instruction	Johnnie Miller	(803) 584-4610
School Strategic Plan	Darlene Hall	(839) 529-4141
Dual Credit	Jessica Kinard	(839) 529-4157
Federal Programs	Audrey Patterson	(803) 584-4610
FERPA	Karen McKinney	(803) 584-4610
Food Service	Shawna Busby	(803) 584-4610
Gifted and Talented	Audrey Patterson	(803) 584-4610
Health Screenings - Students	Jannie Preacher-Rouse	(839) 529-4160
Homebound Instruction	Tenia Creech	(803) 584-4610
Lunch Program	Shawna Busby	(803) 584-4610
PBIS - Positive Behavioral Intervention & Support	Corey Haynes	(803) 584-4610
PowerSchool	Carolee Williams	(839) 529-4148
School Closing (Weather/Emergencies)	Supt. Local Radio, TV stations, District Website, Facebook	(803) 584-4610
School Nurse/Health Services	Jannie Preacher-Rouse	(839) 529-4160
School Safety	Patterson Moses	(839) 529-4117
School-to-Work	Mona L. Anderson	(839) 529-4143
Section 504	Stanley Rogers	(839) 529-4058
Special Education	James Carter	(803) 584-4610
Standardized Testing	Audrey Patterson	(803) 584-4610
Student Medication	Jannie Preacher-Rouse	(839) 529-4160
Student Services/Discipline Hearings	Patterson Moses	(839) 529-4117
Textbooks	Mona L. Anderson	(839) 529-4143
Title IX	Rodney Zimmerman	(803) 584-4610
Transportation	Marcus Fields	(803) 584-4610
Truancy	Patterson Moses	(839) 529-4117

SIGN-IN PROCEDURES

Students who arrive late on campus must sign-in in with the attendance clerk. Failure to comply with the sign-in procedure may result in an unexcused absence. Disciplinary action may also be taken by the administration. **After signing in the student(s), excluding those who arrived via a late bus, will receive a tardy pass.**

SIGN-OUT PROCEDURES

Students can be signed out only by the designated person on their individual sign-out sheets. Phone sign outs are not permissible. If a student is to be signed out by someone who is not listed on their sign out sheets, a note from the parent must be presented to the front office at the start of the school day. The note must contain the name and contact number for the parent or legal guardian for verification to be authorization.

OFFICE PROCEDURES

When entering the main office, visitors and/or students are to wait to be acknowledged by the office personnel at the desk. No visitors or student are to venture around the counter unless summoned by the office personnel.

ADDRESS/ PHONE CHANGE

Having accurate parent/guardian contact information is vitally important. Please inform the PowerSchool clerk immediately if you have a change of address or phone number; this will help in emergency situations if we need to contact a parent or guardian.

CLOSED CAMPUS/VISITORS

Allendale-Fairfax High School operates under a Closed Campus Policy. Parent/guardians are always welcome after signing in with the office personnel and while wearing a visitor's badge. No student is to bring a friend or visitor to school to spend the day or part of the day. Parents/guardians who wish to observe classes may do so when accompanied by a school administrator. This is limited to parent/guardians only. This is limited to two (2) guardians at a time. Children may not accompany the guardian. Food and drink are not permitted during classroom observations. Observers are not to interact with students or to correct students. **Due to safety reasons, visitors should refrain from bringing infants and small children into the hallways, lunchroom, or commons area.**

UNAUTHORIZED VISITORS

The principal or designee will take appropriate action against non-students who invade the building, grounds, or other school property. Such action will include the right to call law enforcement. Any person who is on campus and who has not obtained written permission from the main office to be on campus will be considered trespassing. **All visitors to the campus are expected to report directly to the main office to sign in upon entering the building.**

STUDENT DROPOFF

The designated drop off for students is in front of the main entrance. Students must enter the building through the front entrance. In case of inclement weather, students will enter through the CTE wing and go directly to the commons area or cafeteria. Any person who violates this is subject to having their license plate number submitted to the Allendale County Sheriff's Office.

PARKING LOT

Students must purchase a parking permit **(\$25.00)**. All student vehicles must display a valid current school year Allendale–Fairfax High School parking permit on the rear-view mirror. **Any car without a parking permit will be towed. Students can only park in student parking lot.** Students who drive a car to school do so with the realization that Allendale–Fairfax High School is not responsible for the car or its contents. Students are not permitted to loiter in the parking lot. Cars are not to be used as lockers. The speed limit in the parking lot is five (5) miles per hour (strictly enforced). All cars are expected to enter and exit via the designated gates. Students should not return to the vehicle until their scheduled dismissal time. The Resource Officer will monitor the parking lot daily. ***Any vehicle that does not have a parking decal or the driver does not have evidence of purchasing a decal will have their vehicle towed at the owner's expense. Additionally, students who abuse their privileges will lose them and will not be allowed to park a vehicle on campus.***

STUDENT ID

A photo identification card will be issued to all students at no cost. Students must always wear their ID cards including lunch and breakfast. The ID card must be worn around the neck in the chest area with the picture facing forward outside of all clothing including jackets. Badge lanyards may not be tied in knots. **Badges are not to be defaced, decorated, or altered in any way.** If defaced, the administration may require that a new badge be purchased by the student.

If students repeatedly fail to comply with these expectations, appropriate disciplinary consequences will follow. If you are requested by a staff member to show your ID

card, it must be done without question. Failure to do so constitutes defiance and is a discipline infraction for which a student can be suspended. If students do not wear their ID badges in the appropriate manner (around the neck with the picture and name facing outward), teachers are to write a referral which will be processed by the administration; the referral will become a part of the students' discipline records, and the second referral for the ID badge will result in disciplinary action.

If a non-student uses the badge of a student to access the building, classrooms, or any areas not designated as an open access area for visitors, the non-student may be arrested for trespassing. The student whose badge was used may be subject to appropriate disciplinary consequences as well. The previously explained consequences, combined with other violations of the Code of Student Conduct, could justify more serious consequences than those stated above.

Allendale-Fairfax High School



ACADEMICS

ACADEMIC INFORMATION

24 Units Required

State High School Diploma Program

4	English/Language Arts
4	Math
3	Science
1	U.S. History
½	Economics
½	Government
1	Other Social Studies
1	P.E. Or ROTC
1	Computer Science
1	Foreign Language
7	Electives

24 Units

CLASSIFICATION OF STUDENTS

Assignment of students to grades will be based on unit requirements for each grade.

Grade 9 (Freshman) -- A student will be classified as a ninth grader during his/her first year in high school after having met the requirements of grade eight for ninth grade placement.

Grade 10 (Sophomore) -- A student will be classified as a tenth grader provided, he/she has earned **at least six units toward graduation, including one unit each in language arts and mathematics.**

Grade 11 (Junior) -- A student will be classified as an eleventh grader provided, he/she has earned **at least twelve units of credit toward graduation. Included in the twelve units must be at least two in language arts, two in mathematics, and one in science.**

Grade 12 (Senior) -- A student will be classified as a twelfth grader provided, he/she has earned **at least eighteen units toward graduation, three of which must be in language arts, three units of math and two units of science, one social studies.**

Beginning with the ninth-grade class of the school year 1997-98 and thereafter, to qualify for a State high school diploma, a student must earn a total of 24 units of credit in state-approved courses indicated above.

Students must complete a study and pass an examination on the provisions and principles of the United States Constitution and American institutions and ideals. This instruction shall be given for a period of at least one year with the required U. S. History course.

The Comprehensive Health Education Act of 1988 requires that at least one time during the four years of grades 9-12, each student shall receive a program of instruction in comprehensive health education to include a specified set of subjects.

Students must attend the accredited high school issuing the diploma for at least the semester immediately preceding graduation except in cases of a bona fide change of residence where the sending school will not grant the diploma. Two units earned in a summer school program do not satisfy this requirement.

Students who earn two units in science and six units in a specified occupation service will meet the science requirement. Vocational programs operating on the 3-2-1 structure may count prevocational education as one of the six required units.

GRADUATION POLICIES

Special Education

A special education certificate will be awarded to those students who complete all objectives specified in his/her Individualized Education Program (IEP's). This certificate will also be awarded to students enrolled in an **Intellectual Disability**

(instructional setting) program after twelve (12) years of education, provided such students have met State Board of Education attendance regulations. These certificates are issued by the Allendale School District and signed by the Principal and Superintendent.

Graduation Participation

The Allendale County School District requires students to meet all credits, course, state assessments, and/or special program requirements to participate in the graduation ceremony. A student can participate in the graduation exercises only once. Students at Allendale-Fairfax High who do not meet all requirements for a state high school diploma or a state certificate, will not be allowed to participate.

Early Graduation

Allendale-Fairfax High counselors advise all students to spend at least four years in high school to maximize the benefits of taking more college prep and elective courses offered. However, students who wish to pursue graduating in less than four years may do so. Students may graduate from the eleventh grade providing they meet all state and county requirements.

DIPLOMA PATHWAYS SEALS OF DISTINCTION

All Seals

Students must meet all South Carolina Diploma requirements to be eligible for any Seal of Distinction.

