

Allendale-Fairfax High School

2021-2022 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 use conscious and prudent judgment at all times. 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 education, 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 2021-2022 Calendar

Students' First Day - August 16

Students' Last Day - May 27

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Student and Staff Holidays - No School

July 5 Fourth of July

September 6 Labor Day

November 24-26 Thanksgiving Break

December 20-31 Christmas & New Year's Holidays

January 17 Martin Luther King Day

February 21 Presidents' Day

April 11-15 Spring Break

May 30 Memorial Day

Staff Development/Teachers Work Days

No School For Students

August 9-13

October 26

January 3

January 14

March 29

May 31

School Hours:

Middle/High Schools 8:15-3:15

Elementary Schools 7:30-2:30

Half Days

December 17

May 26-27

Half Day Dismissal Times

AES - 11:30 AM

AFMS - 12:15 PM

AFHS - 12:15 PM

Early Release Days

September 17

October 25

February 18

March 28

April 8

1:15 Middle/High and 12:30 Elementary Schools

End of Term Dates

1st 9 Weeks - October 18

2nd 9 Weeks - January 10

3rd 9 Weeks - March 17

4th 9 Weeks - May 27

Report Card Date

October 21

January 13

March 23

June - TBD

INTERIM: Sept 15-1st 9 Wks

Feb 11-3rd 9 Wks

Nov. 18-2nd 9 Wks

April 26-4th 9 Wks

High School Graduation

Graduation May 27

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 26

November 24

January 3

Semester 2

February 21

March 29

OCT 25 PARENT/TEACHER CONFERENCE 3:30-6:30

MARCH 28 PARENT/TEACHER CONFERENCE 3:30-6:30

Allendale County Schools

3249 Allendale-Fairfax Hwy., Fairfax, SC 29827

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

Little New Steps

3305 Allendale-Fairfax Hwy.

803-584-4072

Adult Education Center

172 Lee Ave. N, Fairfax

803-903-1065

SEE INFO ON BACK OF CALENDAR - UPDATED 5/28/2021

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Daily Schedule:

	Half Days (12/17, 5/26, 5/27):
Teacher's Report:	7:45 a.m.
Breakfast	7:45 a.m. – 8:10 a.m.
1 st Block	8:15 a.m. – 9:00 a.m.
MTSS	9:04 a.m. – 9:24 a.m.
2 nd Block	9:28 a.m. – 10:13 a.m.
1st Lunch	10:13 a.m. – 10:38 a.m.
3 rd Block	10:42 a.m. – 11:27 a.m.
3 rd Block	10:17 a.m. – 11:02 a.m.
2nd Lunch	11:02 a.m. – 11:27 a.m.
4 th Block	11:31 a.m. – 12:16 a.m.
Teacher Dismissal	3:40 p.m.

Teacher's Report:	7:45 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 a.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 a.m. – 1:16 p.m.
Teacher Dismissal	3:40 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
- Jessica Kinard, School Counselor
- Louise Singleton, Numeracy Coach
- Barbara Isaac, Literacy Coach

SUPPORT STAFF

- 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 Michael Simpson

MEDIA SPECIALIST

- Dr. Jonathan Murdaugh

SCHOOL NURSE

- Jannie Preacher

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. 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 CATE 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 wear their ID cards at all times 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)** programs 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

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 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 must sign up for a minimum of four each semester.

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 changes are 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.

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 3.80 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

The Guidance Department at Allendale-Fairfax High School is designed to provide assistances to parents, teachers, administrators, and others with interest in our students. Our primary focus is to serve as an advocate for our students on all levels. Our aim is to prepare our young people to make sound educational and personal choices. By promoting artistic, cultural, educational, technical, and personal/social growth, we hope to make our emerging leaders productive in the world in which they must work and live.

The Guidance Office is open during the school day and for 30 minutes after school. Students must sign in and wait to be served.

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

In order 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	Tardy Intervention - Ripple Effect
Tardy 6	Parent/Student Conference
Tardy 7	Parent/Student Conference and Tardy Contract
Tardy 8	Tardy Intervention - Ripple Effect & Student Conference
Tardy 9	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 with 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.

Virtual Instruction Framework – High School (9-12):

Learning Day Schedule: Here is a recommended academic schedule for 9th – 12th grade students. Students should be engaged in academic and social-emotional activities for the intended amount of time daily.

Live or Virtual Office Hours: Teachers will be available to answer questions Monday-Thursday at the beginning or at the end of each day. In addition, teachers will be available on Fridays via email, Microsoft Teams, Acellus or in person as needed.

