

ABBEVILLE HIGH SCHOOL



STUDENT HANDBOOK

2023-2024

ABBEVILLE HIGH SCHOOL



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MISSION STATEMENT

The mission of Abbeville High School is to develop confident, competent, and caring individuals by providing educational experiences that encourage life-long learning and respect in a changing world.

ALMA MATER

We hail Thee, Abbeville High School
And sing Thy high praise;
With loyal devotion,
Remembering Thy days
When proudly we sought Thee
Thy children to be.
Here's Thy health, Abbeville High School
Forever to Thee!
As children of learning
We entered Thy walls,
And found dearest classmates
In Thy classic halls.
We honor and love Thee
As sons faithfully.
Here's Thy health, Abbeville High School
Forever to Thee!

The School District of Abbeville County does not discriminate on the basis of age, race, sex, color, handicap, religion, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

Please understand that this handbook does not cover every conceivable situation that might arise. The rules, policies and procedures set forth in this handbook are intended to apply under most circumstances, but some situations may require immediate or nonstandard responses. The handbook does not limit the authority of school administration to deviate from the rules and procedures set forth in the handbook or to deal with individual circumstances as they arise in the manner school administration deems most appropriate.

Dear Students and Parents:

Welcome to Abbeville High School for the 2023-2024 school year! We are happy to serve our students as they pursue their education and the educational opportunities that are offered to each student. Abbeville High School is strong in tradition and has established itself as an excellent institution in the areas of academics, athletics, and preparation of young people for the future. Our goal is to build upon this tradition and assist in moving our students to even higher levels of performance.

We expect each student to do his or her very best. With the many opportunities available, I believe each student will have a truly successful year. To do so will require a total commitment from each student.

Parents, it will take a commitment from you as well. Our students will only succeed when parents show their interest in their child's education. I ask that you communicate with your child's teachers and with your child concerning his or her progress. We appreciate our parents, students, and community support of the great programs we have in place.

Please take a moment to read the rights and responsibility handbook to become familiar with this information. It was developed as a guide and a referencing tool to help us provide a safe environment for all our students.

Sincerely,

Scott White
Principal

AHS students are expected to...

- 1. Come to school ready to learn and prepared for class.**
- 2. Arrive to each class before the tardy bell rings.**
- 3. Attend class every day. Attendance is taken each class period.**
- 4. Follow directions from ALL staff members.**
- 5. Report directly to their designated classes each day.**
- 6. Be respectful of all staff, students, and visitors.**
- 7. Sign-out with the Attendance Clerk for any Early Dismissal.**
- 8. Remain in supervised areas at all times.**
- 9. Contribute to a safe and orderly school environment.**
- 10. Be successful and Dream Big!**

OTHER IMPORTANT INFORMATION AND POLICIES

ACADEMIC AWARDS PROGRAMS

Academic and Departmental Awards Banquet is held each year. This ceremony is for students who are excelling academically, their parents and the AHS faculty.

ACADEMIC INTEGRITY

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore, all work and all grades should result from the student's own understanding and effort.

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

Academic dishonesty (Cheating) includes but is not limited to:

- Copying someone else's class work, homework, quizzes, other graded work or tests.
- Giving one's own work to someone else.
- Looking at someone else's paper or test and/or allowing them to look at your paper or test.
- Asking, receiving, or telling information about all or part of a quiz or test.
- Using unauthorized test aids such as cheat sheets and calculators.
- Using electronic devices such as pagers, cell phones, laptops, and MP3 players for the purpose of cheating.
- Working together on a take-home assignment unless the teacher specifically gives permission to do so.
- Using answer sheets found on the internet.

ASSEMBLY PROGRAMS

Assembly programs and pep rallies are held throughout the year for special purposes: to teach, to entertain, to honor, to display school spirit, to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected from all of our students as the audience. ***First and always, the members of the audience should respect the rights of the performer, speaker, or whomever might be presenting the program.*** The administration and faculty expect our students to meet that obligation.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate. (Ex. The National Beta Club induction requires silence;

- pep rallies encourage audience participation.) At pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
3. Honor and respect the dignity of the program. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way you treat other people.

Disciplinary action will be taken against those students who are disruptive or uncooperative. In some cases, assemblies, pep rallies or other events may be discontinued if the behavior continues to be inappropriate.

Participation in any extracurricular activity, including but not limited to: clubs, band, student organizations, choir, cheerleading, athletics, field trips, and other activities associated with Abbeville High School are privileges. A privilege is removable if a student is a disruption to the school or program. This includes behaviors during and after school which are associated with the program or other program participants. The following is a guideline for coaches and athletes, some behaviors can result in immediate loss of privilege as determined by the coach or administration.

ATHLETIC HANDBOOK

It is our philosophy to insist on exemplary behavior by our athletes at all times whether they are on the field of competition, the classroom, or in public. Remember that our players reflect our teachings as coaches.

Policies Regarding Student Athletes:

Coaches are responsible for making players aware of the following policies, for reminding them of the policies from time to time, and for seeing that they are followed.

