

WARE SHOALS HIGH SCHOOL

56 S. Greenwood Ave.

Ware Shoals, SC, 29692

(864) 456-7923

FAX: (864) 626-4516



The **mission** of Ware Shoals High School is to provide a safe, challenging educational experience that supports the district vision of *Learning. Serving. Leading.*

Vision: Destination Graduation

BELIEFS OF WARE SHOALS HIGH SCHOOL

- Schools must strive for continuous improvement.
- All students have the potential to learn.
- Families, schools, and the community share the responsibility for helping students become life-long learners.
- Schools must provide a variety of effective and challenging instructional practices.
- Character development and respect for individual differences will enhance student citizenship. In addition to educating students, schools must provide opportunities for students to develop socially, physically, and emotionally.

2021-2022 Bell Schedule

<u>Bell Schedule (Starting Monday, August 16)</u>	
8:00 – 8:54	1 st period
8:58 – 9:51	2 nd period
9:55 – 10:48	3 rd period
10:52 – 11:45	4 th period
11:45 – 12:10	1st lunch- Cohort A
11:49 – 12:42	5 th period-Cohort B
12:14 – 1:07	5 th period-Cohort A
12:42 – 1:07	2nd lunch- Cohort B
1:11 – 2:04	6 th period
2:07 – 3:00	7 th period

ALMA MATER

Rising in the golden sunshine
Where Saluda flows,
Stands the grandest Alma Mater,
Anybody knows.

Chorus

Sing her praises, never ceasing,
School that we adore,
Ware Shoals High, we pledge your honor,
Now forever more

Fondly to our Alma Mater,
Voices lifted high
'Til the hills around re-echo,
Ringing to the sky.
(Chorus)

Round her halls and on her campus,
Memories fondly rise,
Though we leave, we sing her praises,
Love that never dies
(Chorus)

Dress Code

The following dress code applies to all students at Ware Shoals High School.

1. Clothing that depicts alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestions/insinuations, or inappropriate language is prohibited. Any perceived gang/cult paraphernalia, symbols, or colors are prohibited.
2. Shirts must be worn at all times. No tank tops, spaghetti strapped tops, one-shoulder tops, off the shoulder tops, or crop tops are permitted. Shoulder straps must be at least three inches wide. No undergarments should be seen.
3. Pants and overalls must be worn in an appropriate manner. All pants must be worn and secured, if necessary, above the hipbone. In the case of oversized pants, students must tuck in their shirts. Pants must be worn with both pant legs down.
4. Shorts, skirts, and dresses must be worn at a length no shorter than 4 inches above the knee, front and back.
5. No holes are allowed 4 inches above the knee revealing skin or determined to be inappropriate by an administrator.
6. Form fitting or skin tight clothing must be covered by a shirt/skirt/shorts no shorter than 4 inches above the knee front and back.
7. Pajama bottoms & tops and bedroom slippers are not allowed.
8. No long coats or hoods are to be worn in labs, gym, or shop areas.
9. Proper footwear must be worn at all times. For safety reasons, flip flops are not recommended. Open toe footwear is not allowed in the gym, weight-room, science lab, or AG shop.
10. No hats, caps, hoods, bandanas, sweat bands, sun visors, nor sunglasses may be worn inside the school building.

Administrators make the final judgment on appropriateness of any student's dress and reserve the right to prohibit any clothing/accessory disruptive to the school.

DISCIPLINE

EXPECTATIONS FOR STUDENT CONDUCT IN WARE SHOALS PUBLIC SCHOOLS

STUDENTS IN THE PUBLIC SCHOOLS OF WARE SHOALS SCHOOL DISTRICT 51 ENJOY THE SAME BASIC RIGHTS OF ALL UNITED STATES CITIZENS. THE RIGHTS OF STUDENTS ARE SUPPORTED BY THE RESPONSIBILITY TO INSURE THAT THE RIGHTS OF OTHERS ARE RESPECTED. THE DISTRICT IS ADOPTING THIS CODE TO INSURE THAT ALL STUDENTS HAVE THE OPPORTUNITY TO ENJOY THE BENEFITS OF PUBLIC EDUCATION.

Ware Shoals public school students are subject to the rules and regulations of the school board at these times:

- ◆ During the school day and while attending school activities
- ◆ While being transported on school buses to and from school or other school sponsored activities
- ◆ While attending school sponsored activities including, but not limited to, field trips, athletic functions and other activities where appropriate school personnel have jurisdiction over students
- ◆ Off school grounds when such conduct has a direct, detrimental effect on the general welfare of students or the orderly operation of school

DEFINITIONS

Out of School Suspension (OSS) – The student is suspended from campus and all activities during the time of the suspension. A suspension begins at 3:00 p.m. on the day of the offense (or earlier if required) and is enforced until the beginning of the return to school date. Parents will be notified of suspension days in writing or by telephone. A parent or fellow student may pick up assignments for the suspended student. Parent conference with an administrator is required prior to returning.

In-School Suspension (ISS) - Students are placed in a classroom with an ISS monitor for all class periods. Students will be allowed to attend Study Skills classes and, at a teacher's request, may attend a specific class. If problems occur during ISS, the student may be suspended from school and/or be required to make up ISS time.