Subject Areas	Time on Task	9 th – 12 th
English	5 hours/week (60 min/daily)	<ul style="list-style-type: none"> • Teacher lessons/assigned activities using pacing guide/curriculum map • Acellus • USA TestPrep

		<ul style="list-style-type: none"> • MasteryConnect
Math	5 hours/week (60 min/daily)	<ul style="list-style-type: none"> • Teacher lessons/assigned activities using pacing guide/curriculum map • Acellus • USA TestPrep • Mastery Connect
Science	5 hours/week (60 min/daily)	<ul style="list-style-type: none"> • Teacher lessons/assigned activities using pacing guide/curriculum map • Acellus • USA TestPrep • Mastery Connect • Gizmos
Social Studies	5 hours/week (60 min/daily)	<ul style="list-style-type: none"> • Teacher lessons/assigned activities using pacing guide/curriculum map • Acellus • USA TestPrep • Mastery Connect
Spanish	5 hours/week (60 min/daily)	
Electives (CATE)	5 hours/week (60 min/daily)	
Social and Emotional Learning	1 hour weekly	Overcoming Obstacles https://www.overcomingobstacles.org/portall/curriculum/highschool
		<p>Recommended Early Learning Domains, Time on Task, and Assignments are appropriate for ELL and ESE students and should include ELL strategies and ESE accommodations.</p> <p>Teachers will connect with ELL students through Microsoft Teams and model the steps of a process or show students what a finished product should look like.</p> <p>Provide small group instruction or one-on-one instruction for ELL students; Practice using academic language with ELL students; Scaffold instruction;</p> <p>All ACS classroom teachers receive training each year on strategies to use for EL students in the mainstream classroom.</p>

Special Education: Teachers must invite Collaborative Special Education teachers or paraprofessionals, and ELL teachers, to their sessions. The support teachers and paraprofessionals can monitor student learning, co-teach with teachers, and provide support during the work session following the instruction.

Virtual E-Learning Sample Secondary Schedule:

*If you would like a schedule to use for your students, you may refer to the one below:
Monday – Thursday (High School) 8:45 am – 3:45 pm

Time	Activity
8:00 a.m. – 8:40 a.m.	Wake up/Breakfast
Block 1: 8:45 a.m. – 9:25 a.m.	Synchronous Learning
9:25 a.m. – 9:55 a.m.	Asynchronous Learning
9:55 a.m. – 10:05 a.m.	Closing
10:10 – 10:40	MTSS
Block 2: 10:45 am – 11:25 am	Synchronous Learning
11:25 a.m. – 11:55 a.m.	Asynchronous Learning
11:55 a.m. – 12:05 p.m.	Closing
12:10 p.m. – 12:35 p.m.	Break / 1 st Lunch
Block 3: 12:40 p.m. – 1:20 p.m.	Synchronous Learning
1:20 p.m. – 1:50 p.m.	Asynchronous Learning
1:50 p.m. – 2:00 p.m.	Closing
Block 3: 12:10 p.m. – 12:50	Synchronous Learning
12:50 p.m. – 1:20 p.m.	Asynchronous Learning
1:20 p.m. – 1:35 p.m.	Closing
1:40 p.m. – 2:05 p.m.	Break / 2 nd Lunch
Block 4: 2:10 p.m. – 2:50 p.m.	Synchronous Learning
2:50 p.m. – 3:20 p.m.	Asynchronous Learning
3:20 p.m. – 3:30 p.m.	Closing
3:30 p.m. – 3:45 p.m.	Dismissal

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

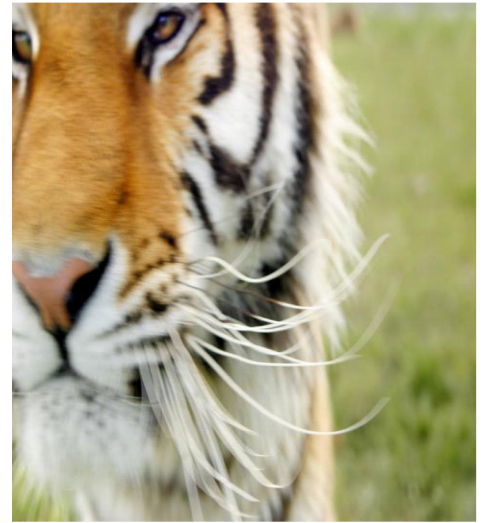
Prepared to be the best.

Respect yourself and the people at all times.