1. We expect athletes in grades 9-12 to be accountable to their commitment to their teammates. Any student athlete that quits a team or activity or is released from a team or activity may not try out for another sport or activity until the present team's final game is complete. This will include any and all conditioning workouts. Coaches will report any athlete that quits or is removed from a team in which they are participating to the athletic director.
2. OSS is a serious offense and will be treated as such. Each athlete is responsible for his or her own behavior at all times, not just when his or her sport is in season. Therefore, coaches are responsible for checking discipline records of their athletes.
 - a. Any Athlete who is assigned ISS or OSS may not attend practice on the day of their consequence. In addition:
 - i. ISS First Offense - The Athlete will sit out of half of the next game.
 - ii. ISS Second Offense - The Athlete will be suspended for one contest.
 - iii. ISS Third Offense - The athlete will be dismissed from the team and may not try out for another team until the completion of that season.
 - iv. OSS First Offense - The Athlete will be suspended for one contest.
 - v. OSS Second Offense - The athlete will be dismissed from the team, and may not try out for another team until the completion of that season.

3. For athletic purposes, both ISS and OSS suspensions will begin when the student is dismissed from school on the day the disciplinary referral was adjudicated.
4. Any athlete who is formally charged with a felony will not be allowed to participate in any competition until they are formally cleared of the charges. Our athletes are responsible for their actions at all times. Our athletes must use good judgment.
5. Members of a team are to travel to and from athletic events with the team. The only exception will be for a player to be picked up personally by a parent and with the coaches' permission.
6. Athletes must abide by the dress regulations established by each head coach for both home and away contests.
7. Athletes found guilty of consumption or possession of alcohol or other drugs, not prescribed by a physician, will be dismissed from the team and from the athletic program for the remainder of the school year.
8. Student athletes must be present for at least one-half day to be eligible to practice or play in a contest. Exceptions can be made for medical reasons, school business, or a death in the family.
9. Athletes sent home from school by the nurse for medical illness, may not participate in practice and/or games for that day.
10. Athletes are single individuals who represent many. Inappropriate behavior at any school related function that embarrasses the school, team, or athletic program will not be tolerated. During a school related function, any athlete that acts in a manner that is deemed inappropriate by their coach, the athletic director, or the school administration may be suspended from a contest or dismissed from the squad immediately. In addition, an athlete may be denied the privilege of participating in any sport for the season that follows the incident. Decisions regarding dismissal and future participation will be within the jurisdiction of the athletic director.
11. Athletes ejected from a contest by an official will be suspended for the next contest. This will be a separate action from any action taken by the S.C. High School League.
12. Athletes will wear their uniforms in a manner in which it has been intended. There will be no sagging pants/shorts. Athletes will wear uniforms correctly.
13. Athletes who have met athletic eligibility standards before the season, will have to remain academically eligible throughout the entire season. Any athlete who is failing more than one course at Progress Reports or Report Cards, will be made to sit out of events until the grade is above passing.

ATHLETIC ELIGIBILITY

Abbeville High School athletics are governed by the *Athletic Department Rules and Regulations* that are sanctioned by the SC High School League. Students who wish to participate in NCAA Division I or Division II sports must submit valid SAT and/ or ACT scores and ***must have an overall passing average of 60 or better***. Please contact your guidance counselor if you have any questions/concerns regarding submission of test scores.

ATHLETIC INSURANCE

The athletic department provides secondary insurance coverage to be sure all athletes are covered in the event of an injury. Each parent or guardian will be asked to sign a form stating that athletes have some type of primary insurance coverage.

*** All fees and fines (including unpaid lunch fees) must be paid prior to any student being allowed to participate in any extracurricular events.***

ATTENDANCE PROCEDURES (for all students)

For 1.0 unit bearing courses, any student who attends fewer than 80 days or 120 hours per semester will not be eligible to receive credit unless the local board grants approval for excessive absences in accordance with local board policy. For ½ unit courses, students are required to attend at least 40 days in order to receive credit. Students will have the opportunity to attend Seat Time Recovery (at a cost) to make up content time for any excused day over the ten day or under the 120 hours limit. Seat Time Recovery will also be available to those students who surpass the five day limit in a ½ unit course. The ten day and five day limits are **inclusive of all absences, including medical, OSS, and parental excuses**. Parents have the legal responsibility of sending their children to school. The following procedures encourage regular attendance by students and allow school personnel to deal with student absences in a fair and consistent manner. Truancy absences are calculated differently than that of Carnegie Unit absences.

TYPES OF ABSENCES

I. Absence: not present at school for the entire day

- a. Excused absence
 - i. Serious, chronic or extended illnesses of the student certified by a physician
 - ii. Serious illness or death in the immediate family requiring the presence of the student
 - iii. Pre-arranged absences at the discretion of the Principal
 1. Field trip
 2. Military or academic exams such as SAT
 - iv. Recognized religious holidays
 - v. Mandated court appearance for student in foster care
- b. Unexcused absence
 - i. Any excuse not covered by provisions of excused condition
 - ii. The policy for make-up work will be followed
 - iii. Notes written and submitted by the parent are for informational purposes only. They will not be considered an official excuse for the purpose of attendance coding.
- c. Procedures for returning from absence:
 - i. Take completed and signed Parental Permission Form to front office along with authentic verification

- ii. Parental Permission Form and documentation should be returned within 3 days of absence

****Keep in mind-that an excused or unexcused absence is still an ABSENCE.****

It is the responsibility of the student to meet with his/her teacher to discuss any missed classwork and/or assignments due to being absent from class.

