

**WOODLAND HIGH SCHOOL
STUDENT HANDBOOK
2019-2020**



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www.woodland.dorchester4.k12.sc.us
www.woodlandhighsc.com

Principal: Mr. Michael J. White
Assistant Principal: Mr. Kevin Lakin
Assistant Principal/Curriculum Specialist: Ms. Jasmine Snell

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Greetings Wolverine Family,

It is with great anticipation and enthusiasm that I serve the illustrious Woodland High School family as your principal. Woodland was founded in 1999 upon principles of high expectations, excellence, integrity, respect, and a commitment to create exceptional opportunities for the students in our community. As your principal, I am committed to honoring the many rich traditions and legacies of success, which have already been created; while ensuring that our students are equipped to meet the *Profile of a South Carolina High School Graduate* and for our students to be highly competitive in a globalized workforce.

Woodland's tradition of excellence will continue by focusing on our mission of developing lifelong learners who will have a positive impact on our global world. Likewise, we are cognizant that truly empowering our students for success will require a community effort. Therefore, we invite all stakeholders to work in tandem with us as we seek to provide a world class educational experience for all of our students. May the work we do be guided by the following mantra : *Higher, Deeper, farther, Faster*. I believe that more than before our students will achieve at higher levels with your continued support. Together we will build deeper relationships with each other and our community. We will ensure that our influence extends beyond the walls of Woodland High School and that our impact will be experienced with great acceleration and continued excellence.

Sincerely,
Michael White

2019-2020 Dorchester School District Four Academic Calendar

August

- 13 Opening Day
- 13-16 Professional Development/Teacher WD
- 15-16 TA Workday
- 19 First Day for Students

September

- 2 Labor Day: Schools & Offices Closed
- 18 Early Dismissal

October

- 9 Early Dismissal
- 18 Workday (Teachers) Make-up day

November

- 11 Veteran's Day: Schools & Offices Closed
- 13 Early Dismissal
- 26 Half Day
- 27-29 Thanksgiving Holiday: Schools & Offices Closed

December

- 4 Early Dismissal
- 20 Half Day
- 23-31 Winter Holiday: Schools & Offices Closed

January

- 1-3 Winter Holiday: Schools & Offices Closed
- 6 Workday (Teachers/TA)
- 7 Students Return
- 17 Workday (Teachers)
- 20 MLK, Jr. Holiday: Schools & Offices Closed

February

- 12 Early Dismissal
- 14 Workday (Teachers) Make-up day
- 17 Presidents' Day: Schools & Offices Closed

March

- 11 Early Dismissal
- 23 Workday (Teachers/TA) Make-up day

April

- 10-17 Spring Break: Schools & Offices Closed
- 20 Staff/Students Return

May

- 25 Memorial Day: Schools & Offices Closed

June

- 4 (Last day for class)
- 5 Workday (Teachers/TA)

Woodland High School Bell Schedules
1st 4 days (45 min. HR) Bell Schedule

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in HOMEROOM
Home Room	7:50 am - 8:35am	Homeroom (AM Career school departs @ 8:30am)
1st Period	8:40 am - 9:56 am	9:18 am 45 min. Classes change
2nd Period	10:01 am - 11:17 am	10:39 am 45 min. Classes change
3rd Period	11:22 am - 1:27 pm	Lunches are during 3rd period
LUNCH TIMES	11:17 am - 11:50am	1st lunch
	12:06 pm - 12:39 pm	2nd lunch
	12:06 pm	PM career school departs
4th Period	1:32 pm - 3:05pm	2:55 pm (PM career school returns)
Dismissal	3:05 pm	

OLD Regular Bell Schedule (Starts on 6th day - August)

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
1st Period	7:50 am - 9:27 am	8:30 am (AM Career School Departs) 8:42 am (45 min. Classes change)
2nd Period	9:32 am - 11:17 am	AM Career School Returns 11:15 am 10:25 am (45 min. Classes change)
3rd Period	11:22 am - 1:27 pm	Lunches are during 3rd period
LUNCH TIMES	11:17 am - 11:50am	1st lunch
	12:06 pm - 12:39 pm	2nd lunch
	12:06 pm	PM career school departs
4th Period	1:32 pm - 3:05pm	2:55 pm (PM career school returns)
Dismissal	3:05 pm	

NEW Regular Bell Schedule (September)