Quick Out – (QO) – Students **OR** teachers may request time be spent in ISS in lieu of classroom instruction. After two such occurrences from one teacher, that teacher will notify a parent. After three (cumulative) QO's, the ISS monitor will notify an administrator who will then set up a parent conference. At the 4th and subsequent QO's, the students may be placed in ISS or assigned OSS.

LEVELS OF STUDENT MISCONDUCT

The levels of student misconduct are arranged by degrees of seriousness and are: Level I – Disorderly Conduct, Level II - Disruptive Conduct, and Level III - Criminal Conduct.

ENFORCEMENT PROCEDURES

The district will use the following basic enforcement procedures:

Level I

- ◆ Upon observation or notification and verification of the misconduct, the staff member should take immediate action to rectify the misconduct and apply an appropriate disciplinary action.
- ◆ If the misconduct is not immediately rectifiable or should be classified as Level I-B misconduct pursuant to this code, the problem should be referred to the appropriate administrator.

Levels II-III

- ◆ Upon observation or notification and verification of the misconduct, the administrator will do the following:
 - Confer with the staff involved.
 - Meet with the student.
 - Take the appropriate disciplinary action.
- ◆ If necessary, the student will be removed immediately from the school environment.
- ◆ A parent/guardian will be notified of the misconduct and disciplinary action.
- ◆ If appropriate, school officials will contact law enforcement authorities.
- ◆ Established due process procedures will be followed when applicable.
- ◆ A complete record of the procedures will be maintained.

The disciplinary actions listed with each level are not meant to be all-inclusive. They are meant to give an indication of the types of disciplinary actions that would be appropriate and do not preclude the use of other appropriate disciplinary actions.

All school regulations and prohibitions also apply to automobiles driven or parked on school property.

The appropriate school administrators are authorized to consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate disciplinary action to be used.

LEVEL I-A DISORDERLY CONDUCT (TYPICALLY HANDLED BY THE CLASSROOM TEACHER)

Disorderly conduct 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 disturb a classroom or school.

- ◆ Tardiness to class (after 4, a referral will be sent to an administrator)
- ◆ Failure to complete assignments or carry out directions
- ◆ Excessive distraction of other students
- ◆ Cheating on assignments
- ◆ Any other misconduct which school personnel may reasonably deem to fall within this category

Disciplinary Actions (K-12)

First offense Detention, conference with the student and parental contact (after 2nd Quick Out)
Additional offenses: At 3rd Quick Out a parent conference is required, 4th Quick Out results in 1 In School Suspension (ISS) day, 5th results in 2 ISS days, 6th and subsequent Quick Out's may Result in Out of School Suspension (OSS)

LEVEL I-B DISORDERLY CONDUCT HANDLED BY THE ADMINISTRATION

- ◆ Failure to wear ID
- ◆ Leaving class without permission/Failure to report to ISS/QO
- ◆ Cheating on tests or exams – (giving or receiving aid)
- ◆ Cutting school or classes (remaining on campus)
- ◆ Providing false information to a school employee
- ◆ Inappropriate display of affection (hugging, kissing, holding hands, inappropriate touching, etc.)
- ◆ Inciting or participating in disruptions in the hall or on school grounds
- ◆ Referrals from Level I-A
- ◆ Excessive tardiness (4 or more) to class
- ◆ Failure to report to detention
- ◆ Use of abusive language/gestures between or among students
- ◆ Disrespect or rudeness to school employees
- ◆ Minor vandalism - to include vehicle decorations
- ◆ Unauthorized driving or riding in a vehicle to or from the career center
- ◆ Internet violation (minor)
- ◆ Any other misconduct which the administrator may reasonably deem to fall with this category

Disciplinary actions (K-12)

Parental contact and disciplinary action such as after school detention, in-school suspension (ISS), out of school suspension (OSS), restitution, probation and/or loss of privileges.

When the administrator's initial actions are not effective or the problem becomes habitual, the administrator may suspend the student, refer the student for counseling with outside agencies, and/or place the student on a behavior contract; and/or make an administrative recommendation for expulsion.

LEVEL II DISRUPTIVE CONDUCT HANDLED BY THE ADMINISTRATION

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 other administrative sanctions and court proceedings.

- ◆ Providing false information that disrupts school
- ◆ Threatening/ intimidating/bullying (as defined by Policy JICFAA) other students. Please refer to policy manual on the district web page.
- ◆ Sexual harassment (as defined in Policy JI)
- ◆ Internet Violations (such as: pornography or other inappropriate sites, inappropriate email, etc.)
- ◆ Refusal to obey school personnel or agents (including volunteer aides or chaperones whose responsibility includes supervision of students)
- ◆ Trespassing
- ◆ Leaving school grounds without permission
- ◆ Possessing and/or igniting fireworks
- ◆ Offensive touching of another person
- ◆ Possessing and/or furnishing pornographic material
- ◆ Abusive or profane language/gestures directed to a school employee
- ◆ Tobacco Violation (possession and/or use of tobacco product or alternative nicotine product as defined by board policy.)
- ◆ Any other misconduct which the administrator may reasonably deem to fall within this category

Disciplinary Actions

(Grades 9-12)

First Offense: Suspension for 3-10 days, and / or referral for counseling with outside agency, and/or restitution of property and damages, and/or referral to police.