Integrity will carry you throughout life.

Determination is the key to success.

Excellence is the goal.



Allendale-Fairfax High School

PBIS School-wide Expectations

TIGER PRIDE

TIGER	All Settings	Classroom	Cafeteria	Hallway	Restroom	Computer Lab	Bus	Lockers	Office	Media Center	iPAD
											
Prepared	<ul style="list-style-type: none"> Follow all rules and directions Use appropriate school language Be on time Always get permission to use others' belongings Listen carefully Wear school uniform 	<ul style="list-style-type: none"> Have appropriate materials/supplies/home work/class ready Bring good attitude Arrive on time Have student badge visible Be prepared to learn 	<ul style="list-style-type: none"> Have student ID and/or money ready Enter in manner Wait for your turn in line 	<ul style="list-style-type: none"> Have pass while in the hallway during class time Be in time for class Go to the restroom, water fountain, necessary Walk to the shortest route to your destination 	<ul style="list-style-type: none"> Use facilities neatly and properly Flush the toilet after use Throw trash in the container Conserve paper and water 	<ul style="list-style-type: none"> Have necessary materials Have student badge ready Be prepared to learn 	<ul style="list-style-type: none"> Be on time to the stop Wait until the bus stops before entering Bring a note and get signed by an administrator if you're changing your destination 	<ul style="list-style-type: none"> Collect and drop off materials quickly Use locker designated times Memorize your locker combination numbers 	<ul style="list-style-type: none"> Enter the office quietly Wait to be acknowledged Have pass at all times 	<ul style="list-style-type: none"> Enter quietly Have the needed passes Keep area clean Follow the instruction Maintain silence 	<ul style="list-style-type: none"> Follow the responsible use guidelines for technology for district Follow classroom rules for iPad set up by teacher
Respect	<ul style="list-style-type: none"> Speak politely Be courteous Help others in need Respect school property Respect others' privacy Treat others the way you wish to be treated 	<ul style="list-style-type: none"> Keep hands, feet, objects to yourself Use appropriate voice level Once you enter, leave the classroom only with teacher permission 	<ul style="list-style-type: none"> Use appropriate table manners Use appropriate voice level Leave your area clean Be courteous to others 	<ul style="list-style-type: none"> Walk to the right side Keep hands, feet, objects to yourself Be considerate of others' space 	<ul style="list-style-type: none"> Use appropriate voice level Respect privacy Keep walls clean 	<ul style="list-style-type: none"> Use appropriate voice level Respect school property 	<ul style="list-style-type: none"> Keep the bus aisles clean Keep hands, feet, objects to yourself Follow bus driver's directions at all times Speak politely Be patient 	<ul style="list-style-type: none"> Maintain quiet, orderly environment Ask for assistance 	<ul style="list-style-type: none"> Speak politely Respect others' privacy Speak politely 	<ul style="list-style-type: none"> Log off computer when done Return books on time Push chair in when leaving 	<ul style="list-style-type: none"> Use apps and programs during class that are appropriate to the class assignment Bring fully charged iPad to school
Integrity	<ul style="list-style-type: none"> Encourage good work Take care of safety and security of self and others Have positive attitude Make safe choices 	<ul style="list-style-type: none"> Accept responsibility Turn in homework/assignments Do your own work 	<ul style="list-style-type: none"> Clean up after yourself Dispose of trash properly 	<ul style="list-style-type: none"> Follow directions Use appropriate voice level Turn in lost items Help others in need 	<ul style="list-style-type: none"> Clean up after yourself Wash hands before leaving restroom 	<ul style="list-style-type: none"> Return items safely and responsibly Use internet to support the educational objectives 	<ul style="list-style-type: none"> Assist people who need help Use quiet voice Listen to the driver 	<ul style="list-style-type: none"> Keep your locker neat and clean 	<ul style="list-style-type: none"> Listen carefully 	<ul style="list-style-type: none"> Clean up your workspace before leaving 	<ul style="list-style-type: none"> Keep food and beverage away from the iPad Ask permission prior to recording audio or taking photos/videos of classmates/staff members Use iPad for research
Determined	<ul style="list-style-type: none"> Keep yourself cool Maintain cleanliness Use resources for learning Take care of your belongings 	<ul style="list-style-type: none"> Actively participate in activities Complete class work Stay on task 	<ul style="list-style-type: none"> Depart from cafeteria in an orderly manner 	<ul style="list-style-type: none"> Get to your destination on time Move efficiently using the correct route 	<ul style="list-style-type: none"> Leave quickly so others can use the facilities 	<ul style="list-style-type: none"> Complete assigned work intelligently 	<ul style="list-style-type: none"> Keep aisles clear and clean Face forward and remain seated at all times 	<ul style="list-style-type: none"> Open and close the locker door quietly 	<ul style="list-style-type: none"> Reach destination quickly 	<ul style="list-style-type: none"> Use time wisely Work on assigned materials 	<ul style="list-style-type: none"> Use as a learning device for educational use Keep your iPad charged at home
Excellence	<ul style="list-style-type: none"> Model good behavior Always do your best Use quiet voice Be empathetic Resolve conflicts with maturity Be honest 	<ul style="list-style-type: none"> Actively participate in activities Complete work on time Check your work 	<ul style="list-style-type: none"> Complete all work in a timely manner 	<ul style="list-style-type: none"> Moving quickly and quietly to your destination Stand and wait patiently Model good behavior 	<ul style="list-style-type: none"> Exit quietly Report problems 	<ul style="list-style-type: none"> Show pride in your work 	<ul style="list-style-type: none"> Follow all bus rules Resolve conflicts with maturity 	<ul style="list-style-type: none"> Use locker times wisely Lock and protect your belongings 	<ul style="list-style-type: none"> Use appropriate school language Model good behavior 	<ul style="list-style-type: none"> Recycle and reuse 	<ul style="list-style-type: none"> Report loss or damage immediately Always leave the case on the iPad Use appropriate volume/loudness and listen for yourself