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
1st Period	7:50 am - 9:27 am	8:30 am (AM Career School Departs) 8:42 am (45 min. Classes change)
2nd Period	9:32 am - 11:10 am	10:25 am (45 min. Classes change)
AM Career School Returns	11:15am	Go straight to ILT
Innovative Learning Time	11:15 am - 11:40 am	ALL students, including career school, will report to ILT
3rd Period	11:45 am - 1:35 pm	3rd period is also when lunches will occur.
LUNCH TIMES	11:40 am - 12:05 pm	1st lunch
	12:05 pm	PM Career School departs
	12:20 pm - 12:45 pm	2nd lunch - return to 3rd period after lunch.
4th Period	1:40 pm - 3:05 pm	2:55 pm (PM Career School Returns)
Dismissal	3:05 pm	

Early Release Bell Schedule

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
1st Period	7:50 am - 8:50 am	8:20 am (45 min classes change)
2nd Period	8:54 am - 9:54 am	9:24 am (45 min classes change)
3rd Period	9:58 am - 10:58 am	
4th Period	11:02 am - 1:05pm	All lunches during 4th period
LUNCH TIMES	11:02 am - 11:27 am	1st lunch
	11:52 am - 12:17 pm	2nd lunch
Dismissal	1:05 pm	

Half Day Bell Schedule

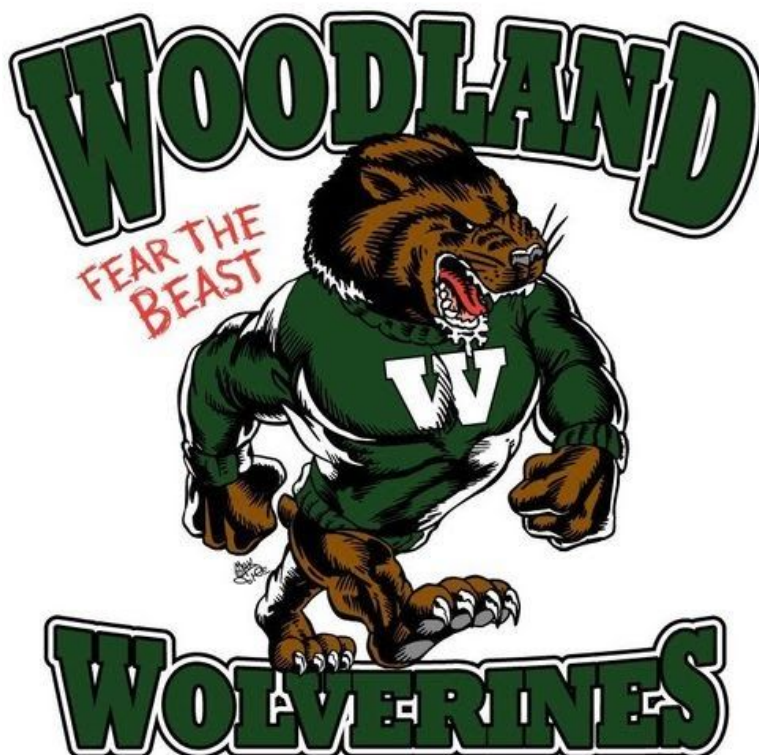
Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
1st Period	7:50 am - 8:35 am	8:12 am (45 min. Classes change)
2nd Period	8:39 am - 9:24 am	9:01 am (45 min. Classes change)
3rd Period	9:28 am - 10:13 am	
4th Period	10:17 am - 12:05 pm	All lunches during 4th period
LUNCH TIMES	10:17 am - 10:45 am	1st lunch
	11:00 am - 11:25 am	2nd lunch
Dismissal	12:05 pm	

Hour of Power Bell Schedule

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
Hour of Power	7:50 am - 8:50 am	All students in the gymnasium
1st Period	8:54 am - 10:04 am	9:29 am (45 min. Classes change)
2nd Period	10:08 am - 11:10 am	10:39 am (45 min. Classes change)
RESUME REGULAR BELL SCHEDULE		

Activity Bell Schedule

Period	Time	Special Instructions
Entry Bell	7:40 am	Locker Visit / Finishing Breakfast
Tardy Bell	7:50 am	Must be in classroom
1st Period	7:50 am - 9:17 am	8:32 am (45 min. Classes change)
2nd Period	9:22 am - 10:55 am	10:07 am (45 min. Classes change)
3rd Period	11:00 am - 12:40 pm	3rd period is also when lunches will occur.
LUNCH TIMES	11:00 am - 11:25 pm	1st lunch
	11:40 am - 12:05 pm	2nd lunch
4th Period	12:45 pm - 1:50 pm	
ACTIVITY	1:55 pm - 3:05 pm	Classes will be dismissed by grade level
Dismissal	3:05 pm	Students will be released from activity



STATE REQUIREMENTS FOR SOUTH CAROLINA HIGH SCHOOL DIPLOMA

PLEASE NOTE: ACCORDING TO S.C. LAW, students must attend the high school issuing the diploma for at least the semester immediately preceding graduation except in case of a bona fide change of residence to a location in which the sending school will not grant the diploma. Summer school does not meet this requirement.