Additional offenses: Suspension for 5 – 10 days, referral for counseling with outside agency, and/or transfer to The Learning Academy, and/or administrative recommendation for expulsion.

**LEVEL III-A CRIMINAL CONDUCT
HANDLED BY THE ADMINISTRATION**

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. These activities usually require administrative action that results in the immediate removal of the student from school, the intervention of law enforcement authorities, and / or action by the board.

- ◆ Disturbing School (defined as SECTION 16-17-420.) Disturbing schools; summary court jurisdiction.
 - (A) It shall be unlawful:
 - (1) for any person willfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or
 - (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge.
 - (B) Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not more than one thousand dollars or be imprisoned in the county jail for not more than ninety days.
 - (C) The summary courts are vested with jurisdiction to hear and dispose of cases involving a violation of this section. If the person is a child as defined by Section 63-19-20, jurisdiction must remain vested in the Family Court.
- ◆ Extortion or blackmail
- ◆ Fight where serious bodily harm is inflicted or intended to be inflicted upon another
- ◆ Attack of two or more students on another student
- ◆ Aggravated battery
- ◆ Assault
- ◆ Bomb threat
- ◆ Unjustified activation of alarm system
- ◆ Drug/alcohol policy violation

ALCOHOL AND DRUG POLICY

No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcoholic beverages or other controlled substances in the following circumstances: on school property, including buildings, grounds, vehicles; at any school-sponsored activity, function, or event whether on or off school grounds (including any place where an interscholastic athletic contest is taking place); during any field trip; or during any activity sponsored by the board or under the supervision of the board or its authorized agents. Under no conditions will alcoholic beverages, drugs, or drug paraphernalia (pipes, rolling papers, etc.) be permitted in or on school property. Administrative action will be taken in the case of any violation.

- ◆ Possession, use or threat of use of weapons or anything construed as a weapon (Pursuant to Safe Harbor status)
- ◆ Battery upon a school employee
- ◆ Robbery, larceny, grand theft or burglary
- ◆ Threat or intimidation of a school employee
- ◆ Major vandalism or criminal mischief
- ◆ Sexual acts
- ◆ Indecent exposure
- ◆ Inciting or participating in major student disorder
- ◆ Arson
- ◆ Possessing or igniting explosives
- ◆ Any other misconduct which the administrator may reasonably deem to fall within this category

Disciplinary Actions (K-12)

Possible sanctions to be applied in cases of criminal conduct may include, but are not limited to, the following: out of school suspension, notification of law enforcement authorities, transfer to The Learning Academy; recommendation for expulsion or restitution of property and damages

First Offense: Suspension for 10 days, administrative recommendation for expulsion when warranted and/or referral for counseling with outside agency, and/or restitution of property and damages, and/or referral to police.

Additional offenses: Administrative recommendation for expulsion, and/or referral for counseling with outside agency, and/or transfer to The Learning Academy, and/or referral to police.

LEVEL III-B – CRIMINAL CONDUCT: FIREARM POSSESSION

- ◆ Possessing or discharging a firearm

Disciplinary Action

First Offense: Expulsion for one calendar year per federal law
20 U.S.C. 3351, section 1032 and state law
Section 59-63-235.

Prescribed Medications:

ALL prescribed medications or over-the counter medications should be placed in the nurse's office along with a completed form signed by the **parent and physician** giving permission for staff/nurse to administer medication.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other students in the program. However, the public schools are required by federal and state law and regulations to meet the individual educational needs of students with disabilities in an appropriate program.

Greenwood School District 51 follows procedures from Chapter 8 in the Special Education Process Guide for South Carolina. Greenwood School District 51 will remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate INTERIM ALTERNATIVE EDUCATIONAL SETTING, another setting, or suspension, for not more than 10 consecutive school days (to the extent those alternatives are applied to children without disabilities), and for additional removals of not more than 10 consecutive school days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement or total more than 30 days as reflected in state law (S.C. Code Ann. §59-63-220 (2004)). The school need not provide educational services during the first 10 days of removal in a school year, unless it provides educational services to a child without disabilities who is similarly removed.

Greenwood School District 51 will provide a FAPE to all children with disabilities, including those who are suspended or expelled from school after the 10th day of suspension.

SEXUAL HARASSMENT

Ware Shoals School District 51 recognizes that in order to maintain an environment in which the dignity and worth of all students of the district are respected, sexual harassment must be prohibited. The board has adopted policy JI to provide direction to this process. The following procedures have been developed and approved by the board to implement this policy.