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 keep the inhaler in his/her possession at all times 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



PROCEDURES

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.

Allendale-Fairfax High School



EXPECTATIONS

2021 – 2022 DISCIPLINE MATRIX

Students come to school to learn. They follow the rules set up to ensure their schools are safe and orderly. We are proud of the young men and women in our schools. For students who do not follow the rules, this section of the Student Code of Conduct explains what will happen.

LEVEL 1

Consequence – Parent notification and suspension. Offenders will be dealt with on an individual basis using the following range of consequences: Parent conference, detention (during and/or after school and on Saturdays), and restriction from participation in extracurricular activities, in-school suspension, work assignment, suspension, and referral to school resources or community agencies or recommendation for expulsion.

Allendale County Schools – 2020-2021 DISCIPLINE MATRIX: BEHAVIORAL MISCONDUCT SECONDARY LEVEL 1

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Cheating	Cheating on Assignments	Notify Parent Ripple Effect (Starting 3 rd Grade)	“Zero” on assignment/ Notify Parent Restorative practice	“0” on assignment/ Notify Parent/ 1 Day ISS	“0” on assignment/ Notify Parent/ 2 Days ISS Conference with Parent	“0” on assignment/ Notify Parent/ 3 Days ISS

Dishonesty	Lying to School Official (forged notes, lying)	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent Restorative practice	Parent Conference Referral to Guidance Behavior Contract	1 Day of ISS Notify Parent	1-2 Days of ISS Notify Parent
Disturbing Class	Impeding orderly classroom procedures or instructional activities	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent/ Guidance conference Restorative practice	Notify Parent 1 -2 Day(s) ISS	Notify Parent 2 -3 Day(s) ISS Conditional Suspension-OSS	1-2 Days of OSS Notify Parent
Dress Code Violation	Out of uniform	Notify Parent Ripple Effect (Starting 3 rd Grade) Change into uniform	Change into uniform/ Notify parent Restorative practice	Change into uniform Notify parent Formal policy letter	Notify Parent Administrative conference	1-2 Days OSS Notify Parent
Unauthorized Device	Cell phones, Pager, walkman, iPods, Radios, CD Players, etc	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent Confiscate until the end of day Restorative practice	Confiscate, parent must pick up	Confiscate, parent must pick up with fee.	Loss of device for remainder of school term
Leaving Class w/o Permission , Off limits area	Walking out of class w/o teacher's permission	Notify Parent Ripple Effect (Starting 3 rd Grade)	Call parent, guidance referral and administrative detention Restorative practice	Notify Parent for conference 1 Day ISS Behavioral Contract	1 Day OSS Notify parent Conditional Suspension	1-2 Days OSS Parent Conference Revisit Behavioral plan
Classroom Tardy	Tardy to class	Warning Notify Parent Ripple Effect	Notify Parent Restorative practice	Notify Parent Lunch Detention	Notify Parent 1 Day ISS	1-2 Days OSS Parent Conference