II. Early Dismissal: pre-arranged with Parental Permission Form signed by the parent/guardian

- a. Excused dismissal
 - i. Serious, chronic or extended illnesses of the student certified by a physician
 - ii. Serious illness or death in the immediate family requiring the presence of the student
 - iii. Pre-arranged absences at the discretion of the Principal
 - 1. Field trip
 - 2. Military or academic exams such as SAT
 - iv. Recognized religious holidays
 - v. Mandated court appearance for student in foster care
- b. Unexcused dismissal
 - i. Any excuse not covered by provisions of excused condition
Example: Please excuse John. He has something to do for me.
 - ii. Student may be dismissed, but will follow policy for make-up work
- c. Procedures for early dismissal:
 - i. Take completed and signed Parental Permission Form to front office prior to the tardy bell
 - ii. Faxes, emails, phone calls and text messages will not be accepted
 - iii. Request will be verified by a phone call to the parent/guardian
 - iv. Return to front office to sign out at time of dismissal
 - v. Notes requesting an Early Dismissal after 2:00 pm are not allowed. A parent/guardian must come in and sign his/her child out of school after 2:00 pm.
 - vi. During medical or administrative situations, phone calls will be allowed to have a student dismissed early
 - vii. The absence due to the Early Dismissal will be unexcused until the student brings authentic verification of appointment
 - viii. Verification documentation should be returned within 3 days of the early dismissal

III. Early Dismissal: not pre-arranged with Parental Permission Form signed by parent/guardian

- a. See information pertaining to unexcused and excused dismissal in item II above
- b. Procedures when no prior parental consent has been received:

- i. Parent/guardian must come in and sign his/her child out of school
 - ii. Faxes, emails, phone calls and text messages will not be accepted
 - iii. The student must sign out in front office
- c. During medical or administrative situations, phone calls will be allowed to have a student dismissed early
- d. The absence due to the Early Dismissal will be unexcused until the student brings authentic verification of appointment
- e. Verification documentation should be returned within 3 days of the early dismissal

IV. Early Dismissal after 2:00 pm

- a. Notes requesting an Early Dismissal after 2:00 pm are not allowed.
- b. A parent/guardian must come in and sign his/her child out of school after 2:00 pm.
- c. The absence due to the Early Dismissal will be unexcused until the student brings authentic verification of appointment
- d. Verification documentation should be returned within 3 days of the early dismissal

Any Early Dismissal 30 minutes prior to the conclusion of a class is considered an absence.

Once your early dismissal has been approved, your name will be placed on the absentee list noting the time you are to leave. Before you leave, you must come by the office and sign-out via the computer. Students may not leave class or school during examination periods.

V. Late arrival: arriving to school after any class has started

- a. Excused arrival
 - i. Serious, chronic or extended illnesses of the student certified by a physician
 - ii. Serious illness or death in the immediate family requiring the presence of the student
 - iii. Pre-arranged absences at the discretion of the Principal
 - 1. Field trip
 - 2. Military or academic exams such as SAT
 - iv. Recognized religious holidays
 - v. Mandated court appearance for student in foster care
- b. Unexcused arrival
 - i. Any excuse not covered by provisions of excused condition
Example: Please excuse John. He was with me.
 - ii. The policy for make-up work will be followed
- c. Procedures for late arrival:
 - i. Take completed and signed Parental Permission Form to front office
 - ii. Sign in at the front office
 - iii. Receive dated and time stamped pass to class

- iv. Give pass to teacher
- d. The absence due to the Late Arrival will be unexcused until the student brings authentic verification of appointment
- e. Verification documentation should be returned within 3 days of the late arrival

Any Late Arrival 30 minutes after the start of a semester class is considered an absence.

Each student's school day begins when a student arrives on campus. Students must follow proper check-out/check-in procedures.

The school day begins at 8:00 am and ends at 2:49 pm. The school is open to students at 7:30. Students must be picked up by 3:00 pm. Students should be on campus before or after these times only when involved in supervised school activities.

BELL SCHEDULE

7:30-7:55	Campus open; Breakfast
8:00-9:30	1st Block
9:34-11:04	2nd Block
11:08-1:07	3rd Block
11:08-11:33	1st Lunch (Tardy Bell at 11:37)
11:55-12:20	2nd Lunch (Tardy Bell at 12:24)
12:42-1:07	3rd Lunch
1:11-2:41	4th Block
3:00	Campus closed

Please note that times are subject to change to accommodate safety guidelines.

BETA CLUB

Beta Club is a nationally recognized organization that encompasses those students who exemplify academic excellence. In order to qualify for Beta Club membership, students must possess a B average in all core content classes from the previous school year. New member induction ceremonies are held during the fall semester.

