



***2011-2012***  
***Student Agenda***

**Laurens District 55 High School**

5058 Highway 76 West  
Laurens, SC 29360  
864-682-3151  
864-682-7426 (Fax)

## TABLE OF CONTENTS

<b>SECTION 1 – General Information</b>	
Title Page	1
Table of Contents	2
Introduction	4
Notice of Non-Discrimination	4
Alma Mater	5
<b>SECTION 2 – Attendance Policies &amp; Procedures</b>	
Absences	5
Perfect Attendance	9
Making Up Work Following an Absence	9
<b>SECTION 3 – Policies &amp; Procedures</b>	
Academic Letters/Academic Recognition	10
Advanced Placement (AP) Courses	11
Announcements	11
Attendance Recovery	11
Athletic Eligibility Requirements	12
Bell Schedules	13
Bullying, Harassment Policy	14
Bus Conduct	14
Classification of Students	17
Code of Conduct	18
Dress Code	20
Tardy Policies	22
After-School Detention Policy	22
Discipline Code	23
Parking Regulations	25
Rights of Students	26
Due Process	27
Appeals Process	27
Cheating Policy	28
Credit Recovery	28
Commencement Exercises	29
Computer Use Policy	29
Course Changes/Schedule Changes	30
Display of Affection	31
Early Dismissal	31
End of School Day Procedures	32
Exams	33
Exit Exam	33
Fire Drills	34
Grading Policies	34

<b>Grading Scale</b>	<b>35</b>
<b>Graduation Requirements</b>	<b>36</b>
<b>Guidance</b>	<b>36</b>
<b>Health Care Needs</b>	<b>37</b>
<b>Health Plans</b>	<b>38</b>
<b>Homebound Instruction</b>	<b>38</b>
<b>Homework Center</b>	<b>39</b>
<b>Identification Cards</b>	<b>39</b>
<b>Illness at School</b>	<b>39</b>
<b>Individuals with Disabilities Education Act (IDEA)</b>	<b>40</b>
<b>Insurance</b>	<b>40</b>
<b>Internet Use</b>	<b>40</b>
<b>Late Arrivals</b>	<b>41</b>
<b>Leaving Class</b>	<b>41</b>
<b>LIFE Scholarship Information</b>	<b>42</b>
<b>Lockers</b>	<b>42</b>
<b>Lost and Found</b>	<b>43</b>
<b>Media Center</b>	<b>43</b>
<b>Medications at School</b>	<b>43</b>
<b>Messages</b>	<b>44</b>
<b>Palmetto Fellows Scholarship Information</b>	<b>45</b>
<b>Parent/Teacher Conferences</b>	<b>45</b>
<b>The Rehabilitation Act of 1973 (Section 504)</b>	<b>45</b>
<b>Report Cards</b>	<b>46</b>
<b>Resolving Conflicts</b>	<b>46</b>
<b>Scheduling</b>	<b>46</b>
<b>School Crime Reporting</b>	<b>47</b>
<b>Senior Privileges</b>	<b>47</b>
<b>Sexual Harassment Policy</b>	<b>47</b>
<b>Status Change</b>	<b>48</b>
<b>Student Welfare</b>	<b>48</b>
<b>Summer School</b>	<b>48</b>
<b>Teacher Protection Act of 2004</b>	<b>48</b>
<b>Telephones/MP3's/Cameras/Games/etc.</b>	<b>49</b>
<b>Transcripts</b>	<b>49</b>
<b>Truancy</b>	<b>49</b>
<b>Visitors to School</b>	<b>50</b>
<b>Withdrawals from School</b>	<b>50</b>
<b>Notice of Non-Discrimination</b>	<b>50</b>
<b>Campus Map</b>	<b>51</b>

## **SECTION 1 – General Information**

### **INTRODUCTION**

The purpose of this agenda is to provide students and their parents a reference for policies and procedures. Students and parents should be aware however, that information in this agenda is subject to change in order to accommodate changes in state law, school board policy, or needs of the school.

### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, and employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Laurens County School District No. 55 are hereby notified that the district is committed to the principle of equal opportunity. It is the policy of the district not to discriminate on the basis of race, religion, sex, color, age, national origin, immigrant status, English-speaking status, marital status, or disability with regard to its students, employees, or applicants for admission or employment.

Inquiries concerning Laurens County School District No. 55's compliance with the regulations implementing Title VI, Title IX, or Section 504 should be directed to:

**Pupil Personnel Services  
Laurens County School District No. 55  
1029 West Main Street - Laurens, South Carolina 29360  
864-984-3568  
864-682-7426 (Fax)**

## ALMA MATER

*Tabby Hughey, Class of 1973*

“To thee, our Alma Mater we are true,  
and ever will remain.  
Thy praise and honor we will ever sing,  
together one refrain.  
You help us face our future  
now as in days of old.  
We'll carry forth thy banner,  
the flag of green and gold.

## SECTION 2 – Attendance Policies & Procedures

### ABSENCES

In each class where school credit may be awarded, a student is allowed to miss no more than 5 classes and still receive a unit of credit for a 1 unit course and may miss no more than 3 days for a .5 unit course. **If the absences exceed 5 for a 1 unit course or 3 for a .5 unit course, a student must, within 5 days of his absence, present a statement from a physician or complete attendance recovery requirements.**

The attendance coordinator will work with students and parents as absences begin to accumulate. Parents may be contacted by phone/letter or be asked to come to the school for an attendance intervention.

Students must be present in a class for a minimum of one hour in order to be counted present for the class.

**There is no open-lunch policy.** Students may not sign out, leave campus to pick up snacks or lunch, and return. Every student who leaves campus **MUST** sign out on his white card in the attendance office, and the student who leaves early must have a valid reason and approval from a parent or guardian.

The school nurse and attendance coordinator need to be notified as soon as possible about chronic illnesses or any conditions that may cause a student to be absent. All chronic illness forms must be updated each year and a note from a parent/guardian must be sent to school each time the student is absent due to the chronic illness. All medical statements are confidential. If a medical excuse is faxed to the school, it is the student/parent's responsibility to follow up with the attendance coordinator to see that the excuse was received.

Students who exceed the approved limits for unexcused absences do not receive credit in the course regardless of final grade average. The final grade for each course in which a student fails to receive credit due to excessive absences will be changed to 61 if the student completed the course with an average of 70 or above. If the student's average was below 70, the average will remain unchanged. Attendance recovery is available.



## GUIDELINES AND REGULATIONS FOR EXCUSES

1. If the student has a medical excuse, he should bring it to the excuse writer's table in Commons/Gym in time to acquire a medical excuse form and to be on time to his first-period class. He should present the medical excuse form to each of his teachers. Any medical excuse **must** be brought within 5 days of the student's absence. The excuse **must** list **specific dates** for which the student was unable to attend school.
2. Any student who has medical problems which require him to need extra restroom privileges, extra time for changing classes due to injuries, limitations on Physical Education for a period of time, etc., must have a physician's statement which states the need and gives an estimated period of time that the need will exist. This statement must be presented to the nurse who, in turn, will notify the student's teachers of the need.
3. Excused out-of-town trips must be approved in advance by the principal. The request should be made in writing and should state the reason for the absence. The request must be signed by the student's parent or legal guardian. A decision to approve/disapprove the absence will be based upon whether the student is doing satisfactory work in all classes and whether the absence would cause the student to exceed the limit.
4. Any student who has an absence due to an emergency situation should bring a written statement from his parents. The statement must be brought within 5 days of the absence with the reason for the absence.
5. Any student who has an extended illness or condition which would necessitate an **extended absence** from school (more than one week) should contact the attendance coordinator to get assignments from each of his teachers. If a student will be absent for less than 1 week, he should ask a friend to get assignments from each of his teachers.
6. If a student needs to discuss his absences with the attendance coordinator, he should request an appointment form from the Main Office. The student should **not** miss class to come to see the attendance coordinator. The coordinator will schedule an appointment once she receives the appointment request form.