Profanity	Bad language, swearing or cursing	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent Guidance referral Restorative practice	Notify Parent Behavioral Contract	1 Day ISS Conditional Suspension	1-2 Days OSS Notify Parent Revisit Behavioral Contract
Truancy	Failure to attend school	Notify Parent	PowerSchool clerk notifies parent with letter (3 consecutive unexcused absences)	Refer to District PowerSchool coordinator for (5 unexcused absences)	District PowerSchool coordinator notifies agency 10 day letter sent to parent 10 days unexcused absences	Administrator and PowerSchool coordinator discretion
Refusal to Obey	Willful refusal to obey directives of any school official	Notify Parent Ripple Effect (Starting 3 rd Grade)	Guidance referral Restorative practice	1-2 Day ISS Parent conference Behavior contract	2-3 Days ISS Parent conference Conditional Suspension	1-2 Days OSS Parent conference Revisiting Behavior Contract
Stealing	Taking items without permission	Notify Parent Ripple Effect (Starting 3 rd Grade)	1 Day ISS; restitution Restorative practice	1-2 Days ISS; restitution	1-3 Days OSS Parent Conference	3-5 Days OSS Parent Conference
Trespassing	Entering school grounds or property illegally	Contact SRO	Contact SRO	Contact SRO	Contact SRO	Contact SRO

LEVEL 2

Consequence – All Level 2 offenses will result in at least suspension from school for a minimal of 1 days. Students can be given other diversionary consequences to deter the behavior.

Restriction from participation in extracurricular activities, in-school suspension, work assignment, suspension, and referral to school resources or community agencies can be applied. Students with two level 2 offenses can be recommended for expulsion.

Allendale County Schools 2020-2021
DISCIPLINE MATRIX: DISRUPTIVE CONDUCT- LEVEL 2

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 st Referral	2 nd Referral	3 rd Referral	4 th Referral	5 th Referral
Computer	Any Violation	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent	Notify Parent Loss of Computer Privileges 1 Week	Notify Parent Loss of Computer Privileges 1-3 Week	Notify Parent Loss of Computer Privileges
Disrespect	Talking back OR ignoring any School Official OR abusive language	Notify Parent Ripple Effect (Starting 3 rd Grade)	Notify Parent Loss of Afterschool activities 1-3 Days ISS	1-3 Days OSS Parent Conference Behavioral Contract	3-5 Days OSS Parent Conference	Parent Conference 10 Days OSS Pending Hearing
Hits/Touched	Student slaps or otherwise touches a student and then immediately withdraws	Notify Parent Ripple Effect (Starting 3 rd Grade)	Parent Conference Loss of Afterschool 1-3 Days ISS	Parent Conference 1 Days OSS Behavioral Contract	1-3 Days OSS Parent Conference	5- 10 Days OSS Parent Conference Pending Hearing
Intimidation	Bullying of other Students/ depending on severity and duration of incident	Notify Parent Ripple Effect (Starting 3 rd Grade)	Parent Conference Student Contract 1 Day ISS	Behavior Plan 1-3 OSS	Parent Conference Revisit Behavior Plan 3-5 Days OSS	Parent Conference Refer to Office of Student Services

Repeated Refusal to Obey	Willful refusal to obey directives of any school official	Notify Parent Ripple Effect (Starting 3 rd Grade)	1 Day ISS Parent Conference Student Behavior Contract	1-3 Days ISS Parent Conference Refer to outside agency	1-3 Days OSS Parent Conference Behavior Contract (review)	3-5 Days OSS Administrator discretion Parent Conference
Fighting or instigating (causing a fight) (including, but not limited to videoing and/or posting school-related incidents online)	Physically aggressive behavior	Restorative Justice Parent Conference Student Behavior Contract 1-3 OSS	2-5 Days OSS	5-10 Days OSS Parent Conference with pending hearing for Alternative Placement	Administrator Discretion	Administrator discretion
Use of intoxicant	Under the influence of certain drugs or alcohol	Contact SRO 1-3 Days OSS	Contact SRO 3-5 days OSS Pending hearing	5-10 days OSS Hearing for Expulsion	Contact SRO Administrator discretion	Contact SRO Administrator discretion
Possession or use of unauthorized substances	Review School Board policy	Contact SRO 3-5 Days OSS Parent Contact	Contact SRO 5-10 Days OSS	Contact SRO Pending Hearing	Contact SRO Administrator discretion	Contact SRO Administrator discretion
Loitering	Unlawful Assembly	Warning	Ripple Effect Parent Contact	Contact SRO 1 Day ISS	1-3 Days ISS	3-5 Days ISS

LEVEL 3

(ZERO TOLERANCE /CRIMINAL OFFENSES)

Consequence – All Level III offenses will result in law enforcement involvement. In all cases, the school administrators will suspend, recommend expulsion, complete an incident report with the appropriate law enforcement agency, and file a juvenile petition or warrant depending on the age of the student(s) involved. Be aware that any student may be subject to permanent expulsion for violation of a Level 3 offense.