Examples of prohibited behavior:

Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment include, but are not limited to, the following:

- ◆ Threats or intimidation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties
- ◆ Continual or repeated verbal abuses including graphic commentaries, innuendoes, comments, jokes or propositions of a sexual nature; unwelcome touching or interference with movement; the visual display of derogatory cartoons, drawings or posters; or suggestive or insulting sounds, leering, whistling or obscene gestures
- ◆ Threats or insinuations that the student's educational opportunities, grade assignments or other educational conditions may be adversely affected by not submitting to sexual advances.

Students who need guidance with complaint procedure should contact a teacher, the guidance counselor or administrator.

Statement of policy and rationale:

Sexual harassment is a form of sex discrimination prohibited by federal and state laws. Consistent with these laws, the district prohibits sexual harassment of students.

Definition:

Sexual harassment of students in Ware Shoals School District 51 is defined as unwelcome sexual advances, requests for sexual favors, verbal or otherwise expressive behaviors or physical conduct commonly understood to be of a sexual nature by a person of either sex against a person of the opposite sex or the same sex, in any of the following circumstances:

- ◆ Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education.
- ◆ Submission to or rejection of such conduct is used as a basis for educational actions, decisions or assessments that favor or adversely affect the student's welfare as a student.
- ◆ Such conduct unreasonably and substantially interferes with an individual's welfare and creates an intimidating, hostile, offensive and demeaning environment.

DETENTION AFTER SCHOOL

Teachers/administrators may require students to remain after the regular dismissal time for up to one hour. Students should be given at least a one-day notification so that they can arrange for transportation home.

ID POLICY

- ID's will be provided to all students
- Temp ID's and additional lanyards provided at a cost of \$1.00 each
- Replacement ID @ \$5.00 each
- ID checks will be performed by the teacher during the first 5 minutes of 1st period
- Names of students w/out IDs will be sent to the office, where temporary IDs will be returned to class before the end of first period.
- Students without IDs during the school day will be referred to the office as a Level 1-B offense
- With proper ID (not temporary) students can:
 - Enter the lunch line without restriction
 - Purchase athletic tickets \$1.00 off in advance through the office the day of the event
 - Purchase prom tickets (**must have ID to attend prom**)
 - Check out books
 - Display Purple/Gold stickers

POSSESSION OF ELECTRONIC TELECOMMUNICATION DEVICES

Board Policy JICJ:

Students may possess or use personal electronic devices on school property or at a school sponsored event only as follows: The parent/legal guardian and student have signed and submitted a Parent/Legal Guardian/Student Agreement Form [IJNDB-E(2)]. Devices must be off or silenced during the school day except under special conditions as allowed by the principal.

Teachers, at their discretion, may allow students to use personal electronic devices for instructional and educational purposes, provided such use is in accordance with the district's technology use policies.

Students with documented disabilities or exceptional needs who require the use of personal electronic devices during the school day must coordinate their use in advance with their teachers and school administrators.

Devices may not be used to cause any disruption in the educational process or for unethical or illegal purposes. Prohibited use includes, but is not limited to, cheating on assignments and/or tests, harassing or bullying others, and taking and/or distributing unauthorized photographs or recordings of other people. Any student who takes or distributes pictures or recordings of individuals without their permission risks invasion of privacy and harassment lawsuits in civil courts. The student may also face criminal prosecution. Devices may not be used to reproduce copyrighted material, which can lead to penalties under copyright laws.

Devices will never be on, used, or visible in any area where students or staff have an expectation of privacy including, but not limited to, health rooms, restrooms, locker rooms, dressing rooms, school offices, or in any other areas of any school where use is not expressly authorized.

Devices will not be used to access, view, download, upload, share, transmit, or receive any obscene, threatening, harassing, or other inappropriate material via the Internet, email, text, instant message, or other form of electronic communication. Students are prohibited from using these devices for any activity prohibited by the district's code of conduct; to circumvent district network security and internet blocks or filters; to access or view Internet sites that are otherwise blocked from student access at school; or for any unauthorized access to or inappropriate use of the district's computer network. The district will monitor student access to the district network and any online activities conducted on its property.

Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. District employees will not be responsible to store, support, safeguard, or troubleshoot any student personal electronic devices. Neither the district nor its trustees, administrators, or employees will be responsible or liable for the theft, loss, data loss, damage, destruction, misuse, or vandalism of any student personal electronic device brought onto district or school property.

Students who violate this policy will be subject to disciplinary actions as defined by the student code of conduct (policy JICDA, Level II-Disruptive Conduct) for the first violation. Subsequent, multiple violations and/or illegal unethical use of a personal electronic device may result in forfeiture of the device, multiday suspension, alternative school placement, expulsion, and/or prosecution.

WSHS Special Conditions:

Teachers, at their discretion, may allow students to use personal electronic devices for instructional and educational purposes, provided such use is in accordance with the district's technology use policies.

Students may also use personal electronic devices at lunch and during other student breaks.

Students who use a personal electronic device at unauthorized times (including audible alerts during class) will be subject to the following disciplinary actions:

1st offense: warning

2nd offense: Administration called: Student will place the device in a provided envelope, seal the envelope, and write their name across the seal. The device will be returned to them at the end of the day. Failure to surrender the device will result in a Level II Disruptive Conduct Referral.