## LAWFUL ABSENCES

Lawful absences that do not count against the 5-day limit for semester courses and the 3-day limit for .5-unit courses are as follows:

1. Medical/dental excuse **signed and dated** by a physician (This excuse **MUST** be brought within 5 days of the absence(s).)
2. Death in the immediate family (An obituary/newspaper verification is required. No handwritten notes are accepted.)
3. Court appearances verified by a court reporter
4. Health Department for medical reasons (This absence must be verified by a Health Department physician.)

NOTE: Lawful absences **do** count against perfect attendance.

## UNLAWFUL EXCUSED ABSENCES

Unlawful excused absences which count towards the 5-day limit for credit in semester courses and the 3-day limit in .5-unit courses include the following:

1. Non-medical Health Department visits
2. Early dismissal due to illness (The student was sent home by the school nurse or other school official.)
3. Pre-planned early dismissal (The student brought a signed note written by a parent/guardian that gave permission for him to leave school early.)
4. Out-of-town trips which received prior approval from the principal

NOTE: Students are reminded that each class missed counts towards the 5-day limit on absences in semester courses and the 3-day limit in .5-unit courses.

## UNLAWFUL UNEXCUSED ABSENCES

All unlawful absences count towards the 5-day limit on absences in semester courses and the 3-day limit on absences in .5-unit courses. Some examples of unlawful unexcused absences include the following:

1. Class cuts (could also result in disciplinary action)
2. Out-of-town trips (unless **prior approval** was given by the principal), the absence(s) would still count against the 5- or 3-day limit.

NOTE: In-school and out-of-school suspensions are not counted as absences from school. However, students cannot exempt exams with perfect attendance if they have served ISS or OSS.

## PERFECT ATTENDANCE

In order to be eligible for perfect attendance, a student must be present in each class daily including homerooms when held.

## MAKING UP WORK FOLLOWING AN ABSENCE

A student must make up work within 5 days following an absence. If the student has consecutive absences, the teacher may allow more time for the work to be completed. **It is the student's responsibility to find out what assignments must be made up.** If the absence is excused, the teacher and student will set a mutually convenient time for tests, quizzes, projects, etc. to be made up. If the absence is unexcused, the student must make up the work at the teacher's convenience or in the homework center.

## SECTION 3 – Policies & Procedures

## **ACADEMIC LETTERS**

Any student who has a cumulative 3.75 GPR at the end of the fall semester of each year will be awarded an academic letter.

### ***Selection Criteria for Valedictorian and Salutatorian***

The Valedictorian and Salutatorian will be determined at the conclusion of the final year after final GPR and class ranks have been calculated. NOTE: Transfer students and students with IEP's must have taken the maximum number of courses possible for their situations. Courses taken before the 9<sup>th</sup>-grade year DO count toward the units required above. College courses count 1 unit per course, and the grades are calculated in the GPR.

### ***Selection Criteria for Rotary Top Ten***

Other academic accolades based all or in part on GPR during the academic school year will be calculated through completion of the previous semester. GPR calculations will not be rounded to a higher number.

### ***Selection Criteria for Honor Graduates***

Any student whose final ranking is in the top 6 percent of his graduating class will be deemed an honor graduate.

NOTE: The student must have attended LDHS the entire year for which the selection is made. Students with IEP's must take the maximum load for their situations. Courses taken before the 9th grade year DO count toward the units required above. College courses count 1 unit per course, and the grades are calculated in the GPR.

## **ADVANCED PLACEMENT (AP) COURSES**

Qualified students may elect to choose AP courses. Any student who takes an AP course must take the AP exam for that course in May.

## **ANNOUNCEMENTS**

Approved announcements are made over the public address system as needed. Students should be attentive to announcements, especially those announcements that call students to the office for messages or to see office personnel. When possible, announcements should be submitted to the media center for display on the scrolling announcements to limit classroom disruptions.

## **ATTENDANCE RECOVERY**

Attendance Recovery will be held on designated mornings, afternoons and Sundays or may be prearranged by the teacher and student for which the class was missed.



## ATHLETIC ELIGIBILITY REQUIREMENTS

A student must take a minimum of 4 academic courses, or their equivalent, for which no previous credit has been received. A student who is repeating a course for which he has previously received credit cannot count this course as one of the 4 required for eligibility. To participate in interscholastic athletic activities, students in grades 9 – 12 must achieve an overall passing average in addition to the following:

- To be eligible in the first semester, a student must pass a minimum of 5 Carnegie units applicable toward a high school diploma during the previous year. At least 2 units must have been passed during the 2<sup>nd</sup> semester or summer school.
- To be eligible during the 2<sup>nd</sup> semester, the student must meet one of the following:
  - If the student is eligible 1<sup>st</sup> semester, he must earn 2 units.
  - If the student is NOT eligible 1<sup>st</sup> semester, he must earn 2.5 units.

Students must satisfy eligibility requirements in the semester preceding participation.

- Credits earned in a summer school approved by the State Department of Education may apply for 1<sup>st</sup> semester eligibility. A maximum of 2 units per year may be used.
- Students eligible for a 1<sup>st</sup> semester sport will be permitted to complete that sport even if it extends into the 2<sup>nd</sup> semester. Under the current League program, this ruling will apply to participants in basketball and wrestling.
- Athletes should see their coaches or counselors for information concerning NCAA, NAIA or Junior College eligibility.

## BELL SCHEDULES

Time	Activity
7:55 am	Teacher Bell
8:05 am	Student Bell/Students report to 1 <sup>st</sup> Period.
8:15 am	1 <sup>st</sup> Period Begins
9:50 am	1 <sup>st</sup> Period Ends/Morning Break
10:00 am	2 <sup>nd</sup> Period Begins
11:35 am	2 <sup>nd</sup> Period Ends

First Lunch Schedule	
11:35 am	1 <sup>st</sup> Lunch Begins
12:00 pm	1 <sup>st</sup> Lunch Ends
12:06 pm	3 <sup>rd</sup> Period Begins
1:45 pm	3 <sup>rd</sup> Period Ends

Second Lunch Schedule	
11:41 am	3 <sup>rd</sup> Period Begins
12:10 pm	2 <sup>nd</sup> Lunch Begins
12:35 pm	2 <sup>nd</sup> Lunch Ends
12:41 pm	3 <sup>rd</sup> Period Resumes
1:45 pm	3 <sup>rd</sup> Period Ends

Third Lunch Schedule	
11:41 am	3 <sup>rd</sup> Period Begins
12:45 pm	3 <sup>rd</sup> Lunch Begins
1:10 pm	3 <sup>rd</sup> Lunch Ends
1:16 pm	3 <sup>rd</sup> Period Resumes
1:45 pm	3 <sup>rd</sup> Period Ends

Fourth Lunch Schedule	
11:41 am	3 <sup>rd</sup> Period Begins
1:20 pm	4 <sup>th</sup> Lunch Begins
1:45 pm	4 <sup>th</sup> Lunch Ends