BUS TRANSPORTATION

All students requesting bus transportation must complete a School Bus Pick-Up and Drop-Off Designation Form. The form must be signed and dated by a parent or guardian. Students will be assigned to bus routes based on the information submitted by the parent. A student will be allowed to change a pick-up or drop-off location only in case of an emergency. The request must be submitted in writing or in person by a parent or guardian and must be submitted by 1:00 pm. Every effort will be made to accommodate properly submitted requests although not guaranteed.

While being transported on a school bus, students are expected to follow all rules and directions of the driver and monitor. Any violations will result in disciplinary action.

CAFETERIA MEALS

Students are expected to keep the cafeteria clean and orderly by taking trays to designated containers and leaving tables and floor areas in proper condition for those who follow. Students may obtain free and reduced lunch forms from the cafeteria manager in the cafeteria. Breakfast is available in the cafeteria from 7:30AM. until 7:55AM. Students may deposit money into their accounts throughout the year in the lunchroom office.

CLOSED CAMPUS

Under no circumstances are students allowed to leave campus during their lunch or breaks to run errands, transport students, get take-outs, eat lunch out, etc. ***Under no circumstance is a student allowed to leave school before his/her regular dismissal time without first reporting to the attendance office.*** (See Dismissal Procedure under the Attendance section)

COMPUTER USAGE

Students using computers at Abbeville High School are to follow the appropriate regulations for utilizing school-owned computer equipment. Any student who misuses computer equipment will be subject to disciplinary measures. Rules pertaining to equipment usage will be distributed prior to the use of computers in labs or in classrooms. Access to the Internet on school district computers is to be for educational purposes only, ***including all email correspondence.*** The building administrators reserve the right to terminate the access of any student who misuses the Internet. The system administrators will determine what is inappropriate, and their decision will be final. Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students who have parental permission must sign a form acknowledging that they understand the administrative rule, that they will comply with the guidelines, and that they understand the consequences for violating these guidelines.

COPY MACHINE

A copy machine is available for student use in the Library Media Center. Copies are .05 cents per page.

CORRESPONDENCE OR INTERNET-BASED COURSES

Correspondence or internet-based courses will not be given additional weighting of credit.

COURSE SELECTION

Career Planning Guides and Course Request Forms are distributed each spring for students and parents/guardians to complete. As early as the ninth grade, students should determine their course selections based upon requirements and future plans. Entrance requirements in both colleges and technical schools vary greatly and should be considered before selections are made.

If the student originally requested a course, no change will be made in the schedule. Neither will changes be made based on teacher selection. No class change is official until the proper student course change notice has been completed and distributed by the guidance office. During the first few days of school, efforts will be made to accomplish legitimate changes required by the following circumstances:

- Computer or scheduling error (**being placed in a course you selected as a second or third choice is not an error**);
- Repeating a course previously failed under the same teacher;
- Scheduled to take a course for which credit has been previously granted; and
- Scheduled to take a course for which the prerequisites have not been met; i.e., Spanish II when the student failed Spanish I.

DELIVERIES TO SCHOOL

Abbeville High School **cannot** accept deliveries for students during the school day. This includes flowers, balloons, packages, food, etc.

DIPLOMA REQUIREMENTS

To qualify for a state high school diploma, a student must earn 24 units of credit distributed as follows:

English – 4	Economics – ½	Electives:
Math - 4	Government – ½	Occupational or
Other Science – 3	Other Social Studies – 1	Foreign Language - 1
Physical Education – 1	US History – 1	Free - 6
Computer Science – 1		Fine Arts - 1

DRESS CODE

The primary objective of the dress code is to provide a World-Class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school.

Personal appearance shall be such that it does not disrupt student work or school order, become a distraction to other students, or violate health and safety guidelines. The following standards apply and will be vigorously enforced.

- Student dress and grooming must be neat and clean. Clothing or jewelry is not permitted that displays profanity, adult content, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Shirts/blouses should be an appropriate length and not inappropriately expose body parts. At no time should the student's midriff be visible while standing, sitting, or participating in normal school activities, e.g. raising hand. Shoulder

straps must be at least the width of three fingers including straps worn underneath see-through garments. Undergarments must not be visible.

- Pants, shorts, and skirts must be worn at the waist level. Underclothing must not be partially or totally exposed. Skirts and dresses must be properly fitted and not be more than three inches above the knee all the way around. Shorts must be properly fitted and must reach at least 5 inches above the knee all the way around. Excessively baggy and excessively tight clothing is not permitted. Pajamas, night clothes, or lounging pants may not be worn. Torn clothing or pants with holes 5 inches above the knee that expose undergarments and/or skin may not be worn.
- Accessories such as hoods, sunglasses, hair curlers, skullies, do-rags, sleep caps, and bandanas may not be worn. Bandanas will be confiscated and not returned. Extraneous articles hanging from clothing such as chains are not permitted. Facial jewelry that causes a distraction is not permitted.
- Shoes or sandals must be worn. Slippers and house shoes are not allowed.

The following procedures will be followed for students who are in violation of the dress code policy:

- Teachers will check for appropriate attire in every class and in the hallway
- Teachers will submit a discipline referral for any violation that occurs in the classroom or in the hallway
- If the violation can be corrected, the student will remain in class or continue to class
- If the violation cannot be corrected, the student will be sent to administration with the discipline referral
- In cases where teachers are unsure if a violation has occurred, administration will be contacted to make a determination

* To ensure optimal student safety, the administration of Abbeville High School reserves the right to make any changes to the student dress code at any time throughout the school year.