Students can meet the GPA requirement:

- at the end of first semester their senior year **or**
- with their final GPA

****Seniors who meet the GPA requirement at the end of first semester do not have to requalify at the end of their senior year.**

Students must meet all course requirements to qualify for a Seal.

Schools are encouraged to offer honors courses, fine arts courses, CTE courses, etc. to enable students to earn Seals of Distinction. Required courses may also be taken through VirtualSC or another online platform that is approved by the SCDE.

College Ready Seal

Math course requirements for the college ready seal have been updated to match the South Carolina Commission on Higher Education Language:

Algebra I, (or the equivalent of Alg. I) Algebra II, Geometry, AND a 4th Higher Level Math

Career Seal

Students can qualify with EITHER an EEDA major or CTE completer.

Specialization Seals

Engineering courses have been added to **STEM**:

*4 credits beyond required courses in math, science, technology, AND ENGINEERING”

Fine Arts

For the three-year graduates of the Class of 2021 **ONLY**- the requirement of “Mastery on external exam or performance task” has been waived. Clear guidelines concerning external exams and performance tasks for future classes will be communicated by July 1st.

S.C. FOUR-YEAR PUBLIC COLLEGE MINIMUM REQUIREMENTS

English - 4 units

I, II, III, and IV will meet this requirement.

Math - 4 units

Algebra I, Geometry, and Algebra II. A fourth unit in calculus, statistics, or discrete mathematics is strongly recommended.

Laboratory Science - 3 units

Biology, chemistry, or physics. Two units from two different fields. The third unit from the same field as one of the first units.

Foreign Languages

Two units of the same foreign language is strongly recommended. One is required for graduation.

Social Studies – 3 units

A unit of U.S. History is required. Half units of economics and government are required.

Computer Science – 1 unit

One unit of computer science

Electives – 7 units

Four units taken from three different fields selected from among computer science, English, fine arts, foreign languages, humanities, lab sciences, mathematics and social sciences.

Physical Education JROTC - 1 unit

One unit of physical education or JROTC

COLLEGE ADMISSIONS

COLLEGE ADMISSIONS TIMELINE

FRESHMAN AND SOPHOMORE YEAR

October: Consider taking the PSAT for practice and for helping you to decide whether or not to take an AP course in your junior year. Register for the test in the Guidance Office. The PSAT is mandatory for admission into the Governor's School for Science and Mathematics.

If you are interested, write for an application for the Governor's School for Science and Mathematics, a residential school at Coker College for juniors and seniors.

See your counselor or the Department Chairperson of the related arts if you are interested in attending the Governor's School for the Arts at Furman University in the summer. Carefully select extra-curricular activities.

January: Plan with your parents and your teachers the courses to take next year. Study carefully the recommended levels of classes. Read the registration materials thoroughly.

Spring: Start looking at college catalogs in the guidance Resource Room.

JUNIOR YEAR

October: Register for the PSAT in the guidance office. All college-bound juniors should take the PSAT because it is the test that is the basis for National Merit Scholarships and other important scholarships, including the Palmetto Fellows. The PSAT also will help you to decide whether or not you want to take any AP courses in your senior year. If you have conflicts, see the Director of Guidance before the test.

December: Register for ASVAB Testing see the Director of Guidance for study material.

January: Study the registration book very carefully and get your teacher recommendations for next year. Talk with your parents about the course offerings and

be sure that you are taking the courses required by the state and by all of the colleges that you might wish to attend. Take the strongest college preparatory courses you can comfortably manage.

February: Study the college catalogs in the guidance Resource Room. Your goal is to be moderately well informed about at least three to five schools that you may wish to attend. Balance your choices so that you have a sure shot, a fairly safe shot, and a long shot. Be sure to look at cost as well as admission requirements. Register for the ACT and/or SAT.

March: Register for the ACT and/or SAT. Register for ASVAB Testing see the Director of Guidance for study material.

April: If you are interested in ROTC or a Service Academy, begin the application process. See the ROTC officer at your school. Consider making college visits during Spring Break.

May: Take the SAT I. Consider ordering the Question and Answer service. Be prepared when you take your Advanced Placement Exams if you are in any Advanced Placement courses. Do well on your finals. Your junior year grades are very important. Your class rank is determined at the end of your junior year. Honor and Distinguished Honor graduates are also determined by your Grade Point Average (GPA).

June: Take three SAT II tests if required.
Plan to visit colleges over the summer. You should spend time during the summer studying colleges so that you have narrowed your choices to three or five.

August: Write for college applications and begin working on your essays.

SENIOR YEAR

Fall: Attend college representative sessions at the school. Take college weekends if you need them. **Two absences for college visitation will be excused.**

September: Narrow your college list to a manageable size. Be sure that you have a sure shot. If you are going Early Decision or Early Action, complete your application and mail it.

October: Listen carefully when the Guidance Counselor explains your high school's college application process. Study the guidance handouts that you will be receiving all year on college admissions and scholarships. Attend sessions at the school with college admission officers. Attend financial aid workshop at the school and apply.

November: Take the SAT I for admissions and for scholarships. Attend financial aid workshop at the school and apply.

Complete all of college applications and have them mailed by Thanksgiving.

December: Take SAT II tests if required. Be sure that you have finished all of your college applications.

January: This is your last chance to take the SAT I or SAT II tests.

At the end of the month fill out the FAFSA form or other financial aid forms that are in the guidance office. This money is on a first-come-first-served basis. You and your parents can fill out an estimated form if your taxes are complicated. Students should research guidance brochures, books, the SCOIS computer program, and financial aid offices at colleges to find scholarship applications and opportunities.

Be sure to have your counselor send mid-year reports of grades to colleges that request them.

February: Wait patiently and search for scholarships and financial aid.

April: By the middle of the month, you should have heard from all of your colleges. Weigh your finances and your choices carefully. Notify all colleges that accepted you of your decision.

COURSE LOAD

All students at Allendale-Fairfax High must adhere to the School District policy for full-time student:

1. Every student is expected to carry a full course load each semester until all graduation requirements are met.
2. If extenuating circumstances are present indicating that a change may be in the best interest of the student and/or school, the principal may grant the request. Consideration will be evaluated on a student-by-student basis. Level changes will be considered no later than three days after the first interim report for a semester class and no later than three days after the end of the first quarter report card for year-long courses for students with an inadequate performance. The "WF" penalty for withdrawing from a course in excess of the time limitations will not apply to course or course level changes initiated by the administration of the school.

SCHEDULING/COURSE CHANGE RULES

A selection of the appropriate classes is one of the most important decisions of Allendale-Fairfax High School students and their parents each year. Traditionally, this process has been initiated in the spring and adjustments in course selections have been allowed through the beginning days of school. The deadline for schedule change is as followed:

- All changes for semester courses **must** be made five (5) days after the first day of school.
- All changes for yearly courses **must** be made ten (10) days after the first day of school.

All we ask is your understanding and cooperation in ensuring that the following procedures are followed:

1. Students should refer any scheduling problems to the School Counselor in writing at the beginning of the school year.
2. The deadline for making schedule changes is the 5th day for semester courses.
3. Students seeking approval for Early Release and/or Late Arrival must submit an application to the guidance office within the first 5 days of the semester.

Drop/Add Policy

It is understood that each student may have a favorite teacher or desire a time schedule that is particularly convenient; however, it is impossible to allow each student to pick his/her teacher or time schedule. Therefore, schedules will not be changed as a result of teacher preference or the time frame of certain courses. No schedule will be changed after 2 weeks unless approved by the administration.

COURSE WITHDRAWAL STATE POLICY

A student must withdraw from a quarter course within 3 days, semester course within 5 days of the date enrolled, and from a yearlong course within 10 days of the date enrolled without penalty. Students who unilaterally withdraw from a course after these time limitations will be assigned a course grade of “WF” (withdrawn failing) and the “F” (numerical grade of 50 and 0 quality points) will be calculated in the student’s overall grade point ratio.

Grading System

A	90 - 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 - 0

UNIFORM GRADING SCALE

The State Board of Education (SBE) adopted a Uniform Grading Policy (UGP) for South Carolina’s public schools in December 1999. That policy, which applied to all

students who first enrolled in the ninth grade in the 2000–01 school year, was revised in 2007, 2016 (ten- point scale), and 2017.

Students taking courses for a Carnegie unit prior to their ninth grade year may retake any such course during the ninth grade. In this case, only the ninth-grade retake grade will be used in figuring the student's GPR and only the ninth-grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

The following conversion system will apply to grade transferred with letters:

A=90; B=80; C=70; D=60; F=59.

This conversion process will also be used for pre 2002-2003 letter grades for which no specific numerical value can be determined.

Transcripts and report cards will use numerical grades for courses carrying Carnegie units and will show title and level/type of course taken (i.e. **English I College Prep, Algebra I Honors, and Math for the Technologies I Tech Prep**).