Time	Activity
1:51 pm	4 <sup>th</sup> Period Begins
3:25 pm	4 <sup>th</sup> Period Ends

**TWO HOUR DELAY SCHEDULE**  
(3<sup>RD</sup> & 4<sup>TH</sup> Periods will operate on a normal schedule)

Time	Activity
9:55 am	Teacher Bell
10:05 am	Student Bell/Students report to 1 <sup>st</sup> Period.
10:15 am	1 <sup>st</sup> Period Begins
10:55 am	1 <sup>st</sup> Period Ends
11:01 am	2 <sup>nd</sup> Period Begins
11:35 am	2 <sup>nd</sup> Period Ends

## **BULLYING/HARASSMENT/INTIMIDATION**

Bullying, harassment, and intimidation is defined 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

Consequences and appropriate remedial actions for a student who commits one or more acts of harassment, intimidation, or bullying or who is found to have falsely accused another person as a means of harassment, intimidation, or bullying may range from restorative behavioral interventions up to and including suspension or expulsion. Harassment and bullying can include texting, e-mail, phone calls, Facebook, MySpace, etc., that takes place off-campus but creates a significant disruption of school activities.

## **BUS CONDUCT GUIDELINES**

The school bus is an extension of school activity. Therefore, the Board expects students to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. All bus riders must cooperate fully with the bus driver and observe the bus rules.

- The bus driver has responsibility for supervision of students on the bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving.
- The driver will report students who create disturbances on school buses. The principal or designee, as authorized by state law and regulation, may suspend or deny bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

## RULES FOR RIDING THE SCHOOL BUS

1. Students will be at the bus stop when the bus arrives. The bus will wait for a short period of time only if the weather is extremely cold or rainy.
2. Students who cross the road when loading or unloading the bus need to cross in front of the bus. Students will move quickly and quietly, without crowding or pushing, when loading or unloading the bus.
3. Students **must sit in their assigned seat** facing forward at all times with their belongings (bags, books, band instruments, etc.) in their laps.
4. Students will sit with their legs and feet inside the seat area, not in the aisles.
5. Students will stay in their assigned seats until the bus has stopped and the driver has opened the door.
6. Students will always be seated when the bus is moving.
7. Students will not stick their arms or heads out of the window.
8. Students will not wave or shout to people outside the bus.
9. No smoking, eating and/or drinking is allowed on the bus.
10. Students will not throw objects on the bus or out of the bus window.
11. Students may listen to sound equipment using head phones. The volume of the device must be at a level so that it cannot be heard by other individuals.
12. Students may text on their cell phone but cannot talk on phones during the ride.
13. Students will be required to pay for any damage to the bus seats.
14. Students are never to tamper with any of the emergency doors.
15. Students are expected to remain reasonably quiet on the bus. No talking at railroad crossings!
16. Students are not to use foul language and/or obscene gestures.
17. Students are to keep their hands and feet to themselves.
18. Students who fight on the bus are subject to arrest by law enforcement officers and suspension from school according to school policy.
19. Students are to respect and obey the driver.

**First Offense:** A warning will be given to the student and a copy of the bus misconduct form will be sent to parent(s) advising them of the misconduct and for their signature. This form is to be returned to the school. If the offense is of a nature, which, in the judgment of school officials, warrants a suspension from riding the school bus, up to five (5) days suspension may be given. This may include such offenses as fighting, cursing, hitting or harassing other students or disrespect to the driver.

**Second Offense:** The student will be suspended from riding the bus for a period of no less than 3 days, but not more than 10 days. If a student has already been suspended once, the suspension will be at least 5 days or up to 10 days. A copy of the misconduct form will be sent to the parent(s) and a conference will be requested with the student, parent(s) and school official(s) before bus privileges may be restored. A phone conference may be held in place of personal conference if circumstances necessitate.

**Third Offense:** The student will be suspended from riding the bus for a period of not less than 5 days, but not more than 10 days. At the end of this period, another conference will be requested advising the student and parent(s) that further misconduct **COULD** result in denial of bus privileges.

**Fourth Offense:** The student will be suspended from riding the bus for a period of not less than 10 days. At the end of this period, another conference will be requested to advise the student and parent(s) that further misconduct **WILL** result in denial of bus privileges for the remainder of the school year.

**Fifth Offense:** If a student persists in uncontrollable conduct while riding a bus after the fourth offense, he or she **WILL** be suspended off the bus for the remainder of the school year. In such cases, all circumstances will be thoroughly reviewed by school officials before action is taken.

Offenses such as fighting, carrying weapons or explosives on the bus, vandalism, throwing objects on the bus, opening emergency door or windows while bus is in motion, and persisting in uncontrollable conduct

may result in suspension from riding the bus even if a student has not had a warning. The period of suspension from riding the bus will be determined by the acting administrator. Any bus misconduct could result not only in suspension from riding the bus but also suspension or expulsion from school.

## CLASSIFICATION OF STUDENTS

Students are assigned to grades nine through twelve according to the criteria listed below.

<b>Grade 9</b>	A student must be promoted from the eighth grade.
<b>Grade 10</b>	A student must have earned a minimum of 5 Carnegie units. These units must include at least 1 English unit and 1 mathematics unit.
<b>Grade 11</b>	A student Must have earned a minimum of 10 Carnegie units. These units must include at least 2 English units and 2 mathematics units.
<b>Grade 12</b>	A student must have earned a minimum of 16 Carnegie units and successfully complete the requirements for a diploma or certificate during the regular school year. These 16 units must include 3 English units, 3 mathematics units, 2 science units, and 2 social studies units. The student must be enrolled in course work for the following year that will allow them to complete the 24 units needed for the South Carolina High School Diploma.



## CODE OF CONDUCT

***Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. (Act 373 of 1994)***

Laurens School District 55 reserves the right to conduct random searches for illegal substances such as drugs, ammunition, weapons, etc. Searches can involve the use of canines. Students who drive to school are responsible for all items found in their cars during these random searches and may face expulsion or change of placement as well as criminal charges.

The punishments listed under each offense represent possible punishments for violation of disciplinary regulations. The administrative staff has the authority to resolve any situation which is not addressed under these regulations or which has extenuating circumstances. The principal reserves the right to make the final school-level decision on all discipline cases.

Teachers may have rules for their individual classrooms. These rules will not conflict with school rules.

Any conduct that may be detrimental to the general welfare and operation of the school will result in either suspension, recommendation for change of placement or expulsion. **No student has the right to prevent another student from getting an education.**

Any student who is suspended 7 days or more may be recommended for change of placement or expulsion. Any student suspended 6 days or more may be required to have a parent conference at which alternative placement will be discussed. After a student has served 7 full days in ISS, the 8<sup>th</sup> and subsequent ISS offenses will result in OSS.