ELECTRONIC DEVICES

For the purpose of this policy, an electronic device includes cell phone, earbuds and headphones.

- Cell phone use is permitted in the cafeteria, canteen and hallway. In the hallway, cell phones must only be used for non-verbal communication; i.e. students cannot talk on the phone.
- Earbud/Headphone use is not permitted on campus.
- Cell phone, earbud and headphone use is not permitted in the classroom.
- A cell phone may be charged in the classroom. The teacher will designate an area of the classroom that will be used for this purpose. The area should be located away from students in order to not be a distraction. During charging,

the cell phone will be powered off and will remain in the charging area for the duration of class. Students will retrieve their phone at the end of class.

- The consequences for violation of the electronic device policy is as follows:
 - Two (2) verbal warnings will be given. Each warning will be documented by the teacher
 - On the third (3rd) and subsequent offenses, a discipline referral will be submitted to administration with the following consequences as indicated in district policy
 - 1 ISS with parent contact
 - 1 OSS with parent contact
 - 2 OSS with parent contact

For every violation, the electronic device will be confiscated by the teacher. For every violation, the electronic device will be returned to the student at the end of class. The teacher or the student will turn the phone off when it is confiscated.

FIELD TRIPS

Students taking any type of trip sponsored by the school are required to have a permission form signed by the parent/legal guardian prior to the trip. The necessary permission forms will be supplied by the activity sponsor. It is the responsibility of the sponsoring teacher to collect permission forms from each student before leaving the school for the purpose of making a trip.

No school-sponsored group may be sent to represent the school without an adult school sponsor. Students' previous behaviors and/or attendance may prevent participation in a field trip. Faculty sponsors will qualify students for eligibility.

FIRE DRILL AND EVACUATION PLANS

Safety drills are serious matters. Look for posted fire and tornado drill information in each classroom.

- When the signal for a ***fire drill*** is given, proceed quickly and quietly in the direction shown by the fire drill information that is posted or as instructed by school personnel. Go single file in the hallways and proceed to the outside location as directed by your teacher. Remain with your class to ensure that proper roll call can be taken. All students must stay outside until the signal is given for return to class.
- When a ***tornado drill*** is initiated, assume a "duck-and-cover" position against an interior wall away from glass or machinery. Remain in position until instructions are given by your teacher/administrator to end the drill.
- ***Earthquake drills*** require that you "duck-and-cover" and then evacuate the building.

Note: All students are expected to follow without question all staff instructions during safety drills. Anyone found tampering with the fire alarm system is subject to expulsion from school.

FOOD AND DRINK

Food is not allowed in classrooms unless a teacher has arranged for a student to come during his or her lunch break to complete/makeup an assignment. No breakfast is allowed in the classroom.

Drinks are permitted in the classroom. Teachers may use discretion as to which drinks are allowed in his/her classroom. Students are not allowed to leave class to purchase a drink from the vending machine. Vending machines must be utilized before/after school, during lunch, or during class change.

The following drink containers are permitted within the building:

- Plastic bottle with a screw top
- Reusable cups, tumblers, mugs, etc. with a secure lid
- Reusable cups, tumblers, mugs, etc. with a secure lid and straw
- Athletic water bottles with a “squeeze and squirt” top

*In order to prevent spills, all containers must have a lid that can be securely closed.

The following drink containers are prohibited within the building:

- Cans
- Bottles without a top/lid
- Non-reusable cups (fast food cups, Styrofoam cups, etc.) with or without a lid

No glass containers of any kind

GRADE PLACEMENT

Grade Placement – To be considered in the:

- 9th Grade - Student must be promoted from 8th grade
- 10th Grade - Student must have earned 5 units (including 1 English, 1 Science, and 1 Math)
- 11th Grade - Student must have 11 units (including 2 English and 2 Math)
- 12th Grade - Student must have 17 units (including 3 English and 3 Math and 12 units)

GRADE EQUIVALENCY SCALE

- “A” 90-100
- “B” 80-89
- “C” 70-79
- “D” 60-69
- “F” 59 and below
- “I” Incomplete

GRADUATION

Students may participate in and receive a diploma at graduation provided that they have met all of the requirements as set forth by the State Department of Education.

Students may participate in graduation and receive a Special Education certificate upon earning sixteen SC units and four years attendance.

GUIDANCE COUNSELORS

Whether a student's problems are personal or academic, the guidance counselor's primary function is to provide assistance. Parents are encouraged to call or come for a visit any time that we can be of assistance. Students will be assigned a counselor for the duration of their high school years.

Counselor For Designated Grades:

Sandy Scott – 11th and 12th grades

HALL/RESTROOM PASS

AHS observes the **20-20 rule** which means students are not allowed to leave the classroom during the first 20 minutes nor the last 20 minutes of a semester class.

HEALTH SERVICES

If a student becomes ill or injured at school, he/she should report to the Front office. All medication prescription and non-prescription must be kept in the Health room. Students are not permitted to carry any medication with them.