SUBJECT	NUMBER OF UNITS
English	4
Mathematics	4
Science	2
Biology I	1
U.S. History	1
Economics/U.S. Government	1
Other Social Studies	1
PE/Health	1
Computer Science / Keyboarding	1
Vocational or Foreign Language	1
Additional Units	7

NONDISCRIMINATION POLICY

Dorchester School District Four is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, creed, handicap, disability or veteran status in employment or in the provision of educational opportunities and benefits.

WOODLAND HIGH SCHOOL ALMA MATER

Dear Woodland High, our hearts, our hearts revere thee
From salted marsh, to mountains' majesty
When youth is gone, and all our memories fading
Thy hallowed halls, thy works, we will recall.
As we go through life your lessons lead us,
Thy guiding light, thy righteous banner wave.
It's you we'll owe our future success granted,
Oh Woodland High, Oh Woodland High, your mission grow!

As we go through life your lessons lead us,
Thy guiding light, thy righteous banner wave.
It's you we'll owe our future success granted,
Oh Woodland High, Oh Woodland High, your mission grow!

Tune: Traditional Irish Ballad (*Oh Danny Boy*)

Words: Michael D. Lewis

Arrangement: Donald Simpson

PHILOSOPHY

MISSION STATEMENT

The Mission of Dorchester School District Four is to be an exemplary district where students reach their maximum potential with the support of the district, home and community.

Belief

We seek to empower students with a challenging learning environment that encourages high expectations for success.

CORE VALUES

High Expectations
Excellence
Integrity
Respect

Woodland High School's Motto

“Knowledge is Power”

GENERAL GUIDELINES

BULLYING, CYBER BULLYING or HARASSMENT

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written or electronically communicated expressions that:

1. Physically harms a student or damaging a student's property.
2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
3. Substantially disrupting the instructional program or the orderly operations of the school; or
4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a report of the incident to a school official.

CAFETERIA / COURTYARD / VENDING AREA

The vending and courtyard area is open during each of the lunches. In addition, the vending area will be accessible during class changes as well. However, please be advised that the administration reserves the right to modify this policy as needed. In order to protect property and establish a clean eating environment, we ask your cooperation with the following rules:

1. Line up quickly, but DO NOT RUN OR CUT THE LINE
2. Do not hold places in line for friends.
3. Leave table, seats and floor clean.

4. NO cafeteria food is to be taken / eaten in the hallway.

ELECTRONIC DEVICES

All students will have access to a Chromebook during school. The school's Chromebook initiative provides students with computers that enable them to electronically complete and submit assignments, conduct research with the most current information available on the internet, and improve their reading fluency and mathematical skills through interactive applications. Computer usage will follow the District Chromebook policy.

CELLULAR PHONE POLICY

During the school day, cell phones may be used before and after school, during lunch and during class changes.

Cell phones may not be used in classrooms.

Please note that Woodland High School, or its administration, assumes no responsibility for electronic devices brought to school. It is the responsibility of the student to secure his or her device at all times.

COMPUTER USE POLICY

Students using the district network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Damage computers; alter computer systems or computer networks
 - Violate copyright laws
 - Use another's password
 - Give out his/her password
 - Hack the system

COLLECTION OF DEBTS

ANY STUDENT WITH AN OUTSTANDING FINANCIAL OBLIGATION WILL NOT BE ALLOWED TO PARTICIPATE IN STUDENT-PAID FIELD TRIPS OR EXTRA-CURRICULAR ACTIVITIES UNTIL THE DEBT IS TAKEN CARE OF. IN ADDITION, STUDENTS WITH DEBTS WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION.

FEES

A consumable school fee of \$25.00 is charged to all students annually. NO SCHOOL RECORDS WILL BE RELEASED TO ANOTHER SCHOOL UNLESS ALL FEES HAVE BEEN PAID.

FUNDRAISING

No class, club or other group may begin a campaign to raise money without advance approval of the principal. Students may not bring outside fundraising items to school to sell.