## DEFINITIONS:

1. Insubordination	Willfully disobeying the directions of an administrator
2. Instigating a fight	Threatening, harassing, intimidating, arguing with or provoking another student including through electronic means
3. Fighting	Physical contact between 2 or more individuals which requires others not involved in the conflict to separate or resolve
4. Self-defense	Self-defense is defined as protection of one's person against bodily injury. <b>There must be no means of escape or flight to avoid a physical altercation.</b> Failure to report a threat to a school official, however, and then fighting back prohibits a student from using self-defense as an excuse for fighting back. Students should report all threats to an administrator.
5. Tardy to class	Not being in the classroom when the tardy bell rings
6. Misconduct	Any behavior that is disruptive or prevents other students from learning
7. Hazing	A student will not become or remain a member of any group of persons when he or she knows or should know that such group is engaging in or preparing to engage in any activity prohibited by the rules of the school. Each member of such group will be presumed to be individually responsible for the acts of the group. For the purposes of this provision, no person will be considered a member of a group unless he or she is physically present in the company of other persons composing the group and, by his or her presence, dress or acts, encourages, aids, or participates in the conduct of the group. This district prohibits conduct that includes initiations, hazing, intimidation or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students.
8. Unassigned area	Not being in a designated area
9. Unauthorized area	Being in an area off-limits to students
10. Disobedience	Willfully disobeying the directions of a teacher or support staff member
<b>LEGEND</b>	ASD = after-school detention ISS = in-school suspension OSS = out-of-school suspension RE = recommendation for expulsion/change of placement

## **DRESS CODE REGULATIONS**

The administration, in conjunction with the Policy Review Committee consisting of parents, students and teachers, has established a dress code for this school. Students must wear appropriate clothing that will not in any way impede or distract (either physically or mentally) the learning of other students. It has been implemented as part of the administration's attempt to ensure a positive school climate. Students are encouraged to develop good habits (including appropriate dress) which will serve them well after their high school careers have ended.

The following is a list of clothing and styles that are **NOT** appropriate for school:

1. Slits, holes, rips, etc. in clothing above the mid-thigh which reveal skin or inappropriate undergarments.
2. Strapless or back-less dress (unless worn under a jacket), **tops that expose the midriff at any time, tank tops or see-through clothing.** For a midriff test, raise arms straight up above the head. If the midriff shows, then the top is in violation and must not be worn to school.
3. Clothing worn without appropriate undergarments or with undergarments that are exposed.
4. Clothing that is tight-fitting or revealing (this includes biking shorts and aerobic workout clothing).
5. Clothing worn in an inappropriate manner, including pants legs worn at different levels (all clothes must be properly buttoned, zipped or otherwise fastened at all times). **No pants will be worn below the waist. (See consequences for "Indecent Exposure" in school regulations.)**
6. Clothing with vulgar, obscene, racist or suggestive patches or writing (this includes any sexually explicit material and advertisement for alcohol, drugs, and tobacco.)
7. Bare feet are not permitted.

8. Sunglasses (unless prescribed for indoor use) are not permitted to be worn in the building.
9. Hats, caps and visors may be worn only in non-instructional areas. Instructional areas include classrooms, lab spaces, computer labs, the Lecture Theater, the Media Center and outside areas where instruction is occurring.
10. Bandanas, hair nets, and do-rags are not permitted in the school building.
11. Unsafe or disruptive body piercing (including, but not limited to, eyebrow, nose, lip, ear, and tongue rings)
12. Shorts, dresses, skirts or skorts that do not touch the knee (these garments must touch the top of the knee while the student is standing). **Slits in the front of dresses or skirts must meet the same criteria and not rise above the knee.** Outer garments must touch the knee regardless of what is worn underneath.
13. No pajamas or clothing that resembles pajamas, and no bedroom shoes.
14. Any clothing or styles (including hairstyles) that creates a classroom disruption.
15. Chains will not be worn or allowed in school.
16. Any clothing/style related to gang activity, as determined by law enforcement, is not allowed. (Includes, but is not limited to, bandanas, sweat bands, head bands, wearing clothing improperly, etc.)

Clothing may be checked throughout the day. If clothing is inappropriate, the parent will be contacted to bring appropriate clothing for the student. Students unable or unwilling to obtain acceptable clothing may be placed in ISS or given OSS. The student will receive an unexcused absence in the classes missed for being inappropriately dressed.



**TARDY POLICY**

1 <sup>ST</sup> Offense	Warning
2 <sup>nd</sup> Offense	Warning
3 <sup>rd</sup> Offense	Warning/Teacher Phone Call Home
4 <sup>th</sup> Offense	1.5 hour ASD
5 <sup>th</sup> Offense	1.5 hour ASD
6 <sup>th</sup> Offense	ISS/Administrator Phone Call Home/ Loss of Driving Privileges for 1 month or Remainder of Semester
7 <sup>th</sup> Offense	OSS/Administrator Phone Call Home/Loss of Driving Privileges for the Remainder of the Semester
8 <sup>th</sup> & Subsequent Offenses	OSS/Referral will be Written as Insubordination

The administration reserves the right to develop behavioral intervention plans on the 8<sup>th</sup> & subsequent tardies.

**AFTER-SCHOOL DETENTION POLICY**

A student is allowed to select his/her preferred date for After-School Detention (ASD). If a conflict occurs **prior** to serving the detention, it is the student’s responsibility to contact his/her assistant principal to reschedule the ASD. This effort must be made as soon as the student becomes aware of the conflict. Students should bring textbooks and study during the time. **Failure to attend ASD or arriving after 3:35 p.m. without a medical excuse or extenuating circumstances will result in:**

1 <sup>ST</sup> Offense	Reschedule of ASD
2 <sup>nd</sup> Offense	ISS
3 <sup>rd</sup> & Subsequent Offenses	OSS



## DISCIPLINE CODE

Breach of Conduct	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<b>Bandanas, Hair Nets, And Do-Rags Worn In The Building</b>	Warning	ASD	ISS/OSS
<b>Cards/Dice</b>	Warning	ASD	ISS Or OSS
<b>Cell Phone Violation</b> ( <i>Cell phones may only be used in non-instructional areas. Use includes checking time. Instructional areas include classrooms, lab spaces, computer labs, the Lecture Theater, the Media Center and outside areas where instruction is occurring.</i> ) 4 <sup>th</sup> violation and above will be considered insubordination.	<b>ISS</b>	<b>ISS</b>	<b>ISS</b>
<b>Class/School Cutting</b>	ISS	ISS 2 days	OSS
<b>Disobedience</b>	ISS	ISS	OSS
<b>Disrespect</b>	Teacher detention or ISS or OSS	ISS or OSS Up to 3 days	OSS Up to 10 days and/or RE
<b>Disturbing School Operations</b> ( <i>Sheriff's Office will be notified</i> )	OSS Up to 10 days and/or RE		
<b>Drug/Alcohol Violation</b> ( <i>Possession, distribution or under the influence at school or at a school activity - Sheriff's Office will be notified.</i> )	OSS Up to 10 days and/or RE		
<b>Failure To Disperse During A Fight/Interference With Breaking Up A Fight/Standing On Tables During a Fight</b>	OSS Up to 3 days	OSS 3-10 days	RE
<b>Fighting</b> ( <i>Any fight may result in charges by the Sheriff's Department.</i> )	OSS 5-10 days and/or RE	RE	
<b>Fire Alarm Violation</b> ( <i>Sheriff's Office will be notified.</i> )	OSS 5 days	RE	
<b>Fireworks/Explosive Devices</b> ( <i>Possession and/or discharging at school or at a school activity -Sheriff's Office will be notified.</i> )	OSS Up to 10 days and/or RE	RE	
<b>Food/Drink In Non-Designated Areas</b>	Warning	ASD	ISS
<b>Forgery</b>	ISS Up to 3 days	OSS	OSS Up to 3 days
<b>Gambling</b>	Warning	ISS	OSS
<b>Gang Activity</b> ( <i>As determined by law enforcement- Sheriff's Office will be notified.</i> )	OSS Up to 5 days	RE	
<b>Hats, Caps, Visors, Etc. Worn In Instructional Areas</b>	Warning	ASD	ISS/OSS
<b>Inappropriate Behavior</b>	OSS - Up to 10 days and/or RE		
<b>Inappropriate Display Of Affection</b>	Warning	ASD (1 hour)	ISS
<b>Inappropriate Use Of Computers</b> ( <i>Sheriff's Office may be notified.</i> )	Restriction or loss of computer privileges		
<b>Indecent Exposure</b> ( <i>Sheriff's Office may be notified.</i> )	OSS Up to 10 days and/or RE		
<b>Instigation Of A Fight</b>	OSS Up to 2 days	OSS Up to 5 days	RE

