



STUDENT HANDBOOK

2023-2024

CRESCENT HIGH SCHOOL

#TigersTogether



ALMA MATER

Crescent High! All praise to thee, molder of our youth.

Guide our minds in search of wisdom; souls in search of truth.

As we sing aloud together, standing side by side.

How our hearts unite in praises Crescent High, our pride!

Crescent High! All praise to thee, standing on yon hill.

Thee we love and honor always hearts with rapture thrill.

As we journey through the years, we'll hold in memory.

Days within thou hallow'd halls

Crescent! Hail to thee.

GENERAL INFORMATION

School Name	Crescent High School
Address	9104 Highway 81 South Iva, SC 29655
Phone Number	864-352-6175
Fax	864-352-6750
School Colors	Black and Gold
School Mascot	Tigers
School Website	www.acsd3.org/o/crescent-high-school
iOS/Android App	Search for “Anderson School District 3” in the iTunes App Store or on Google Play to find and download the free app

CHS ADMINISTRATION

T. Cliff Roberts — Principal

Jeff Craft — Assistant Principal/Athletic Director

Matthew Seelman — Assistant Principal

Amanda Taylor — Assistant Principal

Elinor Lister — Instructional Coach

CHS GUIDANCE

Beth Black — Director, Counselor 10th-12th Grade (Last Names A-K)

Wendy Ashley–Bobo — Counselor 10th-12th Grade (Last Names L-Z)

Alex Smith — Counselor 9th Grade

Michelle Parnell — Career Development Facilitator

Blair Carson – Graduation Coach



2023-2024 Bell Schedule

7:30am	Building opens for students
7:40am	Students report to classrooms
8:00am	Morning AIT bus departs
8:00am - 9:25am	1st Block
9:30am - 10:55am	2nd Block
1st Lunch 10:55am - 11:20am Class 11:25am - 12:20am	3rd Block Power Hour
Class 11:00am - 11:25am 2nd Lunch 11:25am - 11:50am Class 11:55am - 12:20am	
Class 11:00am - 11:55am 3rd Lunch 11:55am - 12:20am	
11:45	Morning AIT bus returns Afternoon AIT bus departs
12:25pm - 1:50pm	4th Block
1:55pm - 3:20pm	5th Block
3:45pm	Afternoon AIT bus returns
3:25pm - 4:25pm	Tiger Block (Extra Help)
3:25pm - 5:00pm	After School Detention

GENERAL RULES AND REGULATIONS

1. Students are required to wear school issued picture identification badges on a lanyard around the neck at all times.
2. All food and drinks, excluding water, are to be consumed in the lunchroom and other designated areas.
3. Parking permits are required and must be displayed at all times.
4. Students are not allowed to possess, smoke, or use tobacco products. Tobacco products are defined in the school tobacco policy. This includes electronic smoking devices.
5. No student is to be out of class without a hall pass.
6. The first 15 minutes and the last 15 minutes of class are crucial to instruction. No student should be out of class during the first or last 15 minutes.
7. Student parking areas are off-limits to students during the school day. Students arriving and leaving campus should do so without loitering.
8. The following areas are off-limits to students at all times:
 - a. Faculty parking areas
 - b. Bus parking areas
 - c. All teacher workrooms
 - d. All storage areas
9. The following areas are off-limits to students during school hours except when used for instructional purposes:
 - a. Shop
 - b. Greenhouse
 - c. Field house
 - d. Athletic facilities
 - e. Steps/Stage in Commons Area
 - f. Gym lobby
10. The gym is off-limits to students during school hours except when used for instructional purposes, assemblies, and other designated times.
11. Students may not have vehicles behind the building at any time.
12. The vending machines are off limits to students during instructional times.
13. Cell phones and electronic devices are allowed during breakfast (prior to 8:00am), lunch (inside the cafeteria), and once the 3:20pm bell rings. All phones and electronic devices are prohibited for use outside of these times. No cell phones or ear buds are allowed in the hallways due to safety and procedural requirements. The use of all electronic devices inside the classroom are also prohibited without teacher approval.
14. No hats, bandanas, or any headgear are allowed inside of the school building. If these items are seen inside the school building, they will be confiscated, and the student will be required to serve ASD in order for the item to be returned. We will continue to have specified "Hat Days" throughout the school year for spirit weeks and special occasions.
15. Wearing hoodies inside the school building will be treated as a dress code violation.
16. All early dismissal and/or late arrival students who need to be on campus during those times are welcome to stay on campus. These students must report to their designated areas. If students do not wish to report to their designated areas, they must leave campus.

STUDENT HANDBOOK POLICIES

TEXTBOOKS

By authority of Section 59-31-290 of the Code of Laws of South Carolina:

“The State Board of Education Regulations require payment for the loss or damage to any book, ordinary wear and tear excepted. Schools may require pupils, parent/guardians to pay for lost or damaged books. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.” Students will be assigned a fee/fine for a damaged or missing barcode(s).

DELIVERIES TO THE SCHOOL

Crescent High School accepts no deliveries such as flowers, balloons, etc., for students.

GUIDANCE SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career and occupational information, school-to-work opportunities, study help, help with home, school, and/or social concerns, or any other matters the student would like to discuss with a counselor. Students wishing to visit a counselor should get a pass from their teacher and contact the secretary in the guidance office.