3rd and subsequent offenses: Level II Disruptive Conduct Referral

SEARCHES

In accordance with SC Law Act 373 of 1994, any person, possession, or vehicle on school property may be searched at any time at the administration's discretion. Lockers are considered property of Ware Shoals School District 51 and are subject to search at the discretion of the administration with or without the presence of the student. WARE SHOALS HIGH SCHOOL SUPPORTS AND UTILIZES DRUG AND WEAPON CANINE SEARCHES.

RESTRICTED AREAS

The following areas are restricted and should not be entered by students:

*Fire escapes *Baseball stands *attic *In front of or behind the gym *parking lot during school hours *the sidewalk leading from the gym to the Darby Bldg.

VISITOR INFORMATION

ALL visitors must enter through the office. A visitor's badge may be granted and must be visible at all times. No loitering is permitted on school grounds.

OFFICE AND TELEPHONE

Parents and/or students may be notified by our district Parent Notification System daily concerning attendance, weekly concerning lunch account balances, and from time to time concerning other important school information.

Students may use the office phone in the case of an emergency. Phone messages will be delivered to students in between classes, except in the case of an emergency. Students are not allowed to loiter in the office.

LUNCH

WSHS has a closed campus. Students are not allowed to leave school grounds for lunch. Students who sign out after 11:45 may not return to school without a doctor's note. Students may eat in the lunchroom or in front of the band room at the picnic tables. Students will not be allowed to have fast food brought to school for them at lunchtime.

FEES

Students who owe dues, debts, or fees that require payment such as but not limited to prom, pageants, field trips, etc. may be prohibited from participating in activities. The principal reserves the right to make final decisions in disputed cases.

HALL PASSES

A student must have a hall pass/agenda to leave any teacher's classroom. Students will not be dismissed from a teacher's classroom unless he/she has a written, timed, and dated request from another school employee.

TECHNOLOGY USE AGREEMENT

The use of technology is a privilege, not a right, and if misused, a student may have his or her account terminated, future access may be denied, school disciplinary action will be taken, and, if appropriate, legal action will be taken. All students and parents are required to sign the Internet Agreement form prior to access. The form will be on file in the office. Please refer to the discipline section of this handbook for Internet violation consequences.

IMMUNIZATION REQUIREMENTS

Ware Shoals High School must adhere to the strict guidelines established by the State of South Carolina. All students must have an up-to-date immunization record.

STUDENT DIRECTORY INFORMATION

As approved by the Board of Trustees, the following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (both on an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Ware Shoals High who would prefer that any or all of the information designated above not be released without the parent or guardian's prior consent must notify the principal's office.

RELEASE OF STUDENT INFORMATION TO MILITARY

The law requires high schools to provide the names and phone numbers of juniors and seniors to military recruiters who could call and encourage them to enlist. Parents can notify Ware Shoals High School in writing if they do not want their children's information released. Letters must be submitted to the Guidance Dept.

STUDENT COUNCIL ELECTIONS

Campaigns and elections will be held during the month of May. Run-offs will be held Monday of the following week. Anyone who has not been nominated to run for office may petition himself by acquiring a list of 25 or more signatures. **Candidates must have a "C" average to run for spring elections.** Candidates cannot have failed any subjects first semester. Candidates cannot have had OSS or ISS second semester. Candidates must be passing all subjects to run for office. A person must have been on the Student Council one year before being eligible to run for President. **THIS POLICY IS PERIODICALLY REVISED BY COMMITTEE AND IS SUBJECT TO CHANGE!**

ASSEMBLIES

Assembly programs will be conducted when there is a need or reason for the program. Students are expected to attend all programs and conduct themselves in an orderly manner and show courtesy and respect for others in the auditorium. Seniors will sit in the senior section in the front middle of the auditorium. Juniors will sit in the right front section (facing the stage), with sophomores behind them. Freshman will sit in the middle section behind the seniors.

BUSES

All bus students are expected to cooperate with the driver at all times and conduct themselves in a manner to insure a safe and on-schedule arrival. Bus students who constantly cause the driver problems may not be allowed to ride the bus.

STUDENT PARKING LOT

No student is to be in the parking lot during school hours without administrative approval. Any student who is in the parking lot who is not a late arrival or early dismissal will be considered in violation of school policy. Students may only park in designated parking spaces. Late arriving students will park in the front. Parking passes will be distributed and must be visible to the administration. Student vehicles in violation may be towed. Early dismissal students who are car riders are to be picked up in front of the school. Vehicles shall not display inappropriate or questionable symbols/flags (confederate, etc...) either on the inside or outside of the vehicle.

PARKING/DRIVING PRIVILEGES (grades 9-12)

In order to drive to Ware Shoals High a student must have taken the *Alive at 25* course. Students must purchase a parking pass in the main office. The cost of a parking pass is \$10.00. The replacement cost is \$5.00. The pass must be visible at all times.

When applying for a parking pass, you must turn in a photocopy of your driver's license, insurance card, and registration on a single sheet of paper along with your *Alive at 25* certificate.