<b>In Unassigned Area</b>	ASD or ISS	ISS	OSS
<b>In Unauthorized Area</b>	ISS or OSS	OSS	OSS Up to 3 days
<b>Insubordination</b>	OSS - Up to 10 Days and/or RE		
<b>Leaving Campus Without Permission</b> <i>(Can result in loss of driving privileges)</i>	OSS	OSS Up to 3 days	OSS Up to 10 days
<b>Leaving Class Without Permission</b>	ISS	ISS 2 days	OSS
<b>Loitering</b> <i>(Students on campus after the 3:45 bell sounds must be in a designated pick-up area unless accompanied by a faculty or staff member.)</i>	Warning	ASD or ISS	ISS or OSS
<b>Lying</b>	ISS	ISS 2 days	OSS
<b>Misconduct</b>	ISS	ISS Up to 3 days	OSS
<b>Misconduct in ASD</b>	ISS	ISS	ISS
<b>Misconduct in ISS</b>	OSS		
<b>No show to Administrative Detention</b>	Reschedule of ASD	ISS	OSS
<b>No Show To Teacher Detention</b>	ASD (1hr)	ASD (1hr)	ISS
<b>Obscene Gesture Or Material</b>	ISS	ISS 2 days	OSS
<b>Obscene Gesture To Faculty/Staff</b>	OSS - Up to 10 days and/or RE		
<b>Physical Abuse Of A Student Or Faculty/Staff Member</b> <i>(Sheriff's Office may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Possession Of Drug Paraphernalia</b> <i>(Sheriff's Office will be notified.)</i>	OSS Up to 10 days	RE	
<b>Profanity</b>	ISS	ISS 2 days	OSS
<b>Profanity/Racial Remarks To A Student Or Faculty/Staff Member</b>	OSS - Up to 10 Days and/or RE		
<b>Sexual Harassment/Sexual Misconduct</b> <i>(Sheriff's Office will be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Smoking/Tobacco Violation Including Possession Of Matches Or Lighters</b> <i>(Sheriff's Office will be notified.)</i>	ISS 2 days	OSS	OSS Up to 3 days
<b>Stealing</b> <i>(Student will be required to pay for or replace item(s). Sheriff's Office may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Threatening, Bullying, Harassing or Intimidating A Student, Faculty Or Staff Member (including electronic offenses)</b> <i>(Sheriff's Office may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Transporting Another Student Off Campus Without Permission</b> <i>(Can result in loss of driving privileges)</i>	OSS Up to 3 days	OSS Up to 5 days	OSS Up to 10 days and/or RE
<b>Use Of Sound/Video Equipment Or Electronic Games During School Hours</b> <i>(May only be used in non-instructional areas unless allowed by the teacher. 4<sup>th</sup> violation and above will be considered insubordination.)</i>	ISS	ISS	ISS
<b>Vandalism</b> <i>(Student will be required to pay for or replace item(s) - Sheriff's Office will be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Weapons Violation</b> <i>(Possession of a weapon such as a knife, blackjack, chain, razor, ammunition, mace, box cutter, etc., at</i>	OSS - Up to 10 days and/or RE		

<i>school or at a school activity - Sheriff's Office will be notified.)</i>	
<b>Weapons Violation</b> <i>(Possession or use of a firearm or facsimile, or threatening to use any instrument as a weapon - Sheriff's Office will be notified.)</i>	RE

## Parking Regulations

<b>Breach of Conduct</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Being In Parking Area without permission</b>	ASD	ISS	OSS And loss of driving privileges
<b>Driving Off Campus Without Permission</b>	Loss of driving privileges up to 30 days	Loss of driving privileges.	
<b>Parking In Wrong Space Or Unauthorized Space</b>	Warning	Loss of driving privileges.	
<b>Unsafe Driving/Failure To Stop For Security Guard</b>	May result in loss of driving privileges, depending upon circumstances.		

Students must leave their vehicle immediately upon arrival on campus. Students may not return to the parking area for any reason until the end of the school day unless given permission by an administrator. Once a student arrives on campus, he/she may not leave until the end of the school day without going through the sign-out process in the Main Office. Unless participating in a supervised after-school activity, students must report directly to their vehicles at the end of the day and depart campus as soon as possible.

Students must maintain good standing with the school in order to keep parking privileges. Good standing means all debts owed to the school are up to date and the student does not have any serious discipline incidents. Driving privileges may be revoked for an excessive number of tardies as outlined in the school discipline code.

The legal speed limit in any South Carolina parking lot is 5 mph.

Each student who purchases a hangtag will have a reserved parking space. The number of the parking space will correspond to the number on

the hangtag. Each student who drives to school must register his vehicle with the office. The student must provide a copy of his driver's license and vehicle registration as well as descriptions of cars being driven to school. Students in 9<sup>th</sup> grade homerooms are not allowed to purchase hangtags and drive their cars to school.

***Act 373 of 1994 states: Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property.***

**LDHS may conduct random searches of school grounds including vehicles. Searches can involve the use of canines. Students are responsible for any item found in their cars during searches.**

## **RIGHTS OF STUDENTS AND STAFF**

Every student has a right to be in a school environment where he feels safe, respected, and protected.

Every staff member has a right to be in a school environment that is safe, conducive to learning, and in which he feels respected and protected.

No one is entitled to be violent in any form. No form of violence will be tolerated in school, at school activities, or by anyone at this school.

We agree . . . Violence is NOT okay, and we will not tolerate it here!

Violence occurs whenever anyone inflicts, or threatens to inflict, physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Violence is any mean word, sign, or act that hurts a person's body, feelings, or things.

## **DUE PROCESS**

When the behavior of any student becomes disruptive and requires the application of disciplinary measures, the following due process steps are to be followed:

1. Confront the student with a complete description of the disruptive behavior.
2. Allow the student an opportunity to react to the charges by telling his side of the story.
3. Apprise the student of the reason for the disciplinary action. If suspension is required, the student should be informed of the length, dates or duration, and the fact that he or she has the right to appeal the suspension.
4. Mail the student's parents a letter of notification. The letter must specify the reasons for the suspension, dates, length of suspension, and notice of the right to appeal.
5. Present the student with a copy of the letter of notification and ask the student to give it to his parents.
6. A complete file of each student's disciplinary record shall be maintained by the school administration.

## **APPEAL PROCESS**

### **Suspensions**

Any student who is suspended from school will have the right to appeal the suspension in accordance with the following procedure. If the suspension is imposed by an assistant principal, the principal will conduct the initial appeal. Any student who is dissatisfied with the principal's decision shall have the right to appeal to the superintendent or his/her designee. In the case of a suspension which is imposed by the principal, the appeal shall be to the superintendent or his/her designee. This decision shall be final.