FIRE, TORNADO, AND EARTHQUAKE DRILLS

- During a Fire Drill, students will line up and leave the building in an orderly manner. Students should refrain from talking and remain with their teacher. Everyone will return to class upon the proper signal.
- During a Tornado Drill, students will go to the area designated for their classroom and assume the protective position. Students should refrain from talking. Everyone will return to class upon the proper signal.
- During an Earthquake Drill, students will assume the protective position inside their classroom. Students should refrain from talking and return to their desks upon the proper signal.

INTERNET USE

Students who have met the district's criteria regarding acceptable use of the internet may have access to the internet. The purpose of Internet access is to allow an expanded opportunity for research and education; therefore, all use of the internet must support education and research

consistent with the school district's educational objectives. The use of the internet is a privilege, not a right, and inappropriate use may result in loss of privilege and disciplinary action. It is the student's responsibility to know and abide by the district policy concerning the use of the internet.

CHROMEBOOK USE

Students must adhere to the district and school mandated policies for appropriate Chromebook use. It is the responsibility of the student to know and abide by the district and school policies concerning the use of a Chromebook. The most common daily instructional expectations of students are emphasized as follows:

- Students are expected to bring their Chromebooks fully charged and prepared for each class period every day.
- Students are expected to charge their Chromebooks at home and not bring school-issued Chromebook chargers to school. Loss of a school-issued Chromebook charger results in a \$50 technology fee.
- Students will follow the classroom expectations set by individual teachers regarding Chromebook usage for class.
- Students will only use the Chromebooks for instructional purposes during class.

When failure to follow these expectations, and/or the expectations outlined in the district Chromebook policy, becomes a disruption to the learning environment, students will be referred to administration.

GRADING SCALE

A = 90–100; B = 80–89; C = 70–79; D = 60–69; F = 59 and below

HONORS AND AWARDS

Valedictorian and Salutatorian

The senior with the highest GPA will be named Valedictorian. The senior with the second highest GPA will be named Salutatorian. Announcement of Valedictorian and Salutatorian will be made prior to the graduation ceremony after all senior grades are finalized and calculated. Additionally, in order to be named Valedictorian or Salutatorian, a student must have been enrolled as a student at Crescent High School for a minimum of two consecutive school years prior to graduation (11th and 12th grades). All approved course grades will be included in the calculation (Dual Credit, Virtual SC, and AIT).

Tiger Seal Diploma

Seniors with a final class rank in the top ten of the graduating class will be recipients of the Tiger Seal Diploma. Recipients of the Tiger Seal Diploma will be announced prior to the graduation ceremony after all senior grades are finalized and calculated.

Calculations for Valedictorian, Salutatorian, & Tiger Seal Diploma are not rounded. The GPA is carried to three decimal places. Dual credit, virtual school, and other approved correspondence courses must close prior to or follow the same grading schedule as Crescent High School. To clarify, if a course ends after CHS senior grades are due, it will not count towards calculations for Valedictorian, Salutatorian or Tiger Seal Diploma.

Junior Marshal

A student in the 11th grade who has maintained a cumulative GPA of a 4.75 through the end of the third quarter will be considered a Junior Marshal. The student with the highest GPA will be designated as Head Junior Marshal and the student with the second highest GPA will be designated as Recessional Marshal. Announcement of Junior Marshals will be made prior to Awards Day.

Honor Graduate

A senior and/or graduating junior who has maintained a cumulative GPA of 4.5 through the third quarter will be considered an Honor Graduate. Announcement of Honor Graduates will be made at the Senior Awards Day ceremony.

High Honor Graduate

A senior and/or graduating junior who has maintained a cumulative GPA of a 4.75 through the third quarter will be considered a High Honor Graduate. Announcement of High Honor Graduate will be made at the Senior Awards Day ceremony.

Calculations for Honor Graduate, High Honor Graduate, and Junior Marshal are not rounded. The GPA is carried to three decimal places. Dual credit, virtual school, and other approved correspondence courses that close after the last day of the first semester will not be factored into Honor Graduate, High Honor Graduate, and Junior Marshal calculations. Exceptions to this policy are made for courses that are led by an Anderson School District Three instructor and follow the same grading schedule as Crescent High School where Quarter 3 grades are available.

Academic Letter

To receive an academic letter, a student must have an overall GPA of a 4.5 for an academic year. Letters are awarded at the beginning of each year based on the prior year at Crescent High School. For graduating students, calculations for Academic Letter will be made at the end of the

third quarter. All other Academic Letter calculations will be made in the fall of the following school year.

EXAM EXEMPTION POLICY

A student must have a minimum overall course average of 90 and no more than 5 unexcused absences to exempt the final exam. Exams will count as 10% of the final grade. No student may exempt a state-mandated end-of-course exam. State-mandated end-of-course exams count as 20% of the final grade in the specific courses.