CONFERENCES

Parents may request a conference at any time.

Parent/teacher conferences are arranged through guidance, front office or by administration.

DISTRIBUTION OF LITERATURE

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval of the principal.

DRESS CODE

It is the responsibility of the Dorchester School District Four Board of Trustees to provide an educational atmosphere conducive to learning. With that responsibility in mind, the Board adopted a dress code, which meets the following criteria:

1. Pants must be appropriate size and secured at the waist.

2. A shirt may be worn out, but should not extend below the midpoint of the pocket.
3. Dress must comply with the health and safety codes of the State of South Carolina.
4. Dress must not interfere with the educational process or the rights of others.
5. Appropriate shoes must be worn. All shoes must have a backing or strap. No slides, flip flops or slippers without a strap or backing are allowed.
6. Hats, hoods, chains and bandanas are prohibited.
7. Sunglasses, unless prescribed by a doctor, are prohibited in the building.
8. Bare midriffs, see-through garments, clinging and revealing material, white under-garment type T-shirts, bareback, tube tops, halter tops, low-cut blouses and tank tops with straps less than three (3) fingers in width are prohibited.
9. Clothing or jewelry depicting obscene, profane language, pictures, drugs, tobacco, alcohol or weapons are prohibited.
10. Shirts, skirts and dresses should be of appropriate length: When the student stands straight and the garment is worn at the natural waistline, said garments must be no shorter than where the student's longest fingertip rests when arms fall naturally by his/her side. Leggings may be worn under appropriate length dresses. All tops must have straps.

The administration reserves the right to make a final decision regarding the appropriateness of any attire.

STUDENT EXPULSION

1. Parent/Guardian will be notified in writing of recommended expulsions and a hearing date.
2. Following the hearing, the parent may appeal to the Board of Trustees provided that written notice is made to the district's hearing officer within fifteen (15) school days of notification of the expulsion.
3. Unless otherwise ordered by the principal or Board, the student shall be suspended from school during the time of expulsion procedure.
4. There will be no withdrawals in lieu of expulsion.

FIELD EXPERIENCES

Field experiences are encouraged to further enhance classroom experiences. Teachers must submit a field experience participation list of students in advance of scheduled trip. The principal must approve all school-sponsored trips. **The student and a parent/guardian must sign parental permission form and submit it to the person in charge of the trip.** Students who have been suspended will not participate in approved field experiences without the approval of the principal.

FIGHTING

Any student(s) involved in a fight or altercation on school grounds will be disciplined in accordance with the student discipline policy and can be arrested and charged by the Dorchester County Sheriff's Department.

HALL PASS

Each teacher will have ONE (1) hall pass for their classroom. This pass is to be used anytime a student is in the hallway. Students will not be allowed to leave the class during the first or last ten (10) minutes of class. The pass should be worn around the neck and be easily visible. Failure to display passes correctly may result in disciplinary action by the administration.

EXCEPTION: WHEN STUDENTS ARE CALLED OUT OF CLASS TO GO HOME, THE TEACHER WILL PROVIDE A WRITTEN PASS.

ILLNESS AT SCHOOL

Students who become ill at school will report to the nurse and arrangements will be made for dismissal. School personnel are not permitted to administer any medication to students.

INITIATIONS

The school does not permit any form of initiation by any athletic team, school club or organization.

LOCKERS

Lockers will only be issued by request. Lockers are \$5.00. Sharing of lockers and use of your own lock are prohibited. Woodland High School is not responsible for any item (i.e. cell phone, iPod, personal items, etc.) that is taken from a locker. Locker visits are allowed before and after school and during class changes.

LUNCH PRICES

All students in Dorchester School District Four may eat breakfast and lunch FREE of cost.

MEDIA CENTER

The Media Center will open thirty minutes before the official opening of the school day and will remain open a minimum of thirty minutes after the official closing of the school day.

MENTAL HEALTH

Mental Health is a school-based program that works with families to have increased involvement in the schools and to better ensure success for the children served.

OFF LIMIT AREAS

Anywhere outside the campus during the school day, unless a student has officially signed out to leave campus and any classroom to which a student is not assigned are considered "off limits".

PARTIES / SHOWERS

No parties or showers of any kind are to be held on school grounds or in buildings without permission.

RETURNED CHECK POLICY

If a check is returned for any reason (closed account, stopped payment or insufficient funds), a minimum of a \$35.00 handling charge will be assessed.

SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program places a law enforcement officer in a school full-time to provide a safe and secure learning environment.

SEARCH NOTICE (ACT 373 OR 1994)

PURSUANT TO STATE LAW, PERSONS ENTERING SCHOOL PROPERTY ARE DEEMED TO HAVE CONSENTED TO A SEARCH OF THEIR PERSON AND PROPERTY.

SEXUAL HARASSMENT

Sexual harassment of students by District Four employees or other students is prohibited. Any student who feels that he/she has been the object of sexual harassment by an employee or another student is encouraged to file a complaint with the principal, assistant principal or guidance counselor.

SENIOR & JUNIOR RINGS/SENIOR SUPPLIES

Only juniors and seniors may order school rings.
Ring orders require a minimum deposit of \$40.00 or \$60 on 14k (Deposit may change based on company policy)
Rings not picked up will not be kept at the school; however, a make-up delivery day will be announced.
Note: Students must not order additional items for graduation that cannot be afforded.

SMOKING POLICY

School Board Policy prohibits possession and/or use of tobacco products and smoking paraphernalia on campus

STUDENT PARKING

Students will register their vehicles with Mr. Lakin. Students must complete the Woodland HS Student Parking Registration form, which includes a parent/guardian signature. Students must submit copies of the following documents: proof of insurance, driver's license and permit fee.

2019-2020 PARKING PERMIT FEE

- \$25.00

All students driving a vehicle to school must park in their designated student parking space. Students will not be allowed to park in the front parking lot. Maintaining a safe environment in the student parking lot requires that students observe and follow certain rules while operating a vehicle around pedestrians.

These rules and regulations include but are not limited to:

- **NO STUDENTS ARE ALLOWED TO DRIVE TO THE CAREER SCHOOL. ALL CAREER SCHOOL STUDENTS MUST RIDE THE BUS TO AND FROM THE CAREER SCHOOL. EXCEPTIONS WILL BE MADE ON AN INDIVIDUAL BASIS FOR STUDENTS THAT ATTEND CLINICALS.**
- Parking Hang Tags are only valid for the 2019-2020 school year.
- Behavioral expectations of students in the parking lot are the same as in the building.
- Woodland High School does not assume responsibility for motor vehicles or their contents while operated or parked on school grounds. Every effort will be made to provide a parking area free of theft and vandalism; however, Woodland HS is not responsible for items stolen or damaged in association with vehicles parked on campus.
- If a student allows other students to use their assigned space without permission of the Woodland HS administration (Swapping hang tags with another student) their parking privileges may be revoked.
- All vehicles should be operated in a slow and safe manner on school campus. **Speed limit on campus is 10 mph.**
- No spinning of tires, power-braking, excessive revving of engines, loud music, or any other distracting behavior.
- Occupants of all moving vehicles must be properly seated in the vehicle with seat belts buckled. No students should be transported in the bed of a truck.
- Speeding, reckless operation, littering, or excessive noise on school property will not be tolerated.
- Students may not loiter in or around their vehicle once arriving on campus and at the end of the day after 3:05pm.
- Students are not permitted to go to their vehicle or allow others to go to their vehicle during the school day. (unless administrative approval is granted)
- Parking is assigned and students must park in their assigned parking spot. Students are not allowed to park in faculty spaces, in front of the school, visitor spaces, behind the school, or in handicap spaces.
- Students may not bring or transport alcoholic beverages, drugs, weapons (of any kind), or ammunition on school grounds.
- The use of any tobacco products, including e-cigarettes, is not permitted on school grounds.
- Students must register vehicles and hang their parking tag on the rear view mirror while vehicles are on campus.
- Students may not leave school grounds during school hours without prior, written administrative approval.
- Any student who has their driving privileges (driver's license) suspended/revoked or has to surrender their license to the Department of Public Safety for any reason will lose their parking permit at WHS during the time of suspension.
- Parking hang tags are only valid for the duration of enrollment. Early graduates or students who withdraw will not receive refunds.
- On the sixth (6th) tardy to first period, parking privileges will be suspended for 1 week. Each subsequent tardy will result in a 1 week parking privilege suspension.
- Any student who has their parking privileges revoked will not receive a refund.

DRIVING TO SCHOOL IS A PRIVILEGE, NOT A RIGHT.

Violation of any of the above regulations will result in a Woodland Parking Ticket.

This privilege may also be suspended or revoked if the above rules are not obeyed, or if behavior at school indicates that you are not responsible enough to deserve this privilege.