## **Expulsions**

Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board. Authority to expel students from school rests solely with the board. The board delegates the initial authority to hear and decide recommendations for expulsion to the superintendent. The superintendent delegates the responsibility of conducting hearings to the district hearing officer. The hearing officer may be overruled by the superintendent. Unless an appeal is taken by the student, the decision of the hearing officer or superintendent expelling a student is final, and no further action is necessary.

The board will expel any student who brings a weapon to school. The expulsion will be for the duration of twelve months unless modified by the superintendent. For purposes of this policy, weapon means a firearm. The term firearm is defined extensively in the U.S. Code.

## **CHEATING POLICY**

Cheating is an academic offense which warrants a zero on the assignment and loss of exam exemption in the particular class. The teacher will apprise the parent of the situation.

## **CREDIT RECOVERY**

This is a computer software-based instructional program offered before and after school and is available for students who do not pass English, math, science or social studies. Students must not be excessively absent and must have a final average of 55 or better to be eligible for Credit Recovery. A student recovering a course in which an EOCEP exam is given must have taken the EOCEP exam to qualify for Credit Recovery. Transportation is not provided for Credit Recovery.

## **COMMENCEMENT EXERCISES**

Students who participate must meet the 24-unit graduation requirements or district certificate requirements.

## **COMPUTER USE POLICY**

Computers are provided at LDHS to allow for an expanded opportunity to educational resources. The use of computers is a privilege, not a right, and inappropriate use will result in disciplinary action which could include loss of computer access. Harassing and bullying by electronic communication including but not limited to texting, e-mail, phone calls, Facebook, MySpace, etc., which takes place off-campus but creates a significant disruption of school activities may result in disciplinary actions.



## **COURSE CHANGES/SCHEDULE CHANGES**

At the time of registration, students should carefully study all information in the Student Program of Studies concerning diploma requirements before making choices. Any unanswered questions should be directed to an administrator or guidance counselor before the registration form is returned.

The hiring of teachers and establishment of courses offered is based upon registration numbers. Students are required to take the courses for which they register. The principal may change a course for the following reasons only:

1. Academic misplacement based on test scores, previous courses taken, and teacher recommendation of placement (NOTE: Students may withdraw from a course (1 unit or .5 unit) without academic penalty if the request, accompanied by notes from the teacher and parent, is made within 5 days after the official date for interim reports to be issued for the 1<sup>st</sup> and 3<sup>rd</sup> reporting periods.)
2. Administrative error in the student's schedule
3. Hardship condition which did not exist at the time of registration and is approved by the principal
4. Physical or mental condition certified by a physician (This change in schedule can be made when the problem arises.)

A student who withdraws from a class after five days will receive a Withdrawal Failure (WF) which transfers to a 61 average for GPA purposes.

## DISPLAY OF AFFECTION

School is not the place for students to show affection for a girlfriend or boyfriend. Other than hand holding, public display of intimate affection is in poor taste and does not reflect proper respect for the individuals involved. Parental conferences may be held and discipline will be considered for students who do not cooperate with this policy. Faculty members may refer students who violate this policy to the administration.

## EARLY DISMISSAL

A student may occasionally need to leave school early. Remember, however, that each class missed counts against the total 5 absences allowed per class for a semester class or 3 absences for a .5 course. In order to leave school early, the student must present a signed note from his parents to the excuse writers who are in the Commons/Gym area before first period. **This note should be on a full (8.5" X 11") sheet of paper. Because these notes must be filed by homeroom sections, the attendance clerk requests that parents write separate notes for siblings who are leaving early.** The note must include the following information: the student's full name, date and time of early dismissal, and a parent's daytime phone number. **Early dismissal should be scheduled to coincide with the end of a class period so that a student leaving class does not disrupt instruction. No student will be dismissed after 3:10.**

If a student needs to leave school because he has become ill, he should ask his teacher for a pass and come to the nurse's office. A school official will contact the parent before the student is excused to leave school. **Students leaving school early must sign out with the attendance clerk and get a dismissal slip.**

## **END OF SCHOOL DAY PROCEDURES**

At the end of the school day, students need to depart the LDHS campus as soon as possible. Arrangements for transportation home should be pre-arranged prior to arrival at school.

Students involved in after-school activities such as After-School Detention, Homework Centers, Credit Recovery, sports practices/games, Fine Arts rehearsals, etc., should report directly to those activities when the school day ends. Students should be only in areas of the campus directly supervised by staff members. Students may not loiter or wander the campus waiting for these activities.

Students who ride buses should report to the bus pick-up area immediately after school. Students should remain in this area until their buses arrive for pick-up. If a student reports to this area in a timely fashion, there should be no excuse for a student missing bus transportation in the afternoon.

All car pick-up riders should report directly to the car loop area behind the commons after school. Students may be picked up only behind the school in the traffic loop area. Students should be watching for their rides to arrive and move quickly to their vehicles in order to keep the traffic moving in the area. Students who are continually slow to their ride in the car loop may face disciplinary action.

Student drivers/car riders should report directly to their vehicles after school. No student should enter these parking lots unless they have previously arranged transportation. Students should depart campus as soon as possible after the school day ends. No loitering in the parking areas is permitted.

## EXAMS

Final exams will be given in each course being taught unless otherwise approved by the principal. The final exam will evaluate all material covered in the course. The final exam will count 20% of the final grade for the course. There should be a minimum of three major evaluations per reporting period in each class.

Students in all grade levels may exempt final exams if they meet the following criteria: attain an overall A average for the course and have no in-school suspensions or out-of-school suspensions; or, attain an overall B average for the course coupled with perfect attendance for the course and have no in-school suspensions or out-of-school suspensions.

**EOCEP tests will be administered in accordance with state law and regulations and cannot be exempted.**

## EXIT EXAM

Students must pass the HSAP Exit Exam: English/Language Arts and Mathematics. The HSAP Exit Exam is given in the spring to all students in their second year of high school following initial enrollment in the ninth grade. Students failing to pass one or more parts of the exam may be placed in remedial classes in an attempt to help better prepare for the Exit Exam. Students have additional opportunities to pass the HSAP Exit Exam: in the fall and the spring of each subsequent year.



## **FIRE DRILLS**

The signal for a fire drill is dependent on location in the building. Students are to exit their classrooms quickly and stay with their teachers until an administrator signals for students to re-enter the building. An exit map is displayed in each classroom. Failure to participate in emergency drills may result in disciplinary action.

## **GRADING POLICIES**

At the beginning of each course, teachers will give their students written policies concerning grading. There will be at least three major evaluations per reporting period in each class. (NOTE: The grade earned by the student will be the grade recorded and used for averaging. For example, if a student receives a “0” on an assignment, the “0” will be recorded and used in determining the student’s grade.)

Grade point ratios will be figured uniformly in all schools using the following formula:

$$\text{GPR} = \frac{\text{sum (quality points} \times \text{units)}}{\text{sum of units attempted}}$$

## South Carolina Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	Dual Credit AP/IB
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

## GRADUATION REQUIREMENTS

To be eligible to receive a South Carolina High School Diploma, students must **earn 24 units and pass all sections of the Exit Exam**. Based on state law and Laurens District 55 Board Policy, requirements to receive a South Carolina High School Diploma (graduation requirements) for students in grades 9 through 12 are prescribed as follows:

<i>Subject</i>	<i>Classes of 2012 and 2013 Credit Units</i>	<i>Class of 2014 Credit Units</i>	<i>Class of 2015 Credit Units</i>
English/Language Arts	4.0	4.0	4.0
Mathematics	4.0	4.0	4.0
Science (Including Physical Science & Biology 1)	3.0	3.0	3.0
U.S. History and Constitution	1.0	1.0	1.0
Economics	1.0	.5	.5
Government	1.0	.5	.5
Global Studies	1.0	1.0	---
World Geography	---	---	1.0
PE or NJROTC	1.0	1.0	1.0
Computer Science	1.0	1.0	1.0
Foreign Language or Career and Technology Education	1.0	1.0	1.0
Electives	6.0	7.0	7.0
<b>Total</b>	24.0	24.0	24.0



## **GUIDANCE**

The Guidance Department exists to help students. Each student is assigned a counselor to meet their needs. Services are offered to help students make a successful transition to the secondary setting. Students receive assistance in course registration, career exploration, and decision-making regarding post-secondary education.