MAKE UP WORK POLICY

- It is the responsibility of the student to secure and complete work that is missed during an absence.
- Students have the same number of class days missed to complete work and the work will be due the class meeting following. For example, two days missed - the work will be due on or before the third day back. In certain circumstances, an extension of this limit may be arranged between student and teacher.
- Once the make-up deadline has passed, the late work policy will apply. Late Work Policy- If a student fails to turn in an assignment on the day it is due, then a "1" will be entered into the gradebook with a "Missing" marker. Students may lose ten points a day for every day the assignment is late with a maximum deduction of 40 points. All work must be completed by the end of the nine weeks.
- Exceptions to the normal make-up policy would be in certain situations where the deadline was communicated prior to the absence. Example: "Research paper due May 3rd"
- Assessments that are missed should be taken within the make up period at a time arranged with the teacher. This could include after school time during Tiger Block.

CRESCENT HIGH SCHOOL PARKING POLICY

Parking on campus is a privilege and not a right. The privilege to park may be revoked at the school administration's discretion if the student's behavior or academic performance does not meet expectations.

1. All fees/debts must be paid to purchase a parking permit.
2. The parking fee will be \$20.00 per year.
3. Students who purchase a permit will be assigned a space and will be allowed to park only in their assigned space. The vehicle that the student registers must be in his/her name or his/her legal guardian's name. A student may not purchase a permit for someone else to use it.
4. The permit must be displayed in a location designated by the administration.

5. Students must present their valid driver's license and proof of insurance to purchase a permit.
6. Students must register the tag number, make, and color of any vehicle that they may drive to school.
7. No refunds will be given for any reason.
8. Seniors will have the first choice of parking spaces.

PROM, WINTER BALL, AND OTHER PAID SCHOOL EVENTS

The following will exclude students from participating in prom, dances, and other paid school events:

- Attendance - 5 or more unlawful absences for any course during the school year
- Grades - Failing more than one course during the current school year
- Discipline - 5 or more days of OSS during the current school year
- Fees Owed - Any outstanding fees

Eligible students wishing to purchase prom tickets will be required to sign a Prom Contract.

FEES

Failure to pay fees, owed monies, return school property, etc. will result in one or more of the following:

1. Your report card may be held.
2. Your records may not be released.
3. If you are a senior, you may not be allowed to participate in the graduation ceremony.
4. You may not be allowed to register for the upcoming school year.
5. Privileges revoked.
6. Field trips may be revoked; No prom or other paid school events.

LOCKER INFORMATION

Lockers are the property of Crescent High School and, as such, can be searched at any time by school officials. The student to whom the locker is assigned does not have to be present when the search is conducted. You are responsible for the contents of your locker. Keep it locked at all times.

Additional Locker Information

1. You must use the locker that has been assigned to you by the school. Sharing lockers is prohibited.
2. You must use the lock provided to you by the school. School officials will remove any other lock. Failure to return the lock at the end of the year will result in an \$8.00 replacement fee.

3. Writing on the outside or inside of the locker, minor damage to the locker, etc. will be considered minor vandalism and will be dealt with based on the student handbook's discipline code.
4. Major damage to the locker will be considered on a case-by-case basis.
5. Please refrain from overfilling your locker. This practice causes damage to the locker and may result in a fee.
6. Your lock should be kept on your locker and locked at all times. You are responsible for the contents of your locker.

ATTENDANCE POLICY

Quick Reference:

	To Earn Course Credit (120 hours Seat Time)	Truancy
Number of Absences Allowed	Full Credit Course - 5 absences ½ Credit Course - 3 absences	5 unlawful absences or 3 consecutive unlawful absences
Excuses Allowed	Medical Court/Legal Bereavement	Lawful Absences - Medical Court/Legal Bereavement Parent Note (6/3)*
Timeline	Excuse turned in within 3 days of absence. If a medical, court/legal, or bereavement excuse is not provided within 3 days of the absence without prior approval, the absence is unexcused.	Excuse turned in within 3 days of absence. If a lawful excuse is not provided within 3 days of the absence without prior approval, the absence is unlawful.

***IT IS VERY IMPORTANT TO NOTE THAT THERE IS A SIGNIFICANT DIFFERENCE IN THE ABSENCES ALLOWED IN RELATIONSHIP TO TRUANCY AND SEAT TIME. ALTHOUGH PARENT NOTES ARE ALLOWED (6 FOR A FULL CREDIT COURSE/3 FOR A HALF CREDIT COURSE) FOR TRUANCY PURPOSES, PARENT NOTES DO NOT EXCUSE ABSENCES FOR COURSE CREDIT/SEAT TIME ATTENDANCE REQUIREMENTS.**

Crescent High School Attendance Policy

Students must be enrolled and attend school regularly. It is the student and parent's responsibility to make sure the student stays within the state and district attendance guidelines by using the parent portal and keeping all notes regarding absences up-to-date.

Students who are absent 10 consecutive days will be removed from the active student status and dropped from the rolls.

Absences fall into two categories: lawful and unlawful. A student is truant when he/she has accumulated 5 unlawful absences or 3 consecutive unlawful absences. School officials will develop an intervention plan for students who are truant. Once an attendance intervention plan is established, if the student accumulates 2 additional unlawful absences (consecutive or nonconsecutive), then the student will be referred for truancy.