The speed limit for Ware Shoals High School is 10 mph. Students are to park in the student parking lot behind the school and must park in the properly marked spaces. No students will be permitted to park in library parking, inside the fence of the gym, handicap spaces, striped areas, visitor parking, or places marked no parking or reserved.

All vehicles on school property are subject to search.

CAREER CENTER STUDENTS

Students must receive special permission from the HS administration in order to drive a car to the career center. No riders will be allowed in cars unless the proper paper work is completed.

ATTENDANCE

In accordance with state law, ATTENDANCE AT SCHOOL IS MANDATORY. Attendance in each class is important in order for a student to receive credit for that class.

Ware Shoals School District 51 expects all students to attend school daily. However, if a student misses a day, the student is expected to return to school the next day with an excuse. That excuse will be evaluated by the attendance clerk and categorized as lawful or unlawful. False excuses shall be referred to the school administrator for appropriate disciplinary action.

The only excuses that will be considered lawful are:

1. days the student was sent home from school by school officials (illness or suspension)
2. days the student missed due to the death of a family member
(number of days allowed to be determined by the principal)
3. days the student missed for recognized religious holidays of his faith, and
4. days the student missed for confirmed medical or dental appointments, approved school activities, or other situations approved by the school principal.

Notes from parents explaining an absence from school will not be classified as lawful, unless the absence falls into one of the above categories and is approved by the attendance clerk. Truancy intervention will begin when a student has accumulated 2 unexcused absences. When a student has accumulated 5 unexcused absences, the parent will be asked to meet with the principal to complete an attendance contract. Continued unexcused absences may result in a referral to magistrate's court or family court.

All excuses must be presented to the school within 5 days of the student's return to school in order to be considered by the attendance clerk for classification as lawful or unlawful.

Attendance at school is very important and required by law. Please work with the school to insure regular attendance for your child. State Board of Education regulation R43-274 states "for the purpose of awarding credit for the year, school districts must approve or disapprove absences in excess of ten days regardless as to whether those absences are lawful, unlawful, or a combination of the two."

The state regulation further states that "in order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed."

Therefore, any student who misses more than 10 unexcused absences (or 5 unexcused absences for a semester course) must make-up the time missed in excess of 10 days in order to receive credit for the year or course. Additionally, because 120 hours is equal to 144 days of attendance in a particular class, students receiving Carnegie units of credit must make-up time for ANY absence in excess of 36 days whether the days are excused or unexcused.

If you have any questions regarding this law or district policy, please call Marti Arsenault at the District Office.

WITHDRAWAL FROM CLASSES/ATTENDANCE

With the first day of enrollment as the baseline, students who withdraw from a course within 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned a WF and the F (62) will be calculated in the student's overall grade point average/ratio (S.C Uniform grading scale policy). See the 2015-2016 *Program of Studies* for a complete explanation of the Uniform Grading Scale for South Carolina. It can be downloaded on line at

<http://www.gwd51.org/1/home>

EXTRACURRICULAR ACTIVITIES

A student must be in attendance (for at least ½ of scheduled classes) on the day of an extracurricular activity in order to participate in the activity.

MAKE-UP WORK

Students who have excused absences must have work made up within five days after the student returns to school unless the teacher approves other arrangements. Students with unexcused absences must make up work at the teacher's discretion. Requests for homework assignments should be made to the office secretary in the morning so that assignments will be ready by 3 p.m. for pick-up. If a student experiences an extended illness, please contact the guidance office for information regarding homebound services. Only a physician can sign a homebound form, which is then approved or disapproved of by the superintendent.

TARDIES TO SCHOOL

Any student, who is tardy to school after homeroom, should go by the office to sign in and get a blue slip. ALL late students should sign in on the SIGN IN sheets in the office. Tardiness due to a late bus will not be counted against students. Please note the attendance policy regarding tardies to school.

1st tardy to school – Warning (Office)

2nd tardy to school – Parent notification

3rd tardy to school – After School Detention

4th tardy to school –Overnight suspension (ISS pending parent contact)

5th tardy to school – ISS and loss of driving privileges (where applicable) for 5 days
More than 5 tardies to school will result in a loss of the privilege to exempt exams in a yearlong class or more than 3 tardies in a semester class.
6th and subsequent tardies – ISS and loss of driving privileges for the remainder of the semester.

TARDIES TO CLASS (UNEXCUSED)

Individual classroom teacher will handle the discipline for tardies to class. Failure to complete teacher discipline or excessive tardies will result in a referral to the administration.

WHITE SLIPS FOR EARLY DISMISSALS

Any student who is scheduled to leave school early should get a white slip from the attendance office BEFORE 1st period on the day he/she is to leave early. Regardless of age, a student must have a note from his parent/guardian to get a white slip. ALL STUDENTS SHOULD SIGN OUT AT THE ATTENDANCE OFFICE before leaving school early. Students receiving an early dismissal must have a note or verbal parental permission in order to sign out. They must leave campus at the designated time.
All notes for early dismissal should contain a phone number where the parent/guardian can be reached for verification. If the note cannot be verified, the student will not be dismissed.

ARRIVAL AT SCHOOL

Students may report to school no earlier than 7:15 AM.