HOMEBOUND INSTRUCTION

A special program of homebound instruction is available for a student who, because of illness, accident, or pregnancy, is unable to attend school.

1. A licensed physician must state in writing that the student is unable to attend school. (Forms may be obtained in the Guidance Office.)
2. Once a student is approved for homebound instruction (a procedure which must follow state and district guidelines), the student will be taught at home by a certified teacher. On the first day he returns to regular classes, his homebound status is ended.
3. A student is expected to be prepared to meet the homebound teacher on schedule, and do the assigned work between teacher visits.

This program is established only for those students who are unable to leave home to attend classes. Therefore, under normal circumstances, a homebound student would not be expected to attend school functions during or after the school

HONORS COURSES

Honors courses are intended for students exhibiting superior abilities and work ethic in the course content area. The honors curriculum will place emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level. Honors courses may be offered in English, Math, Science and Social Studies. Additionally, honors courses may be

designated in other content areas for courses where students are earning their 3rd and 4th Carnegie unit in the content areas provided the standards are met.

IMMUNIZATION REQUIREMENTS

Legislation requires all students to present a valid South Carolina Certificate of Immunization upon enrolling in school. The certificate should indicate all required immunizations for school attendance and will be kept on file in the guidance office.

LIBRARY MEDIA CENTER

The Library Media Center offers a place for students to do research, checkout materials, read, and study. It is open before and after school and during the entire school day. The following policies are to be followed when visiting the Library Media Center.

- Assume responsibility for all materials that are checked-out.
- Present a valid pass when entering the Library Media Center during class time.
- Behave in a quiet and respectful manner, leaving the Library Media Center neat and orderly. Disruptive behavior may result in the loss of Library Media Center privileges.
- It is the responsibility of the borrower to return books on time or pay a fine. An overdue fine is \$.10 per school day per book and becomes \$5.00 on the 15th school day overdue.
- No food or drink in the Library Media Center.

LOCKERS

Lockers are assigned at student registration at the beginning of the year. The assigned locker is the only one that the student is permitted to use. **Students should purchase and use a lock to secure their belongings in the locker.** The administration of Abbeville High School has the authority to search any student's locker when the administration considers the search necessary to maintain the integrity of the school environment and to protect other students.

LOST AND FOUND

It is good practice not to bring anything of value to school. Each student should lock their possessions in their assigned locker. Items of real value may be left in the front office for safekeeping when there is a reason for those to be brought to school. If a student should lose something valuable, he/she should first check with a teacher in a previous class and then in *Lost and Found* in the main office. **Note: Abbeville High School is not responsible for any lost or stolen items in any area of the school or campus.**

MAKE-UP POLICY

Class work and tests missed due to an excused absence must be completed when the student returns to school. The student should request the missed work from the teacher and arrange to stay after school to receive assistance or complete tests.

- If a student misses one day, then the missed work must be completed within 2 school days of the student's return.
- If a student misses one day and a scheduled test is given on the day of the absence, the student must make up the test on the day he/she returns to school.

- If the student misses two or more consecutive days, the make-up work must be completed within 5 school days.

Zeros (0) will be assigned for any work not completed within these deadlines.

If the absence is unexcused, the student will be allowed to make-up the work but no credit will be given.

OFF-LIMIT AREAS

1. The parking lots (student and teacher) are off limits during the normal school day.
2. Faculty lounges and workrooms are not to be utilized by students. Students are not to use the teacher copiers.
3. All athletic fields and areas around the athletic building, the band room, behind the school, and the other remote areas are off-limits at all times unless the students are under the direct supervision of a teacher or staff member.
4. During lunch, students may utilize the restrooms nearby on the 300 wing only. As a rule, students are to remain in the canteen area or in the cafeteria until the bell sounds at the end of the lunch period. Lockers are off-limits during the lunch break.

PARKING REGULATIONS

Parking permits are required of all students who park on campus. The permit must be displayed from the rear-view mirror where it is visible at all times. Permits may be purchased from the main office during the school day. Vehicles without decals are subject to being fined.

All cars must be parked properly and in designated areas. **Parking spaces are on a first come first served basis.**

Students should not park in faculty parking spaces or in visitor's parking spaces. Failure to adhere to parking regulations will result in the student paying parking fines and/or loss of driving privileges. Failure to pay fines within ten days or repeated parking violations will result in a loss of driving privileges. The student must supply a valid SC Driver's License.

Abbeville High School will not be responsible for theft of contents, theft of vehicle, damage to any vehicle or contents while the vehicle is on campus.

Note to students driving or riding off campus in a vehicle: Students, who drive/ride off campus in a vehicle, including those students who drive to and from the Career Center, must complete an application to do so.

P.E. EXCUSES

If a student is unable to participate in P.E. classes due to sickness or injury, he/she must bring a note for each day that he/she cannot participate. If a student has a medical problem that prohibits the student from participating in P.E. activities for an extended period of time, he/she must bring a note from the doctor. The note should also be given to the main office.