Lawful Absences

- Illness – An illness that is certified by a doctor's statement is a lawful or excused absence. We encourage the scheduling of medical appointments, when possible, at times that would not interfere with school. Medical excuses will not be accepted beyond the last day of student attendance. A student's absence may be made lawful for personal illness up to six times by parent/legal guardian signature. In high school, a student may have up to six parent/legal guardian statements in a one unit course and three parent/legal guardian statements in a one-half unit course. Parent/legal guardian statements should be used for personal illness, family illness, etc. Parent/legal guardian statements should not be used for vacations, going out of town, trips, etc. These are considered unlawful absences. **Please note that while a parent note can be written for a lawful absence, parent statements do not excuse absences for course credit/seat time requirements.**
- Bereavement – When there has been a death in the student's immediate family and the student has been absent as a result, then the absence will be excused or lawful. The principal may require evidence in addition to a parent/guardian statement. The length of a bereavement absence can be established on a case-by-case basis by the principal.
- Legal/Court – An absence due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services will be excused or lawful.
- School Function or Activities – Student absences for activities that are school-related will be excused or lawful.
- Religious Holidays of Their Faith – Students may be excused for religious holidays of their faith when these holidays fall on a school day. The principal reserves the right to require evidence in addition to a statement from a parent/guardian.

When a student is lawfully absent, he/she will present a statement to the building designated person (e.g., homeroom teacher or main office personnel) from home or the doctor within **three days** of returning to school. **If the statement is not presented by the third day, the absence may be considered unexcused and therefore will be unlawful.**

The statement will include the following.

- name of the student
- reason for the excuse
- date for the absence
- signature of parent/legal guardian, medical doctor or dentist

Unlawful Absences

- Absences for which a student fails to provide to the school a valid excuse within the acceptable 3 day time frame.
- Parent/legal guardian statements above the acceptable limit or written for unacceptable reasons.

Seat Time Requirements for Course Credit

A student must meet the state and district requirements for school attendance and earn a passing grade of 60 or above to receive credit for a course. If a student does not meet the requirement for attendance but receives a passing grade, the student will receive an FA (Failure Due to Excessive Absences) for the course. **Course credit will be denied for students who accumulate more than 5 unexcused absences in a full credit course or 3 unexcused absences in a half credit course.**

All absences that exceed the limits stated above must be accompanied by a medical, bereavement, or legal (court) excuse. **Parent notes do not excuse absences for course credit/seat time attendance requirements.**

Attendance is recorded in each class period and is calculated for each class individually. Tardies and early dismissals can result in an absence. The same documentation applies to tardies and early dismissals as absences. **Students who attend a minimum of ½ of a class period will be marked present for that period unless the number of early dismissals for that class period has exceeded 3. Once a student has accumulated 3 early dismissals in a class period, every additional early dismissal for that class period will count as an unexcused absence unless accompanied by a medical, bereavement, or legal (court) excuse. Parent notes do not excuse absences that result from early dismissals.** It is the student and parent's responsibility to make sure the student stays within the state and district attendance guidelines by using the parent portal and keeping all notes regarding absences up-to-date.

Board Policy JE Student Attendance:

State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten approved by the state board of education, the South Carolina Independent Schools Association or approved by the district for homeschooling. A parent/legal guardian whose child or ward is not six years old on or before September 1st of the school year may waive kindergarten attendance for his/her child.

The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed.

Board Policy JH Student Absences and Excuses:

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

In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed. The board may grant approval of excessive absences in accordance with board policy.

The district will utilize a written intervention plan for improving student attendance. The purpose of the plan will be to link students with attendance problems and their families to all appropriate school and community resources.

The board recognizes that truancy is primarily an educational issue and will take all reasonable, educationally sound, and corrective actions prior to resorting to the juvenile justice system.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the teacher will refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances:

- He/She is ill and their attendance in school would endanger his/her health or the health of others.
- There is a death or serious illness in his/her immediate family.
- There are appointments for medical or dental reasons.
- There is a recognized religious holiday of the student's faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
- A child in foster care who must be absent due to a certified court appearance or related court ordered activity including, but not limited to, court ordered treatment services.

Serious illness in the immediate family will be defined as a family hospitalized or confined to home. Physician certification is required for home confinement. Immediate family will consist of parents/legal guardians, brothers, sisters, grandparents, aunts, uncles, step-parents, step-brother, or step-sister.

The district will consider students unlawfully absent under the following circumstances:

- He/She is willfully absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.

Suspension is not to be counted as an unlawful absence for truancy purposes.

Tardiness

Students are expected to arrive at school on time and to report to each class on time. Students who enter a classroom late are disruptive to the instructional program and may be subject to disciplinary actions. Habitually tardy students may be referred to the attendance officer.

Minimum Day in School

In elementary school, a student who misses a portion of a school day for a lawful reason will be counted present if he/she is at school for 50 percent of the instructional day.

In middle and high school, attendance is based on class periods. For example, if a student attends five of seven periods, he/she is marked present in five and absent in two. If any class is missed at the middle or high school, the student will not get credit for the day en route to perfect attendance.

The principal will be responsible for implementing and expediting medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school.

Board Policy AR JH-R Student Absences and Excuses:

The board designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days.

Unlawful absences

A student ages six to 17 years who has three consecutive unlawful absences or a total of five unlawful absences is considered truant as defined by state board of education regulation.

A student ages 12 to 17 years who fails to comply with the school's intervention plan and accumulates two or more additional unlawful absences is considered a habitual truant.

A student ages 12 to 17 years who has been through the school intervention process, has reached the level of a habitual truant, has been referred to family court and placed on an order to attend school and continues to accumulate unlawful absences is considered a chronic truant.