Allendale County Schools 2020-2021
DISCIPLINE MATRIX: CRIMINAL CONDUCT-LEVEL 3

The following chart includes some breaches of conduct that may lead to suspension or expulsion. Students may be subject to a lesser or greater punishment, because of circumstances surrounding the breach of conduct. Should the presence of any student constitute an actual threat to a class or the school, or himself, he may be dealt with more severely than those punishments listed here.

Offense	Description of Offense	1 st Referral	2 nd Referral
Sexual Harassment	Sexual harassment or indecent exposure	5 Days OSS Guidance Referral Parent Conference	10 Days OSS Parent Conference Pending hearing for expulsion
Disturbing School	Major class /school disruption	Notify Police, 5 Days OSS, Refer to Office of Student Services	10 days OSS pending hearing for expulsion
Fire Alarm	Pulling of a fire alarm	3 Days OSS, Administrative & Parent Conference.	10 days OSS and referred to the hearing officer
Ammunition with harmful intent	Ammunition with harmful intent	Notify Police, 10 days OSS refer to a hearing officer for expulsion.	
Arson	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire	Notify Police, 10 Days OSS, pending a hearing for expulsion.	
Aggravated assault	(Criminal) 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	Notify Police, 10 Days OSS, Refer to Office of Student Services pending hearing	

Bomb threat	Calling in a fake bomb threat; threat of the use of a destructive device bomb, grenades, pipe bomb or other	Notify Police, 10 Days OSS, Refer to Office of Student Services	
Extortion	Obtaining something from the force of a threat	Administrator discretion	10 days OSS and refer to the hearing officer for expulsion.
Under the Influence/ Possession/ Consumption on (including drug paraphernalia)	See offense description	Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Distribution Possession with Distribution (real or imitation)	Furnishing, selling or possession of content	Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Explosives possession or detonation		Notify SRO 10 Days OSS, refer to the hearing officer for expulsion.	
Vandalism	Destructive/destroying of property/items	10 Days OSS Refer to the hearing officer for expulsion	
Pornography	Possession or distribution of obscene material	Confiscate, notify parent 5 Days OSS, Guidance Referral	10 days OSS refer to a hearing officer for expulsion
Simple Assault	Hit student or staff member aggressively to cause bodily harm	5 to 10 Days OSS, refer to the hearing officer for possible expulsion.	
Weapons / Fake Imitation	Firearms, knives, dirks, razors, metal knuckles, slingshot, bludgeons, or any other type of devise or object which may be used to inflict bodily harm	10 Days OSS Refer to the hearing officer for possible expulsion.	

Theft	Possession or sale of stolen property	10 Days OSS Refer to hearing officer for possible expulsion.	
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SCHOOL CRIME INCIDENT DEFINITIONS

The definitions for criminal offenses to be reported are the same as those used by the **State Law Enforcement Division for the National Incident-Based Reporting System (NIBRS)** categories and definitions are used to uniformly classify crimes committed throughout the United States. School-related offenses that are not covered by the NIBRS have been defined within, using the specific South Carolina statute.

Offenses reported to the State Department of Education, must occur on school property, on public school buses en route to public schools, at school bus stops, at school activities, or public school functions. If an offense occurs during an athletic function or other such activity and involves students from another school who are participants in the activity, the school hosting the function is expected to report the incident.

OFFENSES DEFINED (in alphabetical order)

Aggravated Assault is 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 causes severe bodily injury (for example: 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.

Any acts of extreme physical aggression will result in the parties involved being arrested and receiving a minimum of 10 days referral to the district hearing officer.

Arson - To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.

Bribery - The offering, giving, receiving or soliciting of anything of value to sway the judgment or action of a person in a position of trust or influence. If the bribery involves changing the outcome of a sporting contest or event, it should be reported under "Gambling Offenses."

Bullying - The Board is committed to providing a positive and productive learning and working environment. Hazing, Harassment, intimidation, menacing or bullying and acts of cyber-bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. Retaliation against any person who reports or who is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Burglary/Breaking and Entering is the unlawful entry into a building or other structure with the intent to commit a felony or a theft. It is not necessary that force be used in gaining entry; neither is it necessary that property loss occurs. Attempts to unlawfully enter a structure also are counted in this category.