POLICE INTERROGATION AND INVESTIGATION

Schools have legal custody of students during the school day and during the hours of approved extracurricular activities. It is the implicit responsibility of the school administration to protect each student under their jurisdiction; therefore, the following policies will be followed:

- When law enforcement officers find it necessary to question students during the school day, the school principal or his designee shall be present. Questioning shall be done in a principal's or the resource officer's office; every reasonable effort will be made to contact the parent/legal guardian and inform them of the interrogation.
- If custody/arrest is involved and an official warrant has been issued, a principal shall assist the law enforcement officer in assuring that all procedural safeguards, as prescribed by law, are observed.

PROM

To be eligible to attend prom and invite a guest, a student must be either a junior or senior at Abbeville High School. All guests must have a minimum classification of 9th grade at Abbeville High School or another High School, a minimum age of 15 years old, and a maximum age of 20 years old. You must have your guest approved by the Principal if they are not an Abbeville High School Student. Students who have been expelled from any school are not eligible to attend prom. Juniors or Seniors **cannot** purchase tickets for underclassmen without attending with them as guests. All fees and fines must be paid prior to being able to purchase a ticket for the prom.

SCHOOL PUBLICATIONS

Abbeville High School provides many wonderful publications each year that serve to promote positive communication and school pride. **The Panther** is our school yearbook; the **Abbeville High School Home Page** (Internet Website) is available online at <http://ahs.acsdsc.org/> and the **Abbeville High School Improvement Summary Report** is produced annually each year.

Parents and students may also receive important information from our Facebook page [AHS Panthers](#) and our Twitter account @ [AHS Panthers SC](#)

STUDENT ID POLICY

The purpose of this policy is to ensure safety and security on the Abbeville High School (AHS) campus for the approximate 500 individuals who are on the campus each day.

Student identification cards will be provided to every student. EVERY student must have their ID card in their possession at all times while on school grounds; it is mandatory. It is crucial that we are able to identify everyone on campus. It is also crucial that we identify and exclude those individuals who have no legitimate business on AHS grounds during school hours and/or school activities. Identification of staff and students is a safety issue and will not be compromised when it comes to

safety of students and staff. ID cards help us in identifying students as well as trespassers.

Following are the procedures that all teachers and administrators will use to encourage our students who need assistance in complying with the policy.

It is solely the responsibility of the student to account for the whereabouts of his/her ID card.

Students must have their own ID cards. Sharing ID cards is not allowed.

The ID card continues to be the property of Abbeville High School and shall not be defaced. No pictures, writings, stickers, markings, cuttings, drawings, other photos, etc. are to be placed anywhere on the card. This applies to the front and back of the ID Card. Any card that is defaced must be replaced.

Students will not be allowed to borrow books or use the computers in the Media Center without ID cards.

All students must have their current year ID cards:

- a. in class
- b. between classes and to the restroom
- c. to buy lunch
- d. to borrow library books
- e. to check out textbooks
- f. on campus before or after school

Students must report and replace lost, stolen, altered, damaged, and defaced ID Cards IMMEDIATELY.

The cost to replace an ID card is \$3.00. The cost to replace a lanyard is \$1. IDs and lanyards must be purchased in either the front office or in the Media Center from Mrs. Sleister. If purchased in the office, then the receipt must be presented to Mrs. Sleister for replacement.

Students may purchase IDs during the following times:

- Before school from 7:30am to 7:45am
- During the student's designated lunch period
- After school from 2:50pm to 3:00pm

Students are not to leave class for replacement ID cards or lanyards.

The ID card must be presented to any school staff member or person of authority when seeking student identification.

For simplicity and consistency, consequences will progress similarly to our current tardy policy. If a student cannot provide their ID upon request the consequences are as follows:

- 1st offense – warning
- 2nd offense – 30 minute admin detention
- 3rd offense – 1 hour admin detention
- 4th and subsequent offense – 1 day ISS

This policy is subject to change as necessary to ensure the continued safety of faculty and students.

TARDY

A **tardy** is defined as any student not in their classroom when the bell rings.

An **absence** is defined as any student who misses **thirty (30) minutes** or more of a semester class period.

Consequences for tardies:

- 1st offense – warning
- 2nd offense – warning
- 3rd offense – 30 minute admin detention
- 4th offense – 1 hour admin detention
- 5th offense – 1 day ISS
- 6th and subsequent offense- 1 day OSS

Lawful and unlawful tardies

The district will consider the following circumstances resulting in late arrival and/or early dismissal as lawful (excused).

- Students are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Late arrivals and/or early dismissals for other reasons and/or extreme hardships at the discretion of the principal.

The district will consider the following circumstances resulting in late arrival and/or early dismissal as unlawful (unexcused).

- Students are willfully late or dismissed early from school without the knowledge of their parent/legal guardian.
- Students are tardy and/or dismissed early without acceptable cause with the knowledge of their parent/legal guardian.

TELEPHONE IN THE OFFICE

There is not a public phone available at AHS. The phone in the front reception area is available for emergencies. A student who becomes ill at school must report to the attendance office and will not be charged for a call home.

TESTING PROGRAM

End of Year Course Tests – These tests are in the areas of English II, Biology I, Algebra I, and U.S. History. The grades earned count 20% of final grade in the area tested.