When students arrive on campus in the morning, they should report to **the auditorium/cafeteria for breakfast after 7:30**). Students will be released at 7:52 to begin their school day. No student may leave campus after their morning arrival unless they have a white slip.

DISMISSAL

Car riders should be picked up in front of library. Buses load in the front of the school.

SICKNESS

Any student who is sick and needs to see the nurse must have a pass from his classroom teacher to go to the office. The nurse will decide whether the student needs to go home or remain at school. When students are to go home, they should go to the office to be picked up by parent/guardian or sign out. If the nurse is not available, the student will be cared for in the building office.

All medications and the school medication form must be placed in the nurse's office.

All medications require a parent signature and doctor signature to be administered at school. Medication will be dispensed according to physician's direction on the medication.

The district provides school time accident insurance coverage for each student and coverage for sports participation and after school activities. The district coverage is secondary to any coverage that the parent may already carry. Dental and 24 hour accident insurance coverage is available to all students through Health Special Risk, a division of the Mutual of Omaha Insurance Company.

COLLEGE DAYS

Students wishing to visit a college need to see Guidance for forms and procedures in order for the day to be an excused absence. Juniors are allowed one college day and seniors are allowed two. The form must be submitted to guidance 5 school days prior to the scheduled visit.

ACADEMICS

PHYSICAL EDUCATION REQUIREMENTS

Students must dress properly to participate and receive a satisfactory grade in P.E. A doctor's excuse is required for an extended period of non-participation in gym activities. Students not dressed appropriately will be sent to ISS for supervision. Shorts, sweatpants, wind suits, and tennis shoes enable the student to exercise and participate more effectively. Students should wear ordinary tennis shoes (neither cleats nor turf shoes are acceptable).

UNIFORM GRADING SCALE (see the *Program of Studies for a complete explanation of the Uniform Grading Scale for South Carolina*)

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

Courses are weighted according to academic listings. The following criteria apply to numeric grades for SC students: all honor classes carry a .50 additional weighting above the regular weighting for the numeric grade earned, and all advanced placement (AP) classes carry an additional 1.00 additional weighting above the regular weighting for the numeric grade earned.

Examples:

Calculus: Grade of 99 = 4.75

Honors Calculus: Grade of 99 = 5.25

AP Calculus: Grade of 99 = 5.75

(For a complete scale, refer to SC uniform grading policy)

Students are ranked from highest to lowest based on their GPR. Computations are not rounded, but carried to the fourth place decimal. **GPR = $\frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$**

***sum of units attempted**

- **a unit or half unit failed is a unit attempted**

Yearly average is the average of the 1st and 2nd semester's grades.

Take the opportunity to become involved in the selection of courses for your child. Each student should take a full four-year high school schedule of the most rigorous courses he or she can master. Please do not allow your child to miss any opportunities for educational advancement.

Promotion to 10th grade:

Students must have a minimum of 5 units including one unit of English and one unit of mathematics.

Promotion to 11th grade:

Students must have 10 units including 2 units of English and 2 units of mathematics.

Promotion to 12th grade:

Students must have 17 units and must be enrolled in all courses necessary to complete the State Board of Education requirements for graduation or certificate requirements.

Diploma Requirements

1. To receive a SC High School Diploma a student must have at least 24 units including the following:
 - 4 English
 - 4 Mathematics
 - 3 Sciences (Biology is required by law)
 - 3 Social Studies (including US History, Government, Economics and one other)
 - 1 Physical Education
 - 1 Computer Science

ATHLETIC ELIGIBILITY REQUIREMENTS-South Carolina High School League **may be found at <http://www.schsl.org>** on this web page go to **SCHSL Handbook**, then click on **Constitution** then go to **page A-13**

STUDENTS WHO ARE TWO UNITS SHORT OF THE REQUIRED UNITS DO NOT WALK AT GRADUATION.

EXAM EXEMPTIONS FOR STUDENTS IN GRADES 9 – 12

As a **senior privilege**, seniors may exempt their first semester exams if they

- ◆ Have a 90 average for the first semester,
- ◆ Have not exceeded 5 absences from that class for EXCLUDING OSS/Medical
- ◆ Have not exceeded 5 tardies to that class
- ◆ Have no obligations due (library fines, lunch room fees, lost book, etc.)

Second semester exams may be exempted by any student that

- ◆ Has a 90 average for the second semester,
- ◆ Has not exceeded 10 absences from that class for the year for EXCLUDING OSS/Medical (Doctors' excuses may be accepted),
- ◆ Has not exceeded 5 tardies for that class for second semester
- ◆ Has no obligations due (library fines, lunch room fees, lost book, etc.)

No End of Course Exams will be exempted by any student.

Semester course exams may be exempted either semester by any student that

- ◆ Has a 90 average,
- ◆ Has not exceeded 5 absences in that class for ANY REASON EXCLUDING OSS/Medical
- ◆ **Has not exceeded 5 tardies to that class**
- ◆ Has no obligations due (library fines, lunch room fees, lost book, etc.)