An emphasis is placed on majors and the 16 South Carolina career clusters. Yearly conferences are held with the parent and student to complete an Individual Graduation Plan (IGP).

A student wishing to make an appointment with his/her counselor may do so by going to the Guidance Department before school, during lunch or after school. Also, a student may send a "Request for Appointment" form by way of any classroom teacher. Students without appointments should NOT go to the Guidance Department between classes to see a counselor.

Counselors request appointments with students by sending appointment forms via classroom teachers. Teachers should return these forms to the counselors if the students are not present in class so that counselors will know to reschedule appointments. Parent/Teacher conferences may also be scheduled through the Guidance Department.

## **HEALTH CARE NEEDS**

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of the students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people – such as teachers, bus drivers, and cafeteria

employees – to make sure that the students' needs are met throughout the school day.

### **HEALTH PLANS (IHP's)**

Individual health care plans are also called individual health plans or IHP's. School nurses who are registered nurses write IHP's to guide how a student's health care needs will be met at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHP's are written for students who have special health care needs that must be met by school staff during the school day. IHP's are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHP's, talk with your child's school nurse or contact Mr. Robert Shortt at 984-3568.

### **(MEDICAL) HOMEBOUND INSTRUCTION**

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason. A physician must certify that the student has such a medical condition. The physician must complete a medical homebound form which is available in the LDHS Main Office. The school district will decide whether to approve the student for medical homebound services. The school district may consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. Once homebound services are approved, an appointment should be made with the guidance counselor to discuss the student's schedule. A homebound instructor will be assigned by the Attendance Coordinator. To learn more about the medical homebound services contact Mr. Robert Shortt at 984-3568.

## HOMEWORK CENTER

LDHS offers a Homework Center three days a week: Monday, Tuesday, and Thursday. The center is open from 3:30 until 4:30 on these days. Students may get extra help or make up tests and other assignments in the Homework Center. The Homework Center location will be announced.

## IDENTIFICATION CARDS

The purpose of issuing ID's is to allow staff members to identify students and to help ensure safety on school grounds at **all** times. **Every student is required to have his ID badge readily available if asked for it by a faculty or staff member.** Failure to do so will result in disciplinary action. Students must not deface the ID badges or they will be required to purchase a new ID for \$8.00.

Students cannot check out books from the library, eat lunch in the school cafeteria, or visit the nurse without their ID cards.

Beginning with the 2011-2012 school year, each student will be issued an ID which they will be required to keep throughout their high school career. A replacement ID costs \$8.

## ILLNESS AT SCHOOL

If a student becomes ill at school, he should ask his teacher for a pass and then he should report to the school nurse. The nurse will take her lunch from **1:00 to 1:30 p.m.**, so students are **NOT** to come to the nurse's office during this time unless it is an emergency. A parent must be notified to give permission for a student to leave campus. ***The student must sign out with the attendance clerk before leaving campus.***

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)**

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education plan (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day.

## **INSURANCE**

The district provides and administers a low-cost at-school accident insurance program for all students. Parents who desire additional coverage, such as 24-hour accident, extended dental, or health plan, may complete an application and return it and payment directly to the insurance company.

Accidents should be immediately reported to the school nurse in the Main Office. An accident occurring when no teacher is present must be reported immediately to the office. See the nurse in the main office to receive an insurance claim form after an accident occurs.

## **INTERNET USE**

In order for a student to access the Internet at school, the student and his parents or guardians must sign the district's Internet User Form. Inappropriate use of computers and the Internet will result in disciplinary action which could include involvement of law enforcement agencies.

## LATE ARRIVALS

A student who arrives at school after 8:30 a.m. must report to the attendance office to sign in and receive an admit slip to class. No student will be admitted to class after 8:30 without a slip from the attendance office.

Disciplinary action will be taken against any student having four tardies to any class. **WARNING: A student who is more than 15 minutes tardy to class may be referred to the office for cutting class. (See "Code of Conduct.")**

## LEAVING CLASS

**Students are not to be permitted to go to lockers or use phones during class.** Students are not permitted to go to the restroom during class except in cases of extreme emergency. A student will never be given permission to leave class to speak to another student or to go to another teacher's class without permission from one of the principals. Students may not go to a car during the day without permission from an assistant principal.

Students should be given permission to go to the Guidance Department or the main office **only** when a school official calls. Any student sent out of class for any reason must come directly to the office. At the end of the period, the teacher will check to see whether the student reported to the office as directed. Any student not in a classroom must be in the office.

If a student has a medical excuse allowing extra restroom privileges, he must bring the note to the nurse who, in turn, will notify his teachers.

## LIFE SCHOLARSHIP

The South Carolina Education Lottery Act stipulates that beginning with the 2002-2003 academic year, entering freshmen at a four-year institution shall meet **two** of the following **three** criteria to qualify for a LIFE scholarship:

- 3.0 grade point average (GPA)
- 1100 SAT or 24 ACT score
- Top 30% of graduating class

First-time entering freshmen at a two-year public, independent, or technical institution must earn a cumulative 3.0 GPA. The cumulative 3.0 must be on the Uniform Grading Scale (UGS).

## LOCKERS

The school rents lockers to students for their use during the school year. The school retains ownership of the locker. School officials may conduct unannounced searches at any time to maintain health and safety standards.

Students may go to their lockers when time permits (between classes). Lockers should not be abused in any manner. Do not place stickers or write on lockers. Items left in lockers will be the student's responsibility. The school cannot be responsible for anything taken from a locker. Do not bring valuables to school. Do not share lockers.

Administrators rent lockers to students, and lockers may not be changed without permission. **Do not let anyone else have your locker combination!**

## **LOST AND FOUND**

All personal articles, including items of clothing, should have the student's name on them. Items found should be brought to the school office. The school cannot be responsible for articles that are lost or stolen. Students must take reasonable responsibility for maintaining control of their possessions. Investigations of lost or stolen items will, by necessity, be limited in nature and may not result in the recovery of the items.

## **MEDIA CENTER/LIBRARY**

The Media Center/Library is an important part of the school. Students should obey all rules prescribed by the media specialists. The library is open for student and faculty use before school, after school, and during the school day. Students will be fined for overdue books and will be required to pay for lost books. A student must have his ID card to check out a library book. Failure to follow Media Center rules can result in a suspension of privileges from this facility.

The Media Center hosts a 27-station computer lab. Students are encouraged to use the computers for research.

## **MEDICATIONS AT SCHOOL**

Students who bring medication to school to take during the school day must bring it to the nurse's office immediately and must have written parental permission to take the medicine. Medicine is considered to be any type of prescription or over-the-counter medication, whether used topically or ingested. Students are reminded that it is illegal to share prescription medication. All medication must be properly labeled and must be in its original container. Students must keep **all** medication, including over-the-counter pain relievers, in the school office. The nurse will keep the medication in a locked case.