Intervention

In order to encourage and assist students in attending school regularly, the administration will administer the following intervention procedures.

Once a student is determined to be truant, school officials will make every reasonable effort to meet with the parent/legal guardian to identify the reasons for the student's continued absence, including telephone calls, home visits, written messages and e-mails.

A written intervention plan will be developed by school administrators in conjunction with the student and the parent/legal guardian. The intervention plan must include, but is not limited to, the following.

- a designated person to lead the intervention team (may be someone from another agency)
- reasons for the unlawful absences
- actions the parent/legal guardian and student will take to resolve the causes of the unlawful absences
- documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs
- actions to be taken by intervention team members
- actions to be taken in the event unlawful absences continue
- signature of parent/legal guardian or evidence that attempts were made to include them
- documentation of involvement of team members
- guidelines for making revisions to the plan

School officials may utilize a team intervention approach to include representatives from social services, community mental health, substance abuse and prevention and other persons deemed appropriate in formulating the intervention plans.

Referrals and judicial intervention

The district will not refer a child ages six to 17 years to the family court to be placed on an order to attend school prior to the written intervention plan being completed by the school with the parent/legal guardian. The district will not use a consent order from any local school or district as an intervention plan.

Refusal by the parent/legal guardian to cooperate with school intervention planning can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

The district will inform the parent/legal guardian and/or the student of their right to have legal representation and their right to a trial at this time.

If the situation continues to where the student is classified as a habitual truant, school officials may file a petition for a school attendance order. Once a school attendance order has been issued by the family court and the student continues to accumulate absences to the point of

becoming a chronic truant, school officials may refer the case back to family court. The school and district will exhaust all reasonable alternatives prior to petitioning the family court to hold the student and/or parent/legal guardian in contempt of court.

Transfer to another school

If a student transfers to another public school in the state, the district will forward the student's intervention plan to the receiving school.

Approval of absences in excess of 10 days

After 10 lawful or unlawful absences or a combination thereof, the principal of the school will approve or disapprove each succeeding absence. Furthermore, in order to more fully clarify unusual or unexpected mitigating circumstances, each school principal should evaluate individually and approve the following lawful absence situations within reason.

- family educational trips
- community and church related performing groups
- organized competitive events or related activities

Lawful absence excuse procedures

When a student is lawfully absent, he/she will present a note to the building designated person (e.g., homeroom teacher or main office personnel) from home or the doctor within three days of returning to school. If the excuse is not presented by the third day, the absence will be considered unexcused and therefore will be unlawful.

The excuse will include the following.

- name of the student
- reason for the excuse
- date for the absence
- signature of parent/legal guardian, medical doctor or dentist

A student may be excused for personal illness up to six times by parent/legal guardian signature. In high school, a student may have up to six parent/legal guardian notes in a one unit course and three parent/legal guardian notes in a one-half unit course. Parent/legal guardian notes should be used for personal illness, family illness, etc. Parent/legal guardian notes should not be used for vacations, going out of town, trips, etc. These are considered unlawful absences. After the six illnesses with the parent/legal guardian excuse, a student will be excused only with a signed excuse from a medical doctor or dentist. These six illness days are not to be interpreted as the first six personal illness days. One's first personal illness day of the year may be supported by a doctor's excuse for personal illness, thereby preserving the six illnesses for which a parent/legal guardian excuse is deemed lawful. But no more than six parent/legal guardian notes documenting personal illness will be considered lawful throughout the entire school year. All absences that exceed the limits stated above must be accompanied by a medical excuse, dental excuse or legal (court) excuse.

Early dismissal excuse for a medical or dental appointment

The student will present a note to his/her homeroom teacher or the main office - as directed by the principal - prior to the first class period of the day. Included in the note will be the date of the appointment, name of the doctor or dentist and the signature of the parent/legal guardian. The student will then sign out in the main office at the appropriate time.

ATTENDANCE RECOVERY

Attendance recovery will be offered using the following guidelines.

- 90 minutes of attendance recovery will equal one class period missed.
- The maximum number of periods recovered will be 8 for a full unit course and 4 for a half unit course.
- The cost will be \$5 per class period needed.
- Students must be on time and will be dismissed for misbehavior.
- The fee is non-refundable.
- Any exceptions to these rules will require principal approval.

EARLY DISMISSAL POLICY

To protect instructional time, advanced early dismissals should occur only during transition times throughout the school day. Every effort should be made to plan early dismissals, in advance, to occur during class changes and lunchtimes. Administration reserves the right to make exceptions in the case of medical and/or emergency situations.

Student dismissals to go off campus for lunch and return to school are not permitted.