TEXTBOOKS

All books in the hands of the student must be handled and used with due care. In the event the books are abused beyond reasonable wear, the principal is required by law to charge the pupil for all excessive damages. A student must pay for all lost books. If students fail to pay for damages or loss of textbooks, they shall be denied any other use of the Textbook Rental System until their obligations have been met in full. (SC Code of Laws, 1962, Sec. 21-484)

All supplementary materials must be paid for before they will be issued.

CLUBS

NATIONAL BETA CLUB MEMBERSHIP REQUIREMENTS

The National Beta Club is an organization designed to promote and reward scholarship and ethical behavior of high school students. Therefore, the criteria used in selecting Beta Club members must reflect the standards of this national organization.

To become a member of the Ware Shoals High School Beta Club, you must meet the following requirements:

1. Candidate must have at least a **3.50 cumulative GPA (85 average) with no grades below a C**. There will be one induction; sophomores, juniors and seniors are eligible for induction.
2. Represent the moral and academic standards of the National Beta Club. (A committee of teachers and administrators must unanimously approve each candidate based on worthy, moral, and ethical character, good mentality, creditable achievement, and commendable attitude.)
3. Pay national and local dues.

To maintain a membership in the Ware Shoals High Beta Club, you must do the following:

1. Maintain at least a **3.50 cumulative GPA (89 average) with no grades below a C**.

2. Pay all dues.
3. Participate in Beta Club activities. (fund raisers, service projects)
4. Perform 15 hours of community service each year.

Members must maintain a 3.50 cumulative GPA or be placed on probation for one semester. (You will receive a letter of notification) If your GPA is not 3.50 or better by the end of the probationary semester, then your membership in the Beta Club will be revoked. **If your membership is revoked, you cannot be a member of the Ware Shoals High School Beta Club again.** Beta Club eligibility and membership is based on Carnegie unit courses earned toward a South Carolina High School Diploma.

***Seniors: If you are on probation during your first semester and do not have all B's (80 or better) at the end of the second semester, then you will lose the privilege of wearing the honor stole to signify Beta Club membership at graduation. However, if you are on probation second semester, you will be allowed to wear the ribbon for pictures. **Stoles will not be given to you to keep until graduation practice.**

National Honor Society Membership Requirements

National Honor Society is a prestigious organization that honors academic excellence and high moral character. Honoring our young people is an important step in encouraging them to strive for excellence.

Criteria for NEW membership.

1. Candidate must be a junior or senior.
2. Candidate must have a cumulative GPA of 4.0 with no grades below a C in any previous high school course.
3. Membership is based on Carnegie Unit courses earned toward a South Carolina High School diploma.

Criteria for MAINTAINING membership

1. Maintain at least a 4.0 cumulative GPA with no grades below a C
2. Maintain grades of C or higher in all classes.
3. Pay all dues each year by the announced deadline.
4. Participate in National Honor Society activities.
5. Perform 15 hours of community service each year.

If a member does not maintain the above conditions they will be placed on probation for a specified length of time. If the probationary conditions are not corrected during this time period, or if another condition places a member on probation, then membership in NHS will be revoked. A member cannot be on probation for two successive time periods. If a member receives a final grade below a C and there is no opportunity to improve the grade, there will not be a period of probation, and membership will be revoked. **If membership is revoked, a student may not regain their membership in Ware Shoals High National Honor Society.**

Conditions of probation for semester classes

1. If a grade below C is earned in the first nine weeks of a semester class, you will be placed on probation for the second nine weeks of the class.
2. If the final grade for the class is not improved to a grade of C or higher, your membership will be revoked.
3. If the first semester grade or final grade of another class is below C at this time, or if other membership requirements have not been fulfilled, then your membership will be revoked.

Conditions of probation for yearlong classes.

1. If a grade below C is earned in the first semester class, you will be placed on probation for the second semester.
2. If the final grade for the class is not improved to a grade of C or higher, your membership will be revoked.
3. If the final grade of another class is below C at this time, or if other membership requirements have not been fulfilled, then your membership will be revoked.

EMERGENCY PROCEDURES

SEVERE WEATHER: Please tune in to local TV and radio stations for information regarding school closings in the event of bad weather. This information will also be on the District 51 web site at <http://www.gwd51.org/1/home>. DO NOT call the school. The decision to close the schools should be made by 6AM. In case of an early dismissal due to bad weather, parents will be notified through local stations and the Parent Notification System.

FIRE: Continuous sounding of the fire alarm indicates a fire. Students should evacuate the building immediately by scheduled routes at the teachers' command. Students should remain silent at all times so that directions can be heard. Signal for fire: continuous sounding fire alarm.

TORNADO: An announcement will be broadcasted. All students in the Main and Darby buildings should report to the downstairs hallway in their building. Students in the band room and gym will report to the shop area under the gym. Students should remain silent at all times so that directions can be heard.

EARTHQUAKE: All students should remain in their rooms, kneel on the floor and cover their heads with a book (drop and cover). When the signal (class change bell will ring continuously) is given by the administration, students should evacuate the building following fire evacuation procedures.

BOMB THREAT: Administration will work with law enforcement to determine the safest course of action in the event of a bomb threat.