Counterfeiting/Forgery - The altering, copying, or imitation of something, 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.

Disturbing Schools (Bomb Threat, False Fire Alarm, Loitering, and Disorderly Conduct

(1) To willfully or unnecessarily:

- (a) interfere with or disturb school in any way, or in any place that have students or teachers,
- (b) loiter about such school premises, or
- (c) act in any obnoxious manner thereon; or

(2) For any person to:

(a) enter upon any such school premises, or

(b) loiter around the premises, except on business, without permission of the principal.

Disorderly Conduct is also included here as any behavior that tends to disturb the public peace or decorum, scandalize the community or shock the public sense of morality.

Drug Distribution - Except as authorized by the state law, it is unlawful for any person (1) to manufacture, distribute, dispense, deliver, purchase, aid, abet, attempt, conspire to manufacture, distribute, dispense, deliver, or purchase a controlled substance; (2) to create, distribute, dispense, deliver, purchase, aid, abet, attempt, conspire to create, distribute, dispense, deliver, purchase, or possess with the intent to distribute, dispense, deliver, or purchase a counterfeit substance.

Drug Possession - Except as authorized by the state law, it is unlawful for any person (1) to manufacture, distribute, dispense, deliver, purchase, aid, abet, attempt, conspire to manufacture, distribute, dispense, deliver, or purchase a controlled substance; (2) to create, distribute, dispense, deliver, purchase, aid, abet, attempt, conspire to create, distribute, dispense, deliver, purchase, or possess with the intent to distribute, dispense, deliver, or purchase a counterfeit substance.

Embezzlement - The unlawful misappropriation by an offender to his/her use of purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

Extortion/Blackmail - To unlawfully obtain money, property, or any other thing of value, either tangible, through the use or the threat of force, misuse of authority, the threat of criminal prosecution, threat of destruction of reputation or social standing, or through other coercive means.

Fraud Offenses - The intentional perversion of the truth (deception/trickery) for the purpose to induce another person, or other entity, in reliance upon it to part with something of value or to surrender a legal right.

False Pretenses/Swindle/Confidence Game - The intentional misrepresentation of existing fact or condition, or the use some other deceptive scheme or device to obtain money, goods, or other things of value.

Credit Card/Automatic Teller Machine Fraud - The unlawful use of a credit card (or debit) card or automatic teller machine for fraudulent purposes.

Impersonation - Falsely representing one's identity or position and acting in the character or position thus unlawfully assumed to deceive others and thereby gain a profit or advantage, enjoy some right or privilege, or subject another person or entity to an expense, charge, or liability which would not have otherwise been incurred.

Gambling Offenses - To unlawfully bet or wager money or something else of value; assist, promote, or operate a game of chance for money or some other stake; possess or transmit wagering information; manufacture, sell, purchase, possess, or transport gambling equipment, devices, or goods; or tamper with the outcome of a sporting event or contest to gain a gambling advantage.

Types of Gambling Offenses

- ❖ **Betting/Wagering** - To unlawfully stake money or something else of value on the happening of an uncertain event or the ascertainment of a fact in dispute.
- ❖ **Operating/Promoting/Assisting Gambling** - To unlawfully operate, promote, or assist in the operation of a game of chance, lottery, or other gambling activity.
- ❖ **Gambling Equipment Violation** - To unlawfully manufacture, sell, buy, possess, or transport, equipment devices/goods used for gambling advantage.
- ❖ **Sports Tampering** - To unlawfully alter, meddle in, or other-wise interfere with a sporting contest or event for the purpose to gain a gambling advantage.

Homicide is the killing of one human being by another. Do not include here vehicular manslaughter or attempted murder.

Murder and Non-negligent Manslaughter is the willful (non-negligent) killing of one human being by another. Attempted murder should be reported as aggravated assault.

Negligent Manslaughter is the killing of another person through negligence. This offense does not include vehicular manslaughter.

Justifiable Homicide is the killing of a perpetrator of a serious criminal offense by a peace officer in the line of duty; or the killing, during the commission of a serious criminal offense, of the perpetrator by a private individual.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words or other conduct, but without displaying a weapon or subjecting the victim actual physical attack. Intimidation involves an offender making a threat to the victim without actually displaying a weapon. Such threats can be made in person, over the telephone, or in writing.