Hang Tags will be distributed once all documents and permit fee have been submitted to Mr. Lakin.

Unregistered vehicles and/or those not displaying parking tags may be subject to ticketing with a civil fine and/or towing at the owner's expense. Forgery of parking permits will result in suspension of all parking privileges for one year.

WAIVER OF SEARCH

I understand that in order to maintain a reasonable and safe school environment, the Woodland High School Administration reserves the right to search a vehicle on school property and seize any property within the vehicle, which violates state law, school regulations, or may be harmful to any person.

Woodland Parking Ticket Fines

1st Ticket: Warning

2nd Ticket: \$5.00 Fine

3rd Ticket: \$10.00 Fine

4th Ticket: \$15.00 Fine

5th Ticket: \$20.00 Fine and driving permit suspended for 1 week.

6th Ticket: \$25.00 Fine and driving permit suspended for 2 weeks.

7th and final ticket: Driving Permit Revoked for the remainder of the year.

Students will have five days from the date the ticket was issued to pay their fine. Failure to pay the fine could result in the loss of driving privileges.

Forms are available at the front office.

TAKING MEDICINE AT SCHOOL

All medications must be kept in the nurse's office. Students are not allowed to keep medications with them. This includes over-the-counter and prescription medications. Per District Policy, no medications will be administered without completion of the Dorchester School District 4 Medication Form that is available at the front office.

TARDY POLICY AND PROCEDURES

Students are given four (4) minutes to change classes. Students are required to be seated in their classroom by the sounding of the tardy bell. Students who enter the classroom after the tardy bell rings will be marked tardy.

TELEPHONES

All office telephones are reserved for business purposes. If an emergency arises, the office staff will notify a parent/guardian. Students will not be called out of class to the telephone. Only in emergencies will a message be delivered to a student.

TEXTBOOKS

Dorchester School District 4 issues textbooks to students in compliance with district policies and state regulations. Students are responsible for safely maintaining and returning their textbooks. Please be advised that any textbooks the school issues to students must be returned or paid for at the end of the semester/year, or prior to a student withdrawing from school. The student must pay for damaged and/or lost textbooks by the end of the semester/year.

TRANSCRIPTS

To obtain a transcript please visit www.needmytranscript.com
Woodland High School no longer issues transcripts.

TRANSFERRING OR WITHDRAWING FROM SCHOOL

The registrar, who is located in the guidance office, is responsible for withdrawing students. A parent must sign the withdraw form. Any student who withdraws is responsible for the return of all books, calculators and any outstanding fees. Withdraw is not complete until the student has returned all withdraw forms to the registrar.

TRANSPORTATION

Bus Procedures and Conduct

Meeting the bus:

1. Students must be on time.
2. In approaching the bus stop, if students must walk along the highway, they should always walk on the shoulder, facing traffic.
3. When crossing the highway, student should walk, not run.
4. Students should not run along side the bus when the bus is moving, but should wait until the bus stops and then walk to the door.

On the bus:

1. Students should go to their assigned seats without crowding or pushing and remain seated quietly while the bus is in motion.
2. Students should never extend any part of the body out of the bus.
3. Students should not talk to the driver while the bus is in motion, except in an emergency.
4. Students should not mark or deface the bus or seat coverings. Any damage to the bus or seats should be reported by students to the driver as soon as possible.
5. Students should never tamper with the emergency doors or any other part of the bus equipment.
6. Only the driver or other authorized person should remove the first aid equipment, which is to be used only for emergency treatment.
7. Students should not tamper with the fire extinguisher, which is to be used by the driver in an emergency. From **Section 59-67-245 of South Carolina Code of Laws**.
8. Students should not use MP3 players, cell phones, pagers or any other devices that could risk the safety of those on the bus without headphones. When using headphones, the others on the bus should not be able to hear what is coming out of the headphones.

The school district provides buses to transport students to the Dorchester County Career and Technology Center. No students are permitted to ride with another student from Woodland HS to DCCTC or from DCCTC to Woodland HS at any time, regardless of the circumstances. Students that drive to and from the DCCTC must obtain a waiver form for Woodland HS before they may drive to the DCCTC.

VISITORS

Visitors must report directly to the main office. It is unlawful for any non-student to be on school grounds or in the building without permission. Visitors must check-in at the front office and obtain a visitor's pass. Students who are absent or suspended are not to be on school premises and/or any property that belongs to Dorchester School District Four. Students from neighboring schools will not be permitted to visit.