1. Before the principal or his designee will administer medication, the student must submit a dated request, signed by his parent or guardian, to the school office. It must include the following information:
  - a. Child's name
  - b. Physician's name
  - c. Name of the medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
  - g. Termination date for administering the medication
2. The student must bring a request slip for each medication.
3. One permission slip per year will suffice for medications that will be given on a long-term basis or those medications that must be administered in case of exposure to allergens (for example, adrenaline for bee stings).
4. The principal or his designee is authorized to give oral medication as outlined above. The principal or designee will keep a record of the administration of all medication.
5. Parents will reclaim any unused medications by the last day of school. The school will destroy any unused medications after this time.
6. School district personnel will not be responsible for any adverse drug reaction when medication has been given in the manner prescribed.
7. The school district retains the discretion to reject requests for administration of medicine.

## **MESSAGES**

Students cannot be called from their classes for messages. In the case of an emergency, however, a staff member will contact the student immediately. Students should make arrangements for rides home before coming to school. Parents should not text students at school during instructional time.

## **PALMETTO FELLOWS SCHOLARSHIPS**

In order to be eligible for the Palmetto Fellows Scholarship, students must meet all of the following criteria:

- 3.5 cumulative GPA on the SC Uniform Grading Scale
- 1200 on the SAT (best combined score) or 27 on the ACT by the application deadline (January 15 of the senior year)
- Top 6% of the sophomore or junior class.

## **PARENT/TEACHER CONFERENCES**

The Guidance Department encourages parent/teacher conferences. If a conference is required, the guidance counselor will work to accommodate both the parent and the teacher. Parents should call their child's guidance counselor at 682-3151 to set up conferences.

## **THE REHABILITATION ACT OF 1973 (SECTION 504)**

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides whether a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504 contact Mr. Robert Shortt at 984-3568.

## **REPORT CARDS**

Report cards will be issued at the end of the reporting period. Interim reports will be issued midway through each grading period.

## **RESOLVING ACADEMIC AND PERSONAL CONFLICTS WITH STAFF**

From time to time, a conflict may arise between a student and a teacher. These conflicts may be either academic or personal in nature. To resolve such a conflict, students must follow the protocol listed below:

1. Meet with your counselor and the teacher.
2. If step #1 does not resolve the issue, have the counselor arrange a parent conference with the teacher.
3. If step #2 does not resolve the issue, involve the assistant principal who is assigned to supervise the teacher's department.
4. If the issue is still not resolved, the following people are consulted, in this order: assistant principal in charge of curriculum and instruction, LDHS principal, assistant superintendent, and superintendent.

## **SCHEDULING**

Because teachers are hired on the basis of numbers enrolled in certain classes, students are expected to take the courses that they scheduled during registration. Schedules will not be changed just because students change their minds about taking certain courses. Schedules will be changed only if there has been an administrative error or there is academic misplacement.

Registration for the next year's courses will take place through IGP conferences. Students should confer with their parents and teachers and decide which courses are appropriate.

## **SCHOOL CRIME REPORTING**

Under the laws of South Carolina, any teacher, principal, or other school official who has reasonable cause to believe that a student has committed criminal acts upon school property or any person(s) on the school campus, at school functions, or on other district property has a legal duty to make a written report of that act in order that the act be reported appropriately to school officials and/or law enforcement.

## **SENIOR PRIVILEGES**

- Seniors may qualify for early dismissal or late arrival.
- Seniors will qualify for preferential parking in August.
- Seniors may move to the front of the lunch line during the first five minutes of their lunch period if they present their ID's.
- Seniors will finish the spring semester early.

Senior privileges are constantly reviewed by the administration and are subject to change.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment will not be tolerated at LDHS. All employees, students and third parties associated with schools must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. Any student who feels he/she has been subject to sexual harassment or inappropriate conduct of a sexual nature, or the parent/legal guardian of a student who feels his/her child has been subjected to such conduct, is encouraged to file a complaint with members of the school administrative staff or guidance officials.

**STATUS CHANGE**

If a student's personal information such as name, address, or telephone number changes, a form must be completed in the guidance office. Parents should also notify the school administration of any pending legal matters such as custody issues or restraining orders.

**STUDENT WELFARE**

School employees are legally required to report suspected child abuse or neglect.

**SUMMER SCHOOL**

Summer school is offered for students wishing to take core courses failed during the regular school year. The Credit Recovery Program is used for this purpose. Students who failed a course due to attendance concerns are not eligible for Summer School. The summer school day meets four days a week for fifteen days. Rules and regulations for summer school courses are distributed during summer school registration. Requirements for enrolling in summer school courses can be obtained from guidance counselors. Students planning to attend summer school for the purpose of receiving credit towards a high school diploma must have prior approval by registering through the LDHS Guidance Department and receiving approval from the principal.

**TEACHER PROTECTION ACT OF 2004**

If a student commits certain offenses involving assault and battery on school grounds or at a school-sponsored event against any person affiliated with a school in an official capacity, school officials will contact law enforcement authorities.

## TELEPHONES/MP3s/CAMERAS/GAMES/ETC.

The office telephones are for official school business. Student use will be limited to emergency situations only. Cell phones may not be used in instructional areas. MP3s, cameras, games, etc. may not be in used in instructional areas unless permitted by the classroom teacher. LDHS is not responsible for the loss or theft of cell phones or personal electronic devices. These items should be left at home. **Investigations into the loss or theft of these items will be limited as students will be bringing these items to school at their own risk.**

## TRANSCRIPTS

Student records are confidential and will not be released to colleges, prospective employers, or anyone else unless you sign a form in the Guidance Department authorizing the release of the transcript. A transcript is a copy of the student's cumulative record while in high school. It is usually requested by institutions of higher learning and prospective employers. Requests for transcripts should be made to the Guidance Department. No records will be released until all debts and books are cleared.

## TRUANCY

State law requires any student under the age of 17 with 3 unlawful absences in or a row or a total of 5 unlawful absences during a school year will be considered truant. If a student becomes truant during the school year, a truancy intervention plan should be scheduled with the Attendance Coordinator. Appropriate action will be taken in accordance with state law.

## **VISITORS TO SCHOOL**

The school board requires that all visitors report to the school office and receive authorization before visiting elsewhere in the building. Students may **not** bring sisters, brothers, cousins, children, friends, etc., to school with them. Administrator will not permit unauthorized persons in school buildings or on school grounds. Both state law and the school board authorize administrators to take appropriate action to prevent unauthorized persons from entering buildings and from loitering on grounds.

## **WITHDRAWAL FROM SCHOOL**

Any student planning to transfer or withdraw must do so through the Guidance Department. The Guidance Department will furnish a student with all the information needed for transferring or dropping. Books must be returned, all indebtedness must be cleared, and a clearance slip must be placed in the student's permanent record. Records will not be released until all of these actions have been accomplished.

## **NOTICE OF NON-DISCRIMINATION**

Laurens County School District 55 is committed to the principle of equal opportunity. It is the policy of the district not to discriminate on the basis of race, religion, sex, color, age, national origin, immigrant status, English-speaking status, familial status, or disability with regard to its students, employees, or applicants for admission or employment.

Inquiries regarding the nondiscrimination policies should be made to the director of Pupil Personnel Services, Laurens County School District No. 55, 1029 West Main Street, Laurens, South Carolina 29360, 864-984-3568.