Kidnapping - The unlawful seizure, transportation or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.

Larceny/Theft Offenses - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Pocket-picking - The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

Purse-snatching - The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person. (If more force was used than actually necessary to wrench the purse from the grasp of the person, then a strong-arm robbery occurred, rather than purse-snatching.)

Theft from Building - A theft within a building which is either open to the general public or where the offender has legal access.

Theft from Coin-Operated Machine or Device - A theft from a machine or device which is operated or activated by the use of coins.

Theft from Motor Vehicle - The theft of articles from a motor vehicle, whether locked or unlocked.

Theft of Motor Vehicle Parts or Accessories - The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

Other Larceny - Theft of boats, animals, lawn equipment, hand tools and farm and construction equipment are also included where no break-ins of a structure were involved.

Liquor Law Violations - The violation of laws or ordinances prohibits the sale, purchase, transportation, possession, or use of alcoholic beverages. These offenses include public drunkenness and drunk and disorderly conduct.

Motor Vehicle Theft - Theft of a self-propelled vehicle that runs on the surface of land and not on rails, i.e., automobile, bus, recreational vehicle, truck, motorcycle, motor scooter, trail bike, moped, snowmobile, or golf cart.

Pornography/Obscene Material - The violation of laws or ordinances prohibits the manufacture, publishing, sale, purchase, or possession of sexually explicit material, e.g., literature, photographs, etc.

Prostitution Offenses - To unlawfully engage in or promote sexual activities for profit.

Assisting or Promoting Prostitution - To solicit customers or transport persons for prostitution purposes; to own, manage, or operate a dwelling or other establishment to provide a place where prostitution is performed; or to otherwise assist or promote prostitution.

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 violence and/or by putting the victim in fear of immediate harm. Because some assaults are an element of the crime of robbery, and assault should not be reported as a separate crime if it is performed in furtherance of the robbery. If an injury is occurred during a robbery results in death, the crime should be listed as a homicide.

Sex Offenses, Forcible - 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 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 his/her youth or because of his/her temporary or permanent mental or physical incapacity). And/or forcible fondling (child molesting).

Sex Offenses includes unlawful, non-forcible sexual intercourse (incest or statutory rape) or indecent exposure that is overtly sexual in nature.

Simple Assault - An unlawful physical (not verbal) attack by one person upon another where the offender neither uses nor displays a weapon (other than hands or feet), and the victim does not suffer obvious severe or aggravated bodily injury apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Included is offense such as minor assault, hazing, assault and battery, and injury caused by culpable negligence.

Stolen Property Offenses - Receiving, buying, selling, possessing, concealing, or transporting any property with the knowledge that it has been unlawfully taken, as by burglary, embezzlement, fraud, larceny, robbery, etc.

Trespassing - To unlawfully enter land, a dwelling, or other real property. (The entry of a structure WITHOUT intent to commit a serious crime or theft is to be counted as Trespassing, not Burglary/Breaking and Entering.)

Vandalism/Destruction/Damage of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real personal property without the consent of the owner or the person having custody or control of it. Also

included here is the unlawful entrance into a public school or any public building on a school campus for the purpose to destroy records or property therein, or the actual destroying or damaging of record or other property therein. This offense does not include destruction or damage to property caused by the crime of Arson.

Weapons Offenses - The violation of laws prohibiting any person, except law enforcement officers or personnel authorized by school officials, to carry, while on any elementary or secondary school. This may include: property, a knife with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death. This category also includes carrying, in a concealed manner, a dirk, slingshot, metal knuckles, razor, or other deadly weapon usually used for the infliction of personal injury.

Other Offenses (Criminal) - Any other offense committed on school property, on school buses, or at school-sponsored events not covered in the offenses above.

STUDENTS CHRONICALLY FAILING TO MEET EXPECTATIONS

If a student is suspended out of school, he/she may not attend any school-sponsored activity during the suspension period.

When deemed necessary, a student may be indefinitely denied the privilege of attending any sponsored activity. Examples of school activities are field trips, athletic games, dances, etc.

STUDENT GRIEVANCES

Students who have complaints should fill out a Concerns Form which is found in the Allendale-Fairfax High School Main Office. Once completed, the form should be placed in the Grievance box located on the counter in the main office. Concerns will be addressed according to priority. More serious matters take precedence especially as they relate to student and faculty and staff safety.

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

dressess 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, sweat pants, running shorts, joggers, spandex or cargo pants are not permitted.

* Tights, leggings, jeggings or jegging-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

2021-2022 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.