ATTENDANCE

Attendance will be taken during the first ten minutes of each class period. Students arriving after 8:30 am MUST be signed in with the attendance secretary by a parent/guardian before proceeding to any of their classes. Students will attend whole unit classes, 90 days for 90 minutes; they can miss only five (5) days from a whole unit course.

HIGH SCHOOL CREDIT DENIAL

High school credit may be denied if the student has more than five (5) absences in a semester-long class or more than (10) absences in a year-long class.

TRUANCY

Any student under the age of 17, who has five consecutive or ten cumulative unexcused absences at any point in the school year, is considered TRUANT from school.

ATTENDANCE MAKE-UP

Students should contact the attendance clerk or an administrator concerning attendance make-up.

CHRONIC ILLNESS

Students who suffer from a chronic illness or medical condition that is being treated by a doctor, should provide a physician's note advising the school of the student's condition.

STUDENT SIGN-OUT PROCEDURES

Parents are encouraged to come to the front office to personally sign students out of school. Parents may send a note with a telephone number so parents or guardians can be reached concerning their child's dismissal. A telephone call along will not be sufficient; a written note must be given to the attendance clerk. Students must sign-out when leaving campus.

All written notes must be submitted at the beginning of the school day.

HOMEBOUND

Students who cannot attend school because of mental or physical illness, an accident, or pregnancy should apply for homebound instruction. Any questions regarding homebound instruction should be directed to the principal.

ACADEMICS

Every staff member emphasizes academic achievement as the most important aspect of school life. If a student is having difficulty in a class, he/she should advise the teacher, guidance counselor, administrator, or parent so tutoring may be arranged. All teachers will keep tutoring hours at least one (1) day per week. Each teacher will post their tutoring schedule outside their classroom.

DORCHESTER COUNTY CAREER & TECHNICAL CENTER

The DCCTC offer classes for students who will attend Woodland High School.

PLATO & VIRTUAL SCHOOL PROGRAMS

PLATO delivers proven online learning solutions for credit recovery, remediation, alternative schools, distance learning, and exam preparation.

SC Virtual classes connect students with teachers and classmates on the internet. Students get instruction, take tests, and hold e-mail discussions with peers using computers at school or at home.

CREDIT RECOVERY

Credit recovery will be offered during the school year in accordance with District Policy.

END OF COURSE EXAMS (EOCs)

After the completion of Algebra I, English 2, Biology I and U.S. History, a statewide exam will be administered. The EOC exams will count 20% in the determination of the student's final grade.

DUAL CREDIT COURSES

Dual Credit Courses will be offered through Trident Technical College. Students who meet the eligibility requirements are encouraged to enroll in these courses. A one semester, three hour course will transfer as one Carnegie unit. Please contact your guidance counselor for more information.

ONLINE COURSES

Students will only be permitted to enroll in two online courses per semester without principal approval.

EXEMPTION OF SEMESTER EXAMINATIONS (Seniors Only)

Only seniors are allowed to exempt an exam. To be eligible to exempt an exam, the student must have maintained a **90 average** in the course during both quarters.

10 POINT GRADING SCALE

A = 100 - 90 B = 89 - 80 C = 79 - 70 D = 69 - 60 F = 60 - below

GRADUATION

No student will be allowed to participate in graduation unless they meet all the requirements for a State High School Diploma, State Certificate, and/or South Carolina Employability Credential. Students who plan on graduating after Credit Recovery (needing only ½ or more credits) **WILL NOT** be allowed to participate in the Commencement Exercises. **The Commencement Exercise is for those students that are truly graduating; not those that are completing their requirements in credit recovery or an online program.** Before participating in graduation, seniors must meet the following criteria:

1. All debts must be paid before a student can participate in graduation. No checks will be accepted during the month of May.
2. A senior must participate in graduation rehearsal and be in full compliance with the graduation dress code in order to participate in graduation.

EARLY GRADUATES

Students who desire to graduate early must have Superintendent and Board approval. In addition, if approval is granted, the student will forfeit their opportunity to be considered for ranking within the top ten percent of the class. In addition, the student must have met all of the requirements for a State High School Diploma, State Certificate, and/or South Carolina Employability Credential.

TRANSFER STUDENTS

In order to be ranked in the top ten percent of the class, the transfer student must have attended Woodland High School for at least **two years**. To be the recipient of the **Valedictorian** or the **Salutatorian**, the transfer student must have attended Woodland High School for the **last three consecutive academic years**.