Early dismissals can result in an absence. **Once a student has accumulated 3 early dismissals in a class period, every additional early dismissal for that class period will count as an unexcused absence unless accompanied by a medical, bereavement, or legal (court) excuse. Parent notes do not excuse absences that result from early dismissals.**

All early dismissal requests should include name, time of early dismissal, reason for dismissal, signature of the parent/legal guardian, and telephone number where the parent/legal guardian may be reached for verification. No student will be dismissed without written verification from the parent/legal guardian. The administration reserves the right to decline an early dismissal note from a student. If a student continually requests early dismissals, the administration can stipulate that the student will only be released when the parent/guardian comes to the school and requests his/her release. Early dismissal requests can also be declined if the written statement cannot be verified. **Parent emails/phone calls during the day are NOT an appropriate means of early dismissal outside of emergency situations.**

LATE ARRIVAL/EARLY RELEASE POLICY

Seniors and juniors may apply for the privilege of late arrival and/or early release. **This privilege may be revoked for disciplinary infractions that result in ISS, OSS, failing grades, poor attendance, loitering, or other reasons determined by the administration.** Students cannot request early release unless they have finished all classes for the day. Late arrival/early dismissal will not be granted to students with outstanding school fees/debt.

CHS is not responsible for transportation or any accidents that occur before the student arrives at school or after the student has left the building.

Late arrival students are not to arrive on campus or enter the building prior to their first class unless approved by the administration. They are responsible for being on time for their first class.

Early release students must leave the building immediately after their last period class. Students are not to return to campus after leaving unless approved by the administration.

Late arrival and early release is a privilege, and specific requirements will have to be met by the student. This includes transportation. It is the student's responsibility to know the class schedule for each day. The schedule will change periodically due to activities.

SCHOOL HEALTH

School Health services are available for every student in the school. These services include health education, health promotion, screening for early disease detection, medication administration, immunization compliance, basic first aid, and emergency response. Students wishing to see the nurse should request a pass from his/her teacher to visit the nurse's office. Student visits should be limited.

MEDICATIONS

Our District Policy permits the principal or designee to administer medications during school hours under the following conditions:

- Medications must be supplied from home in the original container or properly labeled pharmacy container. NO aspirin or salicylate-containing medicines are allowed.
- A consent form signed by a parent or guardian must come with the medication. The form should include the student's full name, the name of the medication, the dose, and the time it is to be given. No exceptions will be made to this requirement.
- All medication will be kept in the nurse's office for distribution. Students are not allowed to keep any medication with them. The only exceptions are medicines such as inhalers; however, a written statement from a doctor is required.
- We must be able to reach your parent/guardian if an emergency occurs. If you do not have a phone, we must have a way to ensure that your parent/guardian can be

contacted. Please notify the office and school nurse of any changes in your phone number during the school year.

CELL PHONE POLICY

Cell phones and electronic devices are allowed in the cafeteria during breakfast, lunch, and once the 3:20pm bell rings. All phones and electronic devices are prohibited for use outside of these times. No cell phones or ear buds are allowed in the hallways due to safety and procedural requirements. The use of all (non-school issued) electronic devices inside the classroom are also prohibited without teacher approval. If cell phones/electronic devices are seen or heard by school personnel during unauthorized times, they will be confiscated.

Corrective procedures for cell phone use in the classroom:

- 1st offense — The device will be held for a parent.
- 2nd offense — 1 day ASD and the device will be held for a parent.
- 3rd offense — 2 days ASD and the device will be held for a parent.
- 4th offense - 1 Day ISS and the device will be held for a parent.

A student that refuses to surrender the device will be suspended and may be recommended for expulsion with placement at the Anderson County Alternative School.

STUDENT ID POLICY

Students and staff are required to wear identification badges on school grounds for safety and identification purposes.

- One ID badge and lanyard is given to each student free of charge
- Students will also receive their 1st replacement free of charge.
- Students may purchase additional badges for \$5 and one day temporary IDs for \$1.
- The ID should not be defaced and it should reflect the current school year on the front.
- Students are not permitted to use other students' IDs.
- Students IDs will be used to go through the lunch lines, check out textbooks, and check out materials from the Media Center.
- IDs will include:
 - Name and Picture
 - Grade Level
 - AIT Designation if Applicable
 - Tri-County Designation if Applicable
 - Student Specific Barcode
 - Qwerty Code link to the student handbook on the back.

ID Procedures

- Students will purchase replacement IDs and/or temporary IDs each morning prior to school starting in the front office.
- Students are allowed 4 temporary ID's prior to being required to purchase a new ID and/or serve after school detention on the 5th offense.
- If students are late to class due to not having an ID, the student will be charged a tardy. Tardies will be processed in accordance with the CHS tardy policy.

DRESS CODE POLICY

Purpose: To promote generally accepted standards of decency, decorum, health, safety, and cleanliness among the students at Crescent High School

Crescent High School students are expected to observe the basic standards of cleanliness and good grooming and dress in such a way not to distract or cause disruption in the educational program or orderly operation of the school. Students' personal appearance should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the district to the community.

This code is designed as a guide and is by no means all-inclusive. An item of dress, article of clothing, or accessory should not be deemed "approved" simply because it is not listed herein. In addition, the administration reserves the right to address inappropriate clothing on an individual basis in all grades.

General Dress Code Statements

- The school administration reserves the right to prohibit any item of clothing or symbols that are inappropriate or disruptive to the daily operation of the school.
- Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.
- Students will be given an opportunity to change out of the illegal garment.
- Students that do not change will report to ISS.

Guidelines:

1. Students should present a neat and well-groomed appearance.
2. All garments (shorts, skirts, dresses, etc.) - no more than 3 inches above the knee.
3. Holes, tears, or frayed areas more than 3 inches above the knee are prohibited.
4. Shorts, jeans, slacks, etc. must be worn at waist level.
5. Small straps (less than 3 inches wide) and garments that expose the undergarment and cleavage are prohibited.
6. Garments that are see-through or expose the back, belly, sides, or midriff when the student raises his/her arms to shoulder height are prohibited.