PSAT/NMSQT (The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) - a two-hour version of the College Board Scholastic Aptitude Test. The test is offered in October and is recommended for juniors and sophomores who plan to go to college. The PSAT/NMSQT, taken during the junior year, will determine who receives recognition and financial assistance through the National Merit Foundation.

SAT - The Scholastic Aptitude Test of the College Entrance Examination Board. The test is used to predict a student's ability to achieve on the college level and is required for admission to most colleges. It is recommended that juniors take the SAT during the spring of their junior year and the seniors who plan to go to college should take it no later than December of their senior year.

ACT - The American College Testing Program is the counterpart to the SAT. In addition to verbal and mathematical abilities, this test measures abilities in social studies and natural sciences. Most colleges will accept the SAT or the ACT; however, it is best to check with the college to see which one is preferred. This test is typically administered in the spring to all public high school students in their third year of high school

WIN – This is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This test is typically administered in the spring to all public high school students their third year of high school. This test has replaced ACT WorkKeys.

ASVAB - The Armed Services Vocational Aptitude Battery is available to all interested juniors. The test measures aptitude abilities necessary for service in the military.

TEXTBOOKS

Textbooks are the property of the SC Dept. of Education and are issued free of charge to all students. Students are responsible for books issued to them. Before taking exams, students will be required to return all textbooks issued or be prepared to pay the amount to cover damages or losses.

The school will not be responsible for lost, stolen, or damaged textbooks under any circumstances. If a student loses a textbook, he/she must pay to replace the lost book.

USING DISTRICT OWNED DEVICES

Please see the full [ACSD Device Procedures Handbook](#) found on the Abbeville County School District website.

Expectations

- District owned devices are intended for use at school each day. Students are responsible for bringing their district owned device to all classes, unless specifically instructed otherwise by the teacher.
- In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their district owned device.

District Owned Devices Left at Home

Students who leave their district owned device at home are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

USE OF CAMERA

The district owned device comes equipped with both front and rear facing camera and video capabilities. The use of a camera in restrooms, locker rooms, or on the bus is strictly prohibited.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with the district's Internet Acceptable Use Policy IJNDB. Abbeville County School District retains the rights to any recording and/or publishing of any student's or staff member's work or image.

WITHDRAWING A STUDENT

The parent or legal guardian needs to present a valid photo ID in the Main Office and sign the Withdrawal Form. For your convenience, this can be done several days prior to the student's final day of attendance.

1. On or before the final day your child attends Abbeville High School, he/she needs to report to the Main Office to complete the following:
 - a. turn in all Library books to the Media Center and be prepared to pay fines if there are any
 - b. turn in all textbooks to the Assistant Principal's Office and be prepared to pay lost book fines if there are any
 - c. return uniforms (athletic, etc.) to the teacher or coach who issued them
 - d. pay any cafeteria fines to the cafeteria
 - e. remove all personal items from locker
2. Once we confirm that the student has turned in necessary items and paid any outstanding fines, we will provide a copy of the withdrawal form to be used for enrollment at your next school. Your new school must fax us (864-366-4939) a

Records Request Form on school letterhead in order to receive all official records after you enroll.

VISITORS

Parents are encouraged to visit the school but to avoid classroom disruptions, the school requires guests to make prior arrangements with the classroom teacher and principal. All visitors must sign-in at the Main Office immediately upon arrival at AHS and receive a visitor's pass. The pass must be worn at all times and returned to the Main Office when departing campus.

Visitors are not permitted during designated school exams.

Visitors must return to the front office to sign out before leaving the school.

VOLUNTEERS

Volunteers serve an important role in the education of our students. Before a person can volunteer at any function, he/she must complete a volunteer form and be cleared to volunteer.

* To ensure optimal student safety, the administration of Abbeville High School reserves the right to make any adjustments and changes in the student handbook/code of conduct at any time throughout the school year.

PARENTAL PERMISSION FORM

Excused Absence, Late Arrival and Early Dismissal

Student's Full Name: _____ **Grade:** _____

Check One: ☐ **Absence** ☐ **Late Arrival** ☐ **Early Dismissal**

Date(s): _____

Time(s): _____

Student's Teachers: 1st _____ 2nd _____ 3rd _____
4th _____

Please state the reason for your child's absence, late arrival, or early dismissal below:

Parent's Name (printed): _____ Phone #: _____

Parent's Signature: _____ Date: _____

Absence Policy

Regular and punctual attendance on the part of all students is necessary for success in school. When students are absent, the burden of providing proof of an excused absence **will** be on the parents or guardians. **Excused absences shall be granted for the following:**

1. Medical - doctor's statement or a health department statement indicating illness.
2. Administrative - prior approval from principal; bereavement, military, religious, testing
3. Court

Parental Notes will be allowed as proof of absence but may count as an unexcused absence. Each student will be allowed ten absences per semester.

Once a student exceeds ten (10) absences per semester, content recovery will be available at a cost. In order to receive a **Carnegie Unit** of credit, 80 days or 120 hours of content time must have accrued. **ALL** absences affect accrued content time.

For Office Use Only:

Type of Absence: ☐ **Medical** ☐ **Administrative** ☐ **Court** ☐ **Parent Note**

_____ **Excused** _____ **Unexcused** **Signature:** _____ **Date:** _____

Notes: _____