Valedictorian

The honor of Valedictorian is bestowed upon the senior with the highest cumulative grade point average earned for high school course work.

Salutatorian

The honor of Salutatorian is bestowed upon the senior with the second highest grade point average earned for high school course work.

Honor Graduates

The top seniors will be recognized as Honor Graduates. They will be given a gold Honor Cord to wear for graduation. Honor graduates will be announced after all final grades are entered at the end of Spring term. The selection is based on the top cumulative GPAs (3.500 or higher) figured through the end of the senior year.

Junior Marshals

The top 10 juniors will be recognized as Junior Marshals. Selection is based on five (5) semesters of high school work. **Students, classified as juniors, trying to graduate early who have less than 5 semesters of work, will not be considered a junior marshal.** The first and second ranked juniors *who meet the above requirements* will be classified as Chief Marshals, and the remaining 8 will be Junior Marshals. Junior Marshals assist in all graduation ceremonies.

GUIDANCE

Appointments may be made with the counselor by obtaining a conference request form from the guidance secretary. Students are assigned to counselors based on the first letter of their last name.

HONORS AND AWARDS

Outstanding Seniors

Two outstanding seniors (one male & one female) will be nominated by the faculty and selected by a faculty committee.

Heart of the Wolverine

One senior is selected by the administration.

HONOR ROLL

An honor roll list is compiled at the end of each quarter. There are two areas of recognition. They are: "A" HONOR ROLL and "A/B" HONOR ROLL. The criteria for each area of recognition are:

Principal's Honor Roll = All "A's"

"A/B" Honor Roll = A's and B's only

INDIVIDUAL GRADUATION PLAN (IGP) & CAREER CLUSTERS

An IGP is like a "roadmap" to your future. As students remain on course, they will reach their "destination" of graduation, with all the courses, skills and experience they need to take their education or career to the next level.

MAKE-UP WORK / TESTS / PROJECTS

Due to the amount of course content covered on a daily basis, it is integral that you complete all assignments and assessments as assigned by your instructor. Students should complete all assignments on time unless there are extenuating circumstances involved. Likewise, please note that teachers reserve the right to change any test, assignment and/or format in regards to missing work. The course syllabus for each of your courses will explain the school-wide make-up policy in greater detail.

PARENT & COMMUNITY INVOLVEMENT

BOOSTER CLUBS

Woodland High School offers parents the opportunity to be involved in two booster clubs. For information on the Athletic Booster Club, contact the Athletic Director at Woodland High School. For information about the Band Booster Club, contact the Band Director at Woodland High School.

PARENT / TEACHER / STUDENT ASSOCIATION (PTSA)

Parents and students are urged to get involved in the PTSA to learn more about the curriculum and to be a functional part of making WHS the "Best of the Best". The PTSA financially supports annual scholarships and special school projects.

SCHOOL IMPROVEMENT COUNCIL (SIC)

Woodland High School Improvement Council (SIC) is a committee made up of parents, business partners, community members, students, teachers and administrators charged with the responsibility to develop an annual school improvement plan and to review test data. Parents for SIC are elected at Open House. The faculty elects teachers in September. Student members are the elected student government members. The principal may appoint other members.

STUDENT ACTIVITIES

PROM

The juniors organize the Junior/Senior Prom for all seniors. The junior class is responsible for fundraising, selecting a theme, decorating, and organizing all aspects of the dance. All juniors and seniors from Woodland High School are allowed to attend and may bring one guest with them. Any guest who is not from Woodland High School must receive approval by administration prior to the dance. Students who are suspended from school on the day of the dance will not be allowed to attend and will not be refunded their money.

STUDENT GOVERNMENT

The Students Government of Woodland High School continually strives to involve as many members of the school "family" and community for the promotion of a strong Wolverine Spirit. Grade requirements are a 2.5 grade point average each semester and passing grades in all required courses.

CLASS KINGS / QUEENS / RUNNER UP

Candidates must have a cumulative 2.5 grade point average. Candidates must not have been referred to administration or suspended from school during the current school year.

HOMECOMING QUEEN

1. Any senior football player, manager or trainer may sponsor a senior female for Homecoming Queen. The football player, manager or trainer must be on the team roster and be a team member through the conclusion of the Homecoming game.
2. Only senior females who are currently passing all subjects (cumulatively averaged) and who have attended Woodland High School for at least one full year are eligible.
3. Candidates must not have been referred to the administration or suspended from school during the current school year and have a cumulative 2.5 grade point average.
4. The sponsored Homecoming Queen