7. Tank tops, muscle shirts, and bike shorts are not to be worn on campus during regular school hours.
8. Hats, caps, hoods, sunglasses, and other headgear are not to be worn inside the building.
9. Clothing that depicts alcohol, drugs, tobacco, racial slurs, sexual suggestions/innuendoes, or inappropriate language is prohibited.
10. Beach and sleepwear are prohibited. No bedroom shoes, pajama pants, or blankets.
11. Garments with writing across all or a portion of the seat are prohibited.

Items that can be worn:

1. Pants, shorts, and skirts that are worn at the waist
2. Dresses, skirts, shorts, or pants that show no visible skin more than 3 inches above the knee—Clothing should be worn at the proper waist level. Exceptions to the length of shorts may be made for physical education, Special Olympics, field days, etc.
3. Clothing that fits the wearer appropriately, covers all types of underclothing, and is designed for wear outside the home. Overly tight clothing is not allowed.
4. Pants that are worn with equal pant lengths
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs or midriffs during the course of normal movement
6. Shoes or sandals
7. Accessories or clothing that does not pose a safety threat to self or others
8. Clothing that is not see-through
9. Items that do not advertise alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans, pictures, and/or offensive materials
10. Leggings, jeggings, yoga, or exercise pants may be worn with a blouse, sweater, or top that is long enough to cover the behind and be equally as long in the front.

Prohibited Items:

1. Hats and/or other head coverings including hoods, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings. These items will be confiscated.
2. Items advertising alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Also, to include oversized clothing of any type of garments that may be determined could conceal dangerous articles or items.
6. Sleeveless tops with straps less than 3 inches wide
7. Clothing that is see-through
8. Provocative and suggestive clothing
9. Blankets of any kind, pajamas, bedroom shoes, and beachwear

***Any dress code violation results in In-School Suspension after the initial warning. No student shall be allowed to attend class while in violation of the dress code.**

DISCIPLINE CODE

- This discipline code is continuous for the entire school year.
- This code is in effect on school grounds before, during, and after school hours; on school grounds at any and all school activities, including away games, club/group meetings, etc.; any time or place where the student's conduct will affect the school's ability to maintain an orderly and safe environment. This discipline code also applies to the school buses.
- There are three levels of offenses.

LEVEL 1 OFFENSES

1. Class misbehaviors include talking, out of seat, throwing objects, etc. The teacher should handle class misbehaviors until the teacher deems it appropriate to refer the student to the administration. All documentation should be sent with the referral.
2. Cutting class without leaving school grounds.
3. Distribution or sale of material unauthorized by the principal.
4. Loitering/misbehaving before, during, or after school in restrooms, hallways, or other parts of the campus.
5. Disruptive behavior.
6. Dress code violations.
7. Driving violations—including driving on the track or having a vehicle behind the bleachers at any time.
8. Improper use of school telephone/machines.
9. Inappropriate display of affection between students, including any contact other than hand-holding.
10. Food or drink out of the designated area.
11. Out of designated area and/or no hall pass.
12. Copying or allowing others to copy your homework, daily work, etc. This does not include tests, projects, papers, etc.

Corrective procedures for Level 1 Offenses # 1–12:

Corrective procedures can include, but are not limited to the following: ASD, ISS, OSS, Parent/Student Conferences, Recommendation for Expulsion, Recommendation for Alternative placement, Class Detention, Saturday Detention, Lunch Detention, Notification of Law Enforcement, and other any additional consequences deemed necessary by school/district administration.

LEVEL 2 OFFENSES

1. Using inappropriate/obscene language, gestures, or symbols.
2. The use of obscene/profane language directed toward another student. The use of certain words will result in a one-day OSS.
3. Forgery, lying, dishonesty, cheating, presenting an altered medical, court excuse.
4. Disrespect directed toward another student.

5. Leaving school grounds without permission.
6. Absent from school without permission.
7. Tampering, removing, or discharging fire extinguishers without just cause. Tampering, opening, or removing the defibrillators from their housing.
8. Possession/distribution of obscene literature, pictures, devices, etc.
9. Continuous disruption of the learning process.
10. Disrespect/disobedience directed toward a district employee/visitor.
11. Threatening other students.
12. Destroying another student's property.
13. Minor vandalism.
14. Gambling
15. Trespassing and/or riding school bus under suspension.
16. Using obscene, profane language, gesture toward a district employee.
17. Conduct that endangers or impairs the safety and/or well-being of others.

Corrective Procedures for Level 2 Offenses #1-17:

Corrective procedures can include, but are not limited to the following: ASD, ISS, OSS, Parent/Student Conferences, Recommendation for Expulsion, Recommendation for Alternative placement, Class Detention, Saturday Detention, Lunch Detention, Notification of Law Enforcement, and other any additional consequences deemed necessary by school/district administration.