STUDENT RECOGNITION

- **Honor Roll**—The Honor Roll and Principal's Honor Roll are published at the conclusion of each grading period. The Honor Roll consists of students who attain all A's, B's, or a combination of both. The Principal's Honor Roll recognizes students who earn all A's. The Guidance Office computes the Honor Roll at the end of each grading period.
- **Perfect Attendance**—Students are recognized during assemblies for perfect and excellent attendance. The Attendance / PowerSchool Office computes the Honor Roll at the end of each grading period.
- **Extra-Curricular Activities** – Students are recognized during assemblies, banquets, and other events for participation in athletics, the arts, and other activities.

CLASS RANKINGS

High school students will be ranked numerically from top to bottom in their class. A student's rank will be determined by the ratio of points earned to the number of units attempted by the student. Honor graduates will be determined and announced at the end of the **16th Quarter**. Final class standings will be computed through the end of the senior year.

For the purpose of class rankings, Grade Point Ratio (GPR) will be calculated by assigning quality points. Assignment of quality points will be made based on the **Numeric Grade Table** of the **SC UNIFORM GRADING SCALE** as mandated by the amendment to section 59-5-68 of the code of laws of SC.

COMMENCEMENT EXERCISE PARTICIPANTS

Valedictorian/Salutatorian Awards and Honors

Valedictorians, Salutatorians and graduates with honors shall be announced after all grades have been posted and confirmed at the conclusion of the student(s) senior year (8th semesters).

The candidate must be enrolled in a high school for four years and enrolled in the high school awarding the diploma for a minimum of four consecutive semesters prior to graduation.

- Students electing accelerated graduation, graduating in less than eight semesters, are not eligible to be Valedictorian or Salutatorian.
- Selection of Valedictorian, Salutatorian or honor graduates will be based on GPA as determined by SC Uniform Grading Policy.

Valedictorians(s) named shall be the senior class member with the highest weighted cumulative GPA. In the event of a tie there will be co-valedictorians named.

Salutatorians(s) named shall be the senior class member with the second highest weighted cumulative GPA. In the event of a tie, there will be co-salutatorians named.

To be eligible, a graduate with honors, a valedictorian or salutatorian candidate may not have been guilty of cheating or intentional dishonesty with regards to academics while a student at Allendale-Fairfax High School. Behavior that would make a candidate ineligible for these honors includes, but is not limited to, turning in a paper that is not one's own work, cheating on a test or homework assignment, changing an earned grade on an assignment or in the computer, and/or completing an assignment for another student. Academic misconduct shall cause a student to be ineligible for all awards and accolades related to valedictorian and salutatorian including, but not limited to, graduation speeches, press releases, and program announcements.

Students approved for Early Graduation are not eligible to be named valedictorian or salutatorian.

Early Graduation Policy

In order to be considered for early graduation, the student must meet the following criteria:

- The student and parent must make the request for a change in classification and early graduation in writing to the principal.
- The student and parent must confer with a school counselor for advisement on advanced courses and electives which relate to the student's career goals.
- The student must have been enrolled in high school for at least two years.
- The student must have earned credits in English I, II, and III prior to making the request. English IV is the only English course allowed in the final year.

- The student must have earned at least **16** credits or be able to take the number of credits in his/her final year to equal the number of required credits for high school graduation without having to enroll in correspondence courses.
- The counselor must submit a recommendation to the principal for a final decision.

Honor Graduates

The student ranked number one in his/her class at the end of the eighth semester may be designated valedictorian, and the student ranked number two may be designated salutatorian. These designations will be at the option of the district superintendent after receiving recommendations from the faculty and administration of the high school. If a tie exists for the top positions, the positions will be shared.

***Students with a grade point ratio of 3.75 will be designated as Honor Graduates.**

Junior Marshals

Junior Marshals are selected from the top ten percent (10%) of the junior class to help with the graduation exercises for the seniors. Marshals must make the commitment to participate in all activities and are under the direction of the Chairperson of the Graduation Committee.

PARTICIPATION IN SPORTS

Both the South Carolina High School League and state law have established the following requirements for participation in sports. Therefore, there are no exceptions or appeals for violation of these requirements.

Athletic Academic Eligibility Requirements:

For participation in sports first semester, the student must have passed a minimum of (5) Carnegie units the previous year two (2) of which must be passed during the second semester or summer school.

For participation in sports the second semester, the student must have:

- Passed minimum of (3) unit equivalents first semester (if the student was ineligible first semester).
- Passed a minimum of four (2) unit equivalents first semester (if the student was eligible first semester).

Athletic Behavioral/Discipline Eligibility Requirements:

If a student receives three (3) referrals that result in out of school suspension, he/she will be placed on a behavior contract. In the event that a student violates the behavior

contract and accumulates another two (2) referrals, five (5) referrals in total, he /she will be banned from participation in athletics for the remainder of the semester.

GUIDANCE SERVICES

Program Scope and Design

A comprehensive developmental guidance and counseling program is an essential component of an instructional program that provides all students the opportunity for optimum development. The South Carolina Comprehensive Developmental Guidance and Counseling Program Model is designed to assist the state's school districts and communities with the planning, development, implementation, and assessment of a school guidance and counseling program that supports the personal, social, educational, and career development of all the state's public-school students from prekindergarten through grade twelve. In addition, the Program Model will assist the school districts in their effort to comply with the requirements of South Carolina laws and regulations regarding the function, design, and implementation of this vital program.

Philosophy and Rationale

The South Carolina Comprehensive Developmental Guidance and Counseling Program is based upon the following beliefs:

- All children are unique and should be treated with respect and dignity.
- Every student can succeed.
- Learning is a lifelong process.
- Fostering a positive self-image is the collaborative effort of the school, home, and community that leads to responsible and productive citizenship.
- The diverse needs of all students must be addressed at all educational levels through the guidance and counseling program.
- Every student needs appropriate personal and social skills to achieve optimum benefits from the educational program.
- A comprehensive developmental guidance and counseling program is not a support service but an integral part of the total education program.
- A developmentally appropriate guidance and counseling program provides important benefits to individual students by addressing their intellectual, emotional, social, and psychological needs.

Counseling Roles

School counselors provide academic, career, and social/emotional services at each level pertaining to the specific developmental needs of the populations they serve. All

counselors hold a master's degree and required state certification in school counseling. They maintain certification by participating in professional development designed to keep them current with education reform and challenges facing today's students. Some school counselors join various professional associations to further enhance their knowledge and effectiveness.

The primary function of school counselors in South Carolina is to provide a comprehensive developmental school counseling program to all students at all grade levels, from prekindergarten through grade twelve by incorporating:

- [Mindsets and Behaviors](#)
- [Profile of the South Carolina Graduate](#)

High School Counselors

High school years are full of growth, promise, excitement, frustration, disappointment, and hope. It is the time when students begin to discover what the future holds for them. Secondary school counselors enhance the learning process and promote academic achievement. School counseling programs are essential for students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community.

The Four Components of a Comprehensive School Counseling Program

GUIDANCE CURRICULUM
Provides guidance content in a systematic way to all students through classroom and/or group activities

Purpose

Awareness, skill development, and application needed for the following three student-development areas:

- Learning to Live (*Personal/Social Development*)
- Learning to Learn (*Academic Development*)
- Learning to Work (*Career Development*)

Counselor Role

Guidance
Consultation
Program implementation and facilitation

INDIVIDUAL PLANNING
Assists students in monitoring and understanding their development for next-step decisions

Purpose

Student planning and goal setting

Issues Addressed

Personal/Social

- Development of healthy self-concept
- Development of both short- and long-term goals

Academic

- Acquisition of study skills
- Awareness of educational opportunities
- Appropriate course selection
- Lifelong learning
- Utilization of test scores and data

Career

- Knowledge of career opportunities

RESPONSIVE SERVICES
Addresses immediate concerns of students

Purpose

Prevention, intervention

Issues Addressed

Personal/Social

- Relationships
- Abuse
- Grief, loss, death
- Substance abuse
- Family problems/concerns
- Coping skills

Academic

- tardiness
- absences and truancy
- school and classroom conduct
- dropout prevention

SYSTEM SUPPORT
Includes program and staff support activities and services

Purpose

Program delivery and support

Issues Addressed

- Guidance program development
- Parent education
- Teacher/administrator consultation
- Staff development for educators
- School improvement planning
- Counselor's professional development
- Research and publishing
- Community outreach
- Public relations
- Funding and budget

Counselor Role

Program management
Consultation

- Knowledge of occupational training
- Knowledge of labor market information
- Development of an education/career plan

Counselor Role

Counseling
Consultation
Coordination
Referral

Coordination

Counselor Role

Guidance
Consultation
Assessment
Placement

WITHDRAWAL FROM SCHOOL

To officially withdraw from school, parents/guardians should contact the guidance department to complete the necessary withdrawal papers. Students will be required to return textbooks, media center items, ID badges, and all other Allendale-Fairfax High School (AFHS) property.

Additionally, **all fines and debts to the school must be paid in full before students will be cleared by AFHS.** No records will be forwarded to another institution or agency unless students complete the process and receive clearance.

ATTENDANCE POLICIES

To receive credit – Each student is required to be in attendance a minimum of 170 days for yearlong course and 85 days for a semester course. **A student will lose credit for any class not attended for at least 170 days (85 days in a semester class) unless the principal grants permission for credit in the class.**

A student who, for any reason, is absent three times from a semester course or seven times from a year course will be referred by the teacher to the administration and attendance clerk. A letter will then be mailed to the parent advising them of the policy on absenteeism and that continued absence may result in denial of credits.

EXCUSED ABSENCES

Students may be excused from school for the following reasons:

- When their attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
- Serious illness or death in the student's immediate family (parents, legal guardian, siblings, children, and grandparents).
- Recognized religious holidays of their faith.

- Medical, dental, mental health appointments, or national activity that is directly related to the school curriculum (i.e., music, art, physical education, Career and Technology academic).

Each student is required to bring a written excuse from a parent/guardian to the attendance office within five days of his/her return to school. The note must include the following:

1. Student's name
2. Date (s) of absence
3. Reason for absence

Failure to comply will result in an unlawful absence. Students must turn in an excuse within five days of his/her return to school. Parent, guardian or student should retain a copy of the absence for your records.

UNEXCUSED ABSENCES

A student will not be excused from school for the following reasons:

- Willful absence from school without the knowledge of their parents.
- Absence from school without acceptable cause with the knowledge of their parents.
- Absence for other reasons not covered under lawful absences.

ATTENDANCE INTERVENTION

School officials shall immediately intervene to encourage the student's future attendance. When a student is unlawfully absent for three consecutive days or five accumulative days, the principal or his designee will immediately attempt to establish contact with the parent/guardian of the student to arrange a conference. During the conference, a written plan will be developed to ensure that the parent/guardian, student, and the school have an understanding be sent to the attendance supervisor's office. After such a conference, further unlawful absences will result in an immediate referral to the attendance supervisor's office as well as the District Attendance Office, with a copy of his/her attendance record.

If the principal or designee is unable to establish contact with the parent/guardian for the purpose of developing a plan, the student will be referred in writing to the attendance supervisor who will make every effort to arrange a conference with the parent. On or before the fifth unlawful absence, the attendance supervisor may refer the student to the Truancy Officer for further disposition by the Family Court.

RECOVERY DAYS

The following policy will be adopted and followed for make-up time:

The State Administrator's Guide on Regulations and Statutes states in R 43-274 section B Award of Credit:

Absences in excess of 10 days

For the purpose of awarding credit for the year, school districts shall approve or disapprove absences in excess of 10 days regardless as to whether those absences are lawful, unlawful or a combination of the two.

Students must submit their excuses for absences to the Attendance Clerk within five days of their return to school. No handwritten excuses will be accepted after this deadline.

High School Credit

For a student to receive one Carnegie unit of credit that student must be in attendance 120 hours per unit, regardless of the number of days missed. Therefore, districts may allow students whose excessive absences are approved in part 1 of this section, to make up work missed to satisfy the 120 hours requirement.

TARDY REGULATIONS

Promptness is expected; tardiness to class is unacceptable.

Tardiness is defined as any appearance of a student beyond the scheduled time that class is to begin.

Students who are tardy interrupt instruction, distract other students, and miss part of the class. Tardiness is both an attendance and a discipline problem.

Students tardy to school will not be admitted without an admission pass from the main office or an administrator.

A student who arrives late to class without a pass is tardy. Any student absent from class for 15 minutes will be marked absent.

➤ **Tardy to Class:** See table below:

Tardy 1	Student Warning
Tardy 2	Student Conference by Teacher
Tardy 3	Parent Notification by Teacher

Tardy 4	Parent Notification by Attendance Clerk.
Tardy 5	Parent/Student Conference
Tardy 6	Parent/Student Conference and Tardy Contract
Tardy 7	Out of School Suspension

HOMEWORK POLICY

Homework is defined as any preparation for class to be written, read, or reviewed outside of class. It is the teacher's responsibility to assign homework, and the student's responsibility to complete the assignment within the specified time frame. The parent is responsible for recognizing that students who do their homework will have a greater chance of academic success and to help students make schoolwork a top priority.

MAKE-UP WORK POLICY

A student will be permitted to make up work missed during his/her absence:

- When a student is absent one day, the student must make-up work or tests missed the day he/she returns to school or as arranged by the teacher.
- When a student is absent two – five days consecutively, the student must make-up work and/or tests missed within three days of returning to school or as arranged with the teacher.
- When a student is absent more than five days consecutively, the student must make-up work missed and/or test within five days of returning to school or as arranged with the teacher.

It is the students' responsibility to plan with his/her teacher(s) to do make-up work.

A student who misses class because of a school function or activity is still held accountable for his schoolwork and/or tests. Because students are not marked absent when participating in school-sponsored or sanctioned activities, they are expected to complete any assignments (tests, quizzes, presentations, etc.) scheduled the day he returns to class. Class time will not be used for make-up work.

Allendale-Fairfax High School E-Learning Plan

Student Expectations

Expect to have at least five hours **per week per class** of work / activities / assessments.

Dedicate appropriate time to learning, using the time on task recommendations or as guided by your teacher(s).

Check the online platforms for information on classes, assignments, resources daily.

Maintain possession of quick cards to access instructional resources.

Identify a comfortable and quiet space to learn and study.

Engage in online learning activities being offered by your teachers and/or provided through online resources.

While using a district-provided iPad, any Microsoft App for Education, or any resource provided by District personnel with the intention of learning, students are held to the same standards to which they would be subjected in a traditional learning environment. Any inappropriate behavior will be dealt with in accordance to the student code of conduct linked to the district website. As always, students are expected to engage in eLearning with social integrity and academic honesty.

Student Online Etiquette

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite; rudeness is never acceptable.
- Use appropriate language; do not swear, use vulgarities or other abusive or inappropriate language.
- Do not reveal personal addresses or phone numbers.
- Do not interrupt the use of the network.
- Assume that all communications and information accessible via the network is private property.
- Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Do not be mean. Do not send e-mails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime.

**Allendale-Fairfax High School Incorporates
Positive Behavior Interventions and Supports in our School**

“Tiger Pride”

Frequently Asked Questions

What is PBIS?

Positive Behavior Interventions and Supports is a collaborative (team-based), educative, proactive, and functional process to developing effective interventions for problem behavior.

What is Tiger Pride?

Tiger Pride is not a package program with a set script. There are critical components that help identify schools that are engaged in school-wide PBIS. These components look different in every school because PBIS is a PROCESS that is individualized to meet the specific needs of each student. In essence, Tiger Pride refers to an overall change in the school climate to a learning environment where students and teachers feel appreciated, safe, and respected.

How does Tiger Pride Work?

Tiger Pride focuses on the positive aspects of student behavior rather than the negative. The goals are to focus on proactive teaching and recognizing what students are doing right. A system of rewards is used to assist staff in focusing on the positives of student behavior. Using a reward system, students are acknowledged for appropriate behavior by earning privileges, such as pizza parties, dances, video game time, etc. Remember, rewards are earned not offered as payoff in exchange for good behavior.

TIGER PRIDE



Prepared to be the best.

Respect yourself and the people at all times.

Integrity will carry you throughout life.

Determination is the key to success.

Excellence is the goal.

DISCIPLINE

All students are bound by the Allendale County Code of Conduct as approved by the Allendale County School Board. We trust that all students will follow the rules and regulations of the school. We have some non-negotiable in place to ensure that the rules and regulations are adhered to. The following offenses are automatic referrals and punishable by suspension:

- Cutting/Skipping
- Defiance
- Classroom Disturbance
- Profanity
- Dress Code Violations
- Electronic Devices displayed or in use
- 2nd offense ID violation

Students who accumulate 10 major referrals will be recommended to the hearing officer for excessive referrals. Major referrals include but are not limited to offenses such as: fighting, cutting/skipping, profanity, physical aggression, defiance, classroom disruptions, etc.

SUSPENSION

Any offense that is punishable by suspension will be handled in the individual schools by the school principal or his or her designee. A suspension could be from one (1) day to ten (10) days and never exceed thirty (30) days cumulative for the school year. Special Needs students should never exceed ten (10) days cumulative for the school year.

Suspension for ten (10) days with a recommendation for alternative placement

This recommendation for alternative placement should be made to the district hearing officer. The district hearing officer has several options depending on the age of the student and the severity of the offense committed.

- The student may be returned to his school under a probation plan.
- The student may be assigned to the alternative school for a specified period of time.
- The hearing officer may make a recommendation for expulsion.

Students who are suspended are not allowed on campus or to attend any school-sponsored activity.

EXPULSION

The school administration has the prerogative to suspend a student for ten (10) school days and recommend to the district hearing officer that this student is expelled from school.

INJURY AND ILLNESS

Illness:

- Any student who is not feeling well will be sent with a written pass to the school health nurse by his/her teacher. The school health nurse, or his/her designee, will make the appropriate assessment and render minor first-aid as necessary, depending upon the complaint or injury. If that student is too ill or uncomfortable to remain at school, the nurse or his/her designee will notify the parent/ guardian to pick up the student. In an emergency situation, 9-1-1 will be notified. The nurse will accompany the student to the emergency room to await the parent or guardian's arrival.
- A parent or guardian will be notified by the nurse or his/her designee in the following instances:
 1. Elevated temperature ≥ 100 degrees
 2. Head, eye, back or neck injury
 3. Vomiting
 4. Persistent diarrhea
 5. Deep puncture wound
 6. Suspected fracture
 7. Any situation in which the nurse determines the well-being of the student or other students is threatened

8. Any situation in which 9-1-1 has been notified

All students must have a signed permission slip from the teacher prior to being seen by the nurse.

ADMINISTRATION OF PRESCRIPTION MEDICATIONS:

All prescription medications must be administered at home when possible. If a student must take the medication during school hours, the parent and physician must complete the necessary forms. Please contact the school nurse to obtain these forms. All medications will be kept in the nurse's office and dispensed by the school nurse or his/her designee (who may or may not be licensed personnel). It is the responsibility of the parent/guardian to notify the school nurse and provide written authorization when a change in the dosage or direction has been made.

Children with a previous history of severe allergic reactions to food or insect stings/bites should have written protocols and authorization from a physician to administer Benadryl or to use an EpiPen (which is available only by prescription). Any student who has been diagnosed with asthma and uses an inhaler may always keep the inhaler in his/her possession but only with a written authorization from the physician and approval from the parent/guardian and the school health nurse.

ADMINISTRATION OF OVER-THE-COUNTER MEDICATIONS(S)

Over the counter medications **WILL NOT** be administered at school unless written authorization from the parent/guardian has been provided. Once the school nurse has received this form, the student will be given (10) ten free doses at school, after which, the parent/guardian must provide the school nurse, and appropriate personnel with the student's medical history. This assists the staff in providing the best care possible for your child. These forms will be included in the packets that are distributed during registration and on the first day of school.

Please be aware that all permission forms are effective for the school year in which it was granted and must be renewed each school year upon the parent/guardian's fulfilling the requirements of the law.

HEALTH SCREENINGS

The school health nurse(s) will perform state recommended health screenings at the beginning of the school year. Health screenings may also be performed at the request of Allendale County School personnel or parents/guardians. The appropriate referrals will be made for students with abnormal results.

INSURANCE

Regular and 24-hour insurance will be available for all students. Prices will be available at the beginning of the school year. All students who are enrolled in P.E., band, shop, and lab courses, and selected art courses should be covered by insurance. Even though students participating in all athletics are covered by secondary insurance coverage, they should also purchase regular insurance. Specific instructions will be issued yearly. Students and parents should review school insurance information in order to become familiar with coverage and limitations.

Allendale-Fairfax High School



Behavior Expectations

LOST AND FOUND

Students who find lost articles are asked to take them to the main office, where the owners can claim them.

CAFETERIA/COMMONS BEHAVIOR

Breakfast and lunch must be eaten in the cafeteria. Students are only permitted to receive meals using their own student IDs. Use of another student's ID to purchase food will result in disciplinary action. School ID cards are required to receive school lunches. Each student is expected to practice the general rules of good manners including carrying all trays and trash to the proper disposal area. All students must remain on campus for lunch.

Students are to observe the following regulations in the cafeteria.

- No trays may be left on the table. All trays must be returned to the dish window and trash should be placed in the appropriate cans.
- Breaking in line or saving places in line is not permitted.
- Running is not permitted in the cafeteria.
- Food served in the lunchroom must stay in the lunchroom area.
- During lunch students are restricted to the following areas:
 - Cafeteria
 - Common Area

No student is permitted on the vocational wing, gym, or hallways during lunch.

ASSEMBLIES

Assemblies will be held at designated times during the school year. During assembly programs, students will be seated with the classroom teachers.

All students are expected to attend assemblies and behave respectfully.

DISTRIBUTION OF LITERATURE

All pamphlets, posters, or literature must be approved by the administration prior to posting or distribution. Any material posted without the appropriate authorization will be removed. Liability for the items removed is the sole responsibility of the individual(s) or group posting the content.

RESTROOMS

Restrooms should be kept clean. Loitering in or near restrooms during breakfast, lunch, change of classes, etc. is prohibited and subject to disciplinary action. Report any malfunctioning equipment to your teacher. **Smoking in restroom is prohibited.**

ELECTRONIC DEVICES

The use of electronic devices are prohibited during the school day. The device will be confiscated and returned. Pulling out an electronic device in class and refusing to turn it in after a request has been made will result in an automatic discipline referral. We are not responsible for electronic devices that are lost or stolen nor will we search for the devices. **The administration will not be responsible or held accountable for these electronic devices that are confiscated.**

SAFETY DRILLS

Safety drills at regular intervals are required by law and are important precautions. It is essential that when the first signal is given, students listen and follow the instructions of the teacher. Students who refuse to comply with safety drill directives and instructions are subject to disciplinary actions. Maintaining the safety of the students, faculty, and staff is a priority, and the refusal of some individuals to adhere to guidelines jeopardizes everyone. Compliance with safety measures is mandatory for everyone.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have a signed pass. Students are responsible for obtaining the signed hall pass. No student will be allowed to leave the classroom without a signed pass.

Failure to have a signed hall pass while out of class will result in disciplinary action. *Verbal permission to be out of class is not acceptable.* If a student is caught out of class without a pass, they will be subject to disciplinary action. **NO EXCUSES!!**

OFF CAMPUS DISCIPLINARY POLICY

Off-campus disruptive behavior by students, that poses a threat to the school, students, programs, or staff will not be tolerated. Disciplinary action for this type of behavior ranges from suspension to expulsion. If your actions off campus or the actions of other students could disrupt the school, you must report this to your administrator or teacher immediately.

LOITERING

No students are permitted to remain on campus unsupervised by an adult. Students who participate in afterschool athletics or tutoring are to remain under the direct supervision of the adult who is responsible for them. Carpool students are to exit the building and wait for their rides out in front of the school in the carpool pick up area.

Due to the liability issues, no students will be allowed to remain on the campus to attend athletic or social events at the school. Students must leave the campus and return at the designated time for the event. Remaining on campus unsupervised is considered trespassing.

MAINTENANCE OF SCHOOL PROPERTY

We hope you share our pride in Allendale-Fairfax High School and will at all times help keep the entire building, equipment, and grounds at their best appearance. Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, damage school/personal property, or equipment will pay for the damage or replace the item. The administration will take appropriate disciplinary action for willful acts of damage or destruction to property according to district policy, as well as state and local laws.

2022 – 2023 Allendale County Schools BEHAVIOR / DISCIPLINE MATRIX

Allendale-Fairfax High School
Discipline/Behavior Matrix

ALLENDALE COUNTY SCHOOLS

LEVEL 1

Behavioral Misconduct

Behavioral misconduct is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which interrupt the classroom or school. The provisions of this regulation apply not only to

Infraction	Definition	1st Occurrence	2 nd Occurrence	3rd Occurrence	4th Occurrence
Aiding Others	A person who assists in or supports the commission of an offense and who usually has knowledge before or after the fact. This includes, but is not limited to inciting a fight, impeding school officials from reaching a fight, recording a fight, and posting videos of a fight on a social media site	Reteach Expectations, Call Home, 1 day of ISS, 1 days of OSS	Restorative Practice Behavior Contract, 1-3 days of OSS	Parent Conference, Review Behavior Contract, 3-5 days of OSS	Referral for Expulsion 5-10 days of OSS
Cheating	Plagiarizing, providing, receiving, or viewing answers to assignments, quizzes, or tests; accessing academic materials without permission	Reteach Expectations, "0" on the assignment, Parent Contact	"0" on the assignment, 1 day of ISS, Referral to school counselor	"0" on the assignment, 1-3 days off OSS, Parent Conference,	"0" on the assignment or 3 - 5 days of OSS,

				Behavior Contract	
Contraband	Related to the possession or viewing of items considered to be unsuitable for school or school related activities (magazines, materials to promote discriminatory practices/speech, lighters, chemicals). Weapons, Alcohol, Drugs will not be returned to parent.	Reteach Expectations, Administrative Intervention, Parent Contact, Item confiscated (if possible, returned that day)	Item confiscated and if possible, returned during a Parent Conference, 1-3 days of OSS, Contact SRO	Item confiscated, 3-5 Days of OSS, Contact SRO	Referral for Expulsion 5-10 days of OSS, Contact SRO
Excessive Noise	Any loud sound that is unnecessary or interferes with the learning environment or activity; senseless shouting or outcry	Reteach Expectations, Parent Contact, Admin Intervention	1 day of ISS	3-5 days of ISS, Parent Conference, Behavior Contract	1 day of OSS, Parent Conference
Disrespect	Demeeaning or discriminatory language and/or insult towards an adult, guest, or staff member including but not limited to any verbal, written, or electronic communication without profanity	Reteach Expectations, Contact Parent, 1 day of ISS	1-3 days of OSS, Parent Conference, Behavior Contract	3-5 days of OSS, Parent Conference	Referral for Expulsion 5-10 days of OSS
Other Offense (Stealing)	To steal or possess property without the permission of the owner under \$100	Reteach Expectations, Parent Conference, Referral to Counselor, Restitution, if necessary, 1 day of ISS	Behavior Contract, Restitution, if necessary, 1-3 days OSS	Restitution, if necessary, Code as Level 2 Refusal to Obey (270) and follow progression @ 3rd occurrence	
Profanity (toward student/peer)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a student	Reteach Expectations, 1-3 days of ISS	1-3 days OSS, Parent Conference, Behavior Contract	3-5 days of OSS	Referral for Expulsion 5-10 days of OSS
Truant	A student between the ages of 6 and 16 who has accumulated three consecutive days of unlawful absences or a total of five unlawful absences during the current school year	Reteach Expectations, School level truancy team intervention. – See Truancy Flowchart. *Students who are coded truant in PowerSchool (code 151) must have a truancy intervention plan in place at the school level.			

Unauthorized Device	Failure to adhere to the authorized time of use outlined in the school's electronic device policy. This includes possession of an item at unauthorized times; including, but not limited to, laser pointer, camera, cell phone, tablets, drones, etc. This also includes recording students or staff without their permission	Reteach Expectations, 1 day of ISS, Item confiscated (returned at end of day), Parent Contact	1-3 days OSS, Item confiscated (returned to parent), Parent Contact	Item confiscated, Returned during Parent Conference, 3-5 days of OSS	Item Confiscated (returned during parent conference, Student must turn phone into Admin upon arrival to school
Violation of Medication Policy	Prescription or nonprescription drugs found on a student's person without proper documentation	Reteach Expectations, Referral to School Nurse, School Counselor, Parent Contact, Item confiscated (if possible, returned that day)	1-3 days of OSS, Item confiscated and if possible, returned at during Parent Conference, Contact SRO	3-5 days of OSS Item confiscated, if possible, Contact SRO, Behavior Contract, Parent Conference	Referral for Expulsion 5-10 days of OSS

ALLENDALE COUNTY SCHOOLS

Level 2

Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property, and the consequences of which tend to endanger the health or safety of oneself or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. The provisions of this regulation apply

Infraction	Definition	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Alcohol/Liquor Law Violation	Violation of laws prohibiting sale, purchase, barter, transportation, possession, distribution, consumption, or being under the influence of alcoholic beverages	Reteach Expectations, 1-3 days of OSS Behavior Plan	5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion	
Computer Violation – Non-criminal	Unauthorized or inappropriate use of computers or use of computer resources without permission; unauthorized modifications of school system computers that do not permanently damage the system resources (i.e. unauthorized websites, bypassing filters)	Reteach Expectations, Contact Parent, 1 day of ISS	ISS 1-2 days, Restriction of Computer Privilege	OSS 1-3 days Revoke Computer Privilege, Behavior Plan	5-10 days OSS, Restriction of Computer Privilege
Bite/Pinch /Spit	To cut, wound, or tear with the teeth; to constrict or squeeze painfully; to eject saliva from the mouth onto	Reteach Expectations,	1-3 days of OSS Behavior Plan	10 Days of OSS, Pending Hearing for Expulsion	

	another person or possession belonging to the person (Laptop, Clothes, Cell Phones etc).	Contact Parent, 1 day of ISS			
Confrontation/ Altercation	An exchange of words between students resulting in conflict; a heated or angry dispute; a noisy argument or controversy	Reteach Expectations and Mediation, Parent Conference OR Conditional Suspension 1 day of ISS	Conflict Resolution, 3-5 days of OSS, Parent Contact, Referral to School Counselor, Behavior Contract	10 Days of OSS, Pending Hearing for Expulsion	
Drug Usage	The use or being under the influence of an illegal substance; solicitation of any chemical compound or material which is categorically not permitted on school grounds or at school related activities such as prescription or nonprescription medication; being under the influence of unauthorized legal or any illegal substances	Reteach Expectations, 1-3 days of OSS Behavior Plan	5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion	
Cutting School	Failure to attend or complete a school day	Reteach Expectations, 1-3 days of OSS Behavior Plan	5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion	
Fighting	Mutual participation in an incident involving physical violence where there is no major injury	Reteach Expectations, Mediation, Contact Parent, Behavior Contract 3-5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion		
Fireworks	Possession and/or detonation of an explosive pyrotechnic device that makes a display of light or noise on school property but does not cause harm to others	Reteach Expectations, 1-3 days of OSS Behavior Plan	5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion	
Forgery	Purposely signing another person's name or altering, copying, or imitation of documents (to include but not limited to hall passes, medical notes, field trip forms, check in check out sheet, report cards) without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud	Reteach Expectations, 1-3 days of OSS Behavior Plan	5 days of OSS	10 Days of OSS, Pending Hearing for Expulsion	
Fraud	Deceiving another in order to damage him/her; usually, to obtain property or services from him or her unjustly	Reteach Expectations, ISS	1-3 days of OSS, Parent Contact	3-5 days of OSS, Behavior Plan, Parent Conference	

		1-2 days, Parent Contact	and Behavior Contract		
Gambling	Betting on a game of chance or an activity where money is exchanged	Reteach Expectations, ISS 1-2 days, Parent Contact	1-3 days of OSS, Parent Contact and Behavior Contract	3-5 days of OSS, Behavior Plan, Parent Conference	5 days of OSS, Parent Conference, Referral to DHEC
Harassment	Any insulting or dehumanizing action which negatively impacts another person's (student or staff) emotional or mental well-being. This could be in person or with technology (email, blogs, texting, social media, chat rooms, sexting, instant messaging, video voyeurism, etc)	Reteach Expectations, 1-3 days of ISS, Notification to Law Enforcement, Contact Parent	3-5 days of OSS, Notification to Law Enforcement, Behavior Contract, Parent Conference	5-10 days of OSS, Notification to Law Enforcement, Parent Conference	10 days of OSS, Pending Hearing for Expulsion
Hit/Kick/Push	To trip, or strike; to strike with foot; to push, apply pressure with the intent to cause harm	Reteach Expectations, ISS 1-2 days, Parent Contact	1-3 days of OSS, Parent Contact and Behavior Contract	3-5 days of OSS, Behavior Plan, Parent Conference	
Inappropriate Physical Contact	Touching another person in an unsuitable or improper manner for the location, setting, or activity	Reteach Expectations, ISS 1-2 days, Parent Contact	1-3 days of OSS, Parent Contact and Behavior Contract, Contact SRO	5-10 days of OSS, Notification to Law Enforcement, Parent Conference	
Major Disruption	Behavior that interrupts the learning environment for a specific period in a confined area	3-5 days OSS, Parent Conference, Behavior Contract	5-10 days OSS, Contact Parent, Contact SRO	10 days of OSS, Pending Hearing for Expulsion	
Pornography	Possession, manufacturing, or distribution of sexually explicit/obscene material	3-5 days OSS, Parent Conference, Refer to Counselor, Behavior Contract	5-10 days OSS, Contact Parent, Contact SRO	10 days of OSS, Pending Hearing for Expulsion	
Truant-Chronic	A student, ages 12-17 years old, who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, AND continues to accumulate unlawful absences	Reteach Expectations, School level truancy team intervention – See Truancy flowchart			
Probation Violation (District Probation Only)	A direct violation of a district probation contract administered through a hearing	Referral for Expulsion (Updated Student Summary Report, Probation			

		Contract, Updated Intervention Matrix, Letter to Parent, Referrals for Incidents that Resulted in the Probation Violation)			
Profanity (toward adult)	Abusive, vulgar, or irreverent language, swearing, cursing, foul speech, or speech that shows disrespect or dishonor toward a staff member	Reteach Expectations, 1-3 days of OSS, Contact Parent	5-10 days of OSS, Behavior Plan	10 days of OSS, Pending Hearing for Expulsion	
Refusal to Obey/Defiant	Refusing to follow a request or a specific direction/instruction of an adult, posted sign/notice, or campus safety procedure (e.g. propping open doors or gates, not listening during a drill or emergency) through disobedience, defiance, unruliness, or noncompliance	Reteach Expectations, 1 day of ISS, Teacher/Parent Conference	3-5 days OSS, Parent Conference, Behavior Contract	5-10 days of OSS, Pending Hearing	
Stolen Property	Having in possession goods obtained by larceny, by stealing, by robbing, by theft; something unlawfully taken from its rightful owner (Less than \$2000 in damages. Greater than \$2000 moves to Level 3 offense-theft)	Reteach Expectations, 1-3 days OSS, Notification to Law Enforcement, Restitution if necessary	3-5 days of OSS, Notification to Law Enforcement, Restitution if necessary	10 days of OSS, Notification to Law Enforcement, Restitution if necessary, Pending Hearing for Expulsion	
Threat	Making verbal or written statements or gestures of intent to do physical harm to a staff member or student	Reteach Expectations, 3-5 days of OSS, Contact Parent, Notification to Law Enforcement, *See Threat Assessment Information and Proceed Accordingly	5-10 days, Notification to Law Enforcement, *See Threat Assessment Information and Proceed Accordingly	10 days OSS, Notification to Law Enforcement, Pending Hearing for Expulsion	
Tobacco	Possession and/or use of cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless tobacco products, electronic cigarettes, and vaporizers	Contact Parent, Notification to Law Enforcement, in lieu of suspension, refer to DHEC/Tobacco Education Program (TEP) or OSS 2 Days	Referral to School Counselor, Notification to Law Enforcement, Refer to DHEC Tobacco Education Program (TEP) if student did not attend TEP the	5-10 days OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	

		(Delayed Suspension)	first time, 3 Days of OSS		
Trespassing	Being on school property or at a school sponsored event without permission, including while on suspension or after expulsion; entry of a structure without intent to commit a serious crime or theft	Reteach Expectations, 3-5 days of OSS, Notification to Law Enforcement	5 days OSS, Notification to Law Enforcement, Pending Hearing for Expulsion		
Truant-Habitual	A student ages 12-17 years old, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences	Reteach Expectations, School level truancy team intervention – See Truancy flowchart			
Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property. (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.)	Reteach Expectations, 1-2 days of OSS, Restitution, Parent conference, Notification to Law Enforcement	3-5 days of OSS, Restitution, Notification to Law Enforcement	5-10 days OSS (with approval from Level), Restitution, Referral for Expulsion, Notification to Law Enforcement	
Misc. weapons	Weapons such as: toy guns, toy cap guns, toy pellet guns, and bullets that do not inflict injury	Reteach Expectations, Confiscate item, Parent Contact, 5 days of OSS	Confiscate item, Parent Contact, Notification to Law Enforcement, 10 days of OSS pending Hearing for Expulsion		

ALLENDALE COUNTY SCHOOLS

Level 3

Criminal Conduct

Criminal conduct is defined as those activities engaged in by student(s) which result in violence to oneself or another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. When school officials have a reasonable belief that students have engaged in such activities, then these activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of the School Resource Officer or other local law enforcement authorities, and/or action by the local school board. The provisions of

Infraction	Definition	1st Occurrence	2nd Occurrence
Arson	Any willful and malicious burning of any part of a dwelling, structure, building, or conveyance	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Assault/ Aggravated	An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This category includes attempted murder. A weapon can be a commonly known weapon, such as a gun or knife, or any other item, which, although not usually thought of as a weapon, becomes one when used in a manner that could cause severe bodily injury (e.g., baseball bat, metal chain, large stick). A "severe laceration" is one that should receive medical attention. A "loss of consciousness" must be the direct result of force inflicted on the victim by the offender	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Assault, Simple	An unprovoked physical attack by one person upon another where the offender neither uses nor displays a weapon and the victim does not suffer obvious severe or aggravated bodily injury	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	

Bomb Threat	Indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Bullying	A deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. A gesture, an electronic communication, or a written, verbal, physical, or sexual in nature that takes place on school property, at any school-sponsored function where the school is responsible for the child or on a school bus or other school-related vehicle, at an official school bus stop and that: a) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. (Due to Race of Victim, Disability of Victim, Gender of Victim, Religion of Victim, Due to National Origin of Victim, Due to Sexual Orientation of Victim or Other/Unknown)	3-5 days of OSS, School based bullying intervention, Notification to Law Enforcement, Behavior Plan	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion
Burglary	Unlawful entry or attempt to unlawfully enter a building or other structure with the intent to commit a felony or theft	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Computer Violation-Criminal	Using school computers to commit a criminal act such as hacking into servers, piracy, altering school data, etc.; purposely damaging school system computer resources	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Cyber Bullying	Bullying that takes place over digital devices such as cell phones, computers, and tablets. Cyberbullying can occur through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, or false, content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation.	3-5 days of OSS, School based bullying intervention, Notification to Law Enforcement, Refer to Counselor, Behavior Plan	10 days of OSS Notification to Law Enforcement, Referral for Expulsion

Disturbing School	Behavior that disturbs the learning environment for a significant number of students for an extended period or school sponsored events and requires the intervention of several staff members	3-5 days of OSS, Notification to Law Enforcement, Behavior contract, Referral to School Counselor	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion
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Drug Distribution	It is unlawful for any person (1) to manufacture, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to manufacture, distribute, dispense, deliver, or purchase; or to possess with intent to manufacture, distribute, dispense, deliver, or purchase a controlled substance and (2) to create, distribute, dispense, deliver, or purchase; or to aid, abet, attempt, or conspire to create, distribute, dispense, deliver, or purchase; or to possess with intent to distribute, dispense, deliver, or purchase a counterfeit substance	5-10 Days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion, *Interim Alternative Educational Settings (for Special Education Students - 45 days)	
Drug Possession	Possession of an illegal substance represented as drugs, and/or a mood-altering substance (prescription medication). Student under the influence of drugs who admitted to smoking / possessing drugs on campus / school / district sponsored event	3-5 days of OSS, Notification to Law Enforcement	5-10 days of OSS Notification to Law Enforcement, Referral for Expulsion,
Embezzlement	The unlawful misappropriation by the offender of money, property, or some other thing of value for personal use while entrusted to his/her care, custody, or control	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Extortion	To unlawfully obtain money, property, or any other thing of value without that person's consent through the use or threat of force, misuse of authority, threat of destruction of reputation or social standing, or through other coercive means	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Fire Alarm	In the absence of an emergency, to activate or set off a fire signal indicating the presence of a fire emergency	5-10 days of OSS, Notification to Law Enforcement	10 days of OSS, Notification to Law Enforcement, Referral for Expulsion
Forced Sexual Offense	Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This definition includes forcible rape, forcible	10 days (with approval from Level Leader), Notification to Law	

	sodomy, sexual assault with an object (to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his or her youth or because of his or her temporary or permanent mental or physical incapacity), and/or forcible fondling (child molesting)	Enforcement, Referral for Expulsion	
Gang Activity	Any group of individuals or organization, whether formal or informal, which advocate or promote activities threatening the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The existence of such group of individuals associated may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, or attire or other distinguishing characteristics	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Homicide	The killing of one human by another, not including manslaughter or attempted murder	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Indecent Exposure	The deliberate exposure in public of one's genitalia or private area(s) of one's body	3-5 days of OSS, Referral to School Counselor, Referral to Mental Health	10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion
Intimidation	Physical, verbal, written or electronic action which immediately creates fear of harm, without displaying weapon and without subjecting the victim to actual physical attack. (This category only includes verbal incident that causes fear. It does not include insubordination, lack of respect, defiance of authority, etc.)-Federal definition-C030. See Threat Assessment Information and Proceed Accordingly.	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Kidnap/Abduction	The unlawful seizure, transportation, and/or detention of a person against his or her will or of a minor without the consent of his or her custodial parent(s) or legal guardian. This category includes hostage taking	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	

Larceny/Theft	To steal or possess property without the permission of the owner (Greater than \$2000 in damages)	5-10 days of OSS, Notification to Law Enforcement, Restitution if necessary	10 days of OSS, Referral to DAP, Notification to Law Enforcement
Non-Forcible Sexual Offense	Unlawful, unforced sexual acts or indecent exposure that is overtly sexual in nature, or other sexually inappropriate behavior	5 days of OSS, Referral to Counselor, Sexual Harassment Protocol/Intervention, Notification to Law Enforcement	Referral to Counselor, 10 days of OSS, Referral for Expulsion, Notification to Law Enforcement
Other Offenses-Criminal	Other acts of criminal conduct as set forth in State and Federal Law not covered in the existing list of codes; includes offenses) committed off-campus that is deemed serious enough by the state regulations to be a danger to the school environment (see complete list)	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Prostitution	To engage in or promote sexual activities for profit or other items.	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Robbery	The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	
Sexual Harassment	Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, electronic or physical conduct of a sexual nature that creates an intimidating, hostile or offensive environment	5 days of OSS, Sexual Harassment Protocol	OSS 10 days (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion
Sexual Violation	Acts that are overtly sexual in nature including masturbation, consensual intercourse, and oral sex	Re-teach Expectations, 3-5 days of OSS, Referral to Counselor, Notification to Law Enforcement	OSS 10 Days, Referral for Expulsion, Notification to Law Enforcement
Tobacco Distribution	Sell, dispense or distribution of any tobacco related product included but not limited to: cigarettes, cigars, and/or other tobacco products; possession and/or use of smokeless products, electronic cigarettes, and vaporizers	10 days OSS, Notification to Law Enforcement, Referral for Expulsion	

Vandalism	Willfully or maliciously destroying, damaging, or defacing real or personal property (Less than \$500 in damages is Level 2. Greater than \$500 moves to Level 3 offense.)	3-5 days of OSS, Restitution, Notification to Law Enforcement	10 days of OSS (with approval from Level Leader), Restitution, Notification to Law Enforcement, Referral for Expulsion
Vehicle Theft	To steal from or possess a vehicle without permission of the owner	5-10 days of OSS (with approval from Level Leader), Notification to Law Enforcement, Referral for Expulsion	

Allendale-Fairfax High School



POLICIES

IJNDB – USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Allendale County School District Internet policy

Allendale County School District (ACSD) offers Internet access to students, teachers and staff. The Internet, an electronic highway, connects thousands of computers, computer networks, and individual subscribers around the world. All students and staff must be instructed on the appropriate use of our network. ACSD users will sign an “Internet Acceptable Use Agreement” before being given access to the Internet. This agreement will define the educational objectives and guidelines for use as well as unacceptable uses which will lead to revocation of access and possible legal action.

ACSD will install software to control, monitor and filter inappropriate material. Students under age 18 must have written parental permission before being given access to the Internet.

Allendale County School District regulations

The Internet provides access to computer systems located all over the world. Users (and parents of users, if the user is under age 18) must understand that ACSD cannot control the content of information available. Some of the information is controversial and, sometimes, offensive. However, valuable information and interaction accessible on this worldwide network outweigh the possibility that users may find inappropriate material. Allendale County School District does not condone the use of such materials and takes all reasonable precautions to filter access to these materials. The responsibilities accompanying freedom of speech and access to information will be taught. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Allendale County School District.

IJNDB – USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Accessing inappropriate sites

Student Internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access as required by the Child Internet Protection Act of 2000 (CIPA).

The district will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Reporting

District and school computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Online behavior

The district will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The superintendent or his/her designee will develop a program to educate students on these issues.

Off-campus conduct

Students, parents/legal guardians, teachers and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources. If such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying; disciplinary action will be initiated.

Acceptable use

The Internet will be used in a responsible, efficient, ethical legal manner and must be in support of the educational objectives and the student behavior guidelines of the ACSD. Transmission of any material in violation of federal and state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws
- Forwarding personal communications without the author's prior consent
- Using threatening or obscene material
- Distributing material protected by trade secret
- Utilizing the Internet for commercial purposes
- Providing political or campaign information
- Unauthorized access including "hacking" and other unlawful activities
- Sharing confidential information on students or staff without appropriate approval
- Downloading or installing any unauthorized software or hardware on any system or district device.

Restrictions

ACSD will install software that provides Internet control, monitoring and filtering. This software is the critical component of the Internet protection package since it allows valuable online Internet access while restricting access to specific unwanted categories including pornography, gambling, illegal drugs, online merchandising, hate speech, criminal skills, alternative journals, and games. The program will be updated regularly basis to keep the restriction list as current as possible.

Netiquette rules

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite; rudeness is never acceptable.

- Use appropriate language; do not swear, use vulgarities or other abusive or inappropriate language.
- Do not reveal personal addresses or phone numbers.
- Do not interrupt the use of the network.
- Assume that all communications and information accessible via the network is private property.
- Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Do not be mean. Do not send e-mails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime.

Privileges

The use of the district's technology resources is a privilege, not a right. With this privilege, there also is a responsibility to use the resources solely for educational purposes and not to access inappropriate materials unsuitable for students.

Inappropriate use will result in the limitation or the cancellation of user privileges and possible disciplinary actions.

Disclaimer

ACSD will not be responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained via the Internet.

Security

Security on any computer system is a high priority, especially when the system involves many users. Attempts to tamper with the program, access the system as any other user or share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; system operators have access to all email. Messages relating to or in support of

illegal activities may be reported to the authorities and disciplinary action will follow.

Vandalism

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data or anyone connected with the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

DRESS CODE Statement of Policy

It is the policy of the Allendale County School District to regulate reasonable attire of students during the school day. To maintain an educational environment that is safe and conducive to the educational process, students in all grades will abstain from wearing or possessing specified items during the school day.

TOPS:

Shirts, vests, sweaters and sweatshirts. For the purpose of this policy, shirts, vests, sweaters and sweatshirts are referred to as tops. To that end, TOPS must be the approved school's solid colors.

- * Students shall wear plain shirts with a collar.

- * Shirts may have school-approved/manufactured logos. The logo shall not be larger than 1" inch.

- * Shirts may not exceed one size larger than necessary as determined by the school administrator.

- * All shirttails, regardless of style, make or design, must be tucked in. Exceptions may be made for preschool and kindergarten students as needed by administration.

- * Students may wear vests, sweaters or sweatshirts without hoods that allow the collar to be exposed over school uniforms. The vest, sweater or sweatshirts shall be the school approved colors or coordinate with school colors (i.e. argyle) and may not exceed one size larger or smaller than necessary as determined by the school administrator.

- * School T-shirts can be worn on designated dress down days, field days and special field trips as determined by the school administrator.

* Tank tops or sleeveless tee shirts are not allowed. All clothing must cover the stomach, back and sides from the shoulder to the waist; no backless dresses or halter tops; necklines must be appropriate. Garments shall assure modesty when the student is seated or engaged in school activities.

BOTTOMS:

For purposes of this document pants, skirts, skorts, jumpers, capri pants and shorts are referred to as bottoms. To that end, BOTTOMS must be the approved school colors. Denim jeans are not permitted. Principals may make exceptions for special field trips.

* Bottoms must be free of graphics and embroidery. Exception for small labels, bottoms may not have insignias, words or pictures.

* Shorts, skirts, skorts, dresses and jumpers will be no shorter than 2½" above the knee or knee joint in the back when standing. Mini-skirts or mini-dresses are not allowed.

* Cargo-style pants or shorts are not permitted.

* Clothing shall not exceed one size larger than necessary as determined by the school administrator.

* Baggy or sagging pants or shorts are not permitted.

* Rolled up pants legs are not allowed.

* "Low rise" clothing is not permitted.

* Bottoms (excluding jumpers) shall be worn at the natural waistline and properly fitted to prevent sagging.

* Belts shall be worn in pants, skirts, skorts or shorts that have belt loops. Exceptions may be made for preschool and kindergarten students as needed by administration. Belts must be buckled and tucked in loops. Belt buckles must not be oversized or have any writing that is considered offensive.

* Pants must be worn at the waist. Denim jeans, sweatpants, running shorts, joggers, spandex or cargo pants are not permitted.

* Tights, leggings, jeggings or joggling-style pants cannot be worn as bottoms.

Shoes, sneakers and boots (footwear):

* Flip flops, crocs or slippers are not permitted.

* Heelys and Stilettos are not permitted.

NOTE: Head coverings of any kind including, but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods are not permitted. Head

coverings will not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours.

Any violations of the dress code policy constitute defiance and are punishable by suspension. School administrators will be responsible for enforcing the student dress code. A teacher who recognizes that a student's garment violates these guidelines will refer the student to an administrator, who will judge the appropriateness of the garment. A teacher will be allowed to restrict the manner of dress or length of hair when it pertains to the health and/or safety or other requirements of a student in that teacher's specific area (Labs, Career and Technology, or Science).

SCHOOL BUS POLICY

Certain laws and regulations govern the operation of school buses. Transportation by school buses will be provided for those students living one and one-half miles or more from the school according to S.C. Department of Education guidelines.

Students who wish to begin riding a bus after the start of the school year or who want to get off at a stop other than his/her regular stop must bring a signed note from their parents/guardians. The note must be given to an administrator before 9 a.m. so that it can be authorized. The District Transportation Supervisor is in charge of bus routes, drivers, and school bus regulations and may be contacted at 803-584-2311 ext. 1334.

SEXUAL HARASSMENT

Inappropriate verbal or physical conduct of a sexual nature at school is prohibited by school policy. Sexual harassment is prohibited against members of the same sex or against members of the opposite sex. The policy and regulation define sexual harassment, reporting procedures and consequences. Any student who experiences a sexually offensive comment or action by another student or adult at school or school-sponsored functions is strongly encouraged to tell a parent, teacher, counselor or principal. If a parent has reason to believe that his/her child has been subjected to sexual harassment, should report this behavior to the principal.



STUDENT/PARENT ACKNOWLEDGEMENT OF RESPONSIBILITY

Allendale-Fairfax High School

2022-2023 Parent/Student Handbook

This Parent/Student Handbook has been developed to help each student gain the greatest possible benefit from his or her school experience. Our school needs the help and cooperation of each student and his or her parents and teachers. It is important that every student understands the Allendale-Fairfax High School's Parent/Student Handbook and the Allendale County Schools' Student Code of Conduct and be encouraged by his or her parents/guardians and teachers to follow the rules and regulations outlined in this book. Parents/Guardians should read and discuss the information with their child.

If you would like a printed (paper) copy of this handbook, please send request in writing to the school. Once received, you will be mailed a copy within ten (10) days. If you would like to pick up a copy, please send request in writing and the printed (paper) copy will be available within three (3) days for you to pick up.

Student Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

Failure to sign this acknowledgment form does not remove the responsibility of the student to abide by the Allendale-Fairfax High School's Parent/Student handbook and the Allendale County Schools' Student Code of Conduct.