18. Improper use of technology resources, internet, and/or Chromebooks.

Corrective procedures for Level 2 Offense #18:

- First offense—Punishment will be based on administrative judgment. Punishment can include suspension and loss of technology/internet privileges.
- Second offense—1 day of OSS with a parent/guardian conference in order for students to re-enter school.
- Third offense—2 days OSS with parent/guardian conference in order for the student to re-enter school.
- Fourth offense—Punishment will be based on administrative judgment. Punishment could be expulsion and placement in the alternative school.

*Any other offense deemed Level 2 by the administration. To be determined by administration.

LEVEL 3 OFFENSES

1. Threatening, harassing, or intimidating a district employee.
2. Willful destruction of school and/or personal property.
3. Intentionally setting off fire alarms.
4. Proven theft.
5. Disturbing school.

6. Showing, using, transferring, or threatening to use weapons, smoke bombs, ammunition, explosives, fireworks, etc.
7. Arson attempted or possession of paraphernalia.
8. Unauthorized entrance accompanied by theft or damage of property.
9. Bomb threat.
10. Possession, consumption, or under the influence of illegal drugs or alcohol. Possession of drug and/or alcohol paraphernalia.
11. Receiving, transferring, possession with intent to distribute, selling, purchasing, or consumption of illegal drugs or alcohol.
12. Sexual assault of student or staff member.
13. Indecent exposure, lewd acts, inappropriate sexual conduct.
14. Any other criminal act.
15. Any other offense deemed Level 3 by the administration. Punishment will be determined by the administration.

Corrective Procedures for Level 3 Offenses:

Corrective procedures can include, but are not limited to the following: ASD, ISS, OSS, Parent/Student Conferences, Recommendation for Expulsion, Recommendation for Alternative placement, Class Detention, Saturday Detention, Lunch Detention, Notification of Law Enforcement, and other any additional consequences deemed necessary by school/district administration.

Any combination of Level 2 and Level 3 offenses may result in a recommendation for alternative school placement and/or expulsion.

FIGHTING

Students who are involved in fighting may be arrested and charged based on South Carolina law.

- First offense—Arrest, minimum 3 days OSS, and parent/guardian must accompany the student in order for the student to re-enter school. Additional punishment will be based on administrative judgment, including possible expulsion.
- Second offense—Arrest, minimum 5 days OSS, and parent/guardian must accompany the student in order for the student to re-enter school. Additional punishment will be based on administrative judgment, including possible expulsion.
- Third offense—Arrest, recommendation for placement in the alternative school/expulsion.

FIREARMS

Students who are involved will be arrested and charged based on South Carolina law.

Possession or transferring any kind of firearm.

- First offense—Arrest, recommendation for expulsion.

ANDERSON THREE POLICY ON HARASSMENT, INTIMIDATION OR BULLYING

Anderson Three defines harassment, intimidation or bullying as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following:

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

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint with the school administration. Complaints will be investigated promptly, thoroughly and confidentially.

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

Any student who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action up to and including expulsion. Individuals may also be referred to law enforcement.

Students, parents, and staff 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.

TOBACCO POLICY

The use and/or possession of tobacco products by students is prohibited. For the purpose of this policy, electronic smoking devices and associated materials will be considered tobacco products. Tobacco products also include but are not limited to: matches, lighters, pipes, cigarettes, rolling papers, snuff, chewing tobacco, cigars, electronic cigarettes, vapes, etc. This policy also pertains to students participating in extracurricular activities. The following consequences are in effect for students who violate the policy:

- First offense—ISS or OSS and student must complete the online tobacco coursework.
- Second offense—ISS or OSS and student must complete the online tobacco coursework.
- Third offense— OSS with parent/guardian conference in order for the student to re-enter school.
- Fourth offense—The student may be recommended for expulsion and placement in the alternative school.
- **All tobacco offenses will carry the maximum fine allowed by the Blue Ticket Law.**

UNEXCUSED TARDY POLICY

When a student receives his/her fourth cumulative unexcused tardy during a semester, the student will be referred to administration and assigned one day of after school detention. For each tardy after four, the student will be assigned an additional day of after school detention.

Students who arrive more than 10 minutes late to any class period without a pass may receive an automatic referral for cutting.

Chronic tardies will be dealt with on a case-by-case basis.

GENERAL NOTES ON THE DISCIPLINE CODE

- **Any student refusing to turn over an item or comply with a faculty/staff request will be written up as “refusal to obey/disrespect,” be assigned an automatic 5 days OSS, and be placed on a Behavior Contract upon return.**
- Failure to serve any teacher detention will result in being assigned one day ASD. In addition, the student must serve the teacher detention once the ASD is served.
- Failure to serve ASD will result in an additional day of ASD and the student will be assigned ISS until the ASD days are completed.
- A maximum of 5 ISS days will be allowed per semester. After 5 ISS days, all ISS offenses will become OSS.
- Repeated failure to serve ASD without prior parental permission can be considered a Level Two offense.
- Suspension starts at the end of the school day or when a student is dismissed from ASD, unless earlier as directed by the administration, on the day you receive your suspension notice.
- Suspensions end at the beginning of the school day on the morning after your last suspended day. Administration will consider extenuating circumstances involving holidays.
- Students are not allowed to attend, practice, and/or participate in extracurricular events during out of school suspensions. Please see the Anderson District 3 Student/Athlete Handbook for more details.
- Any student that accumulates 5 days of OSS will automatically be placed on a Behavior Contract.

This handbook is subject to revision by administration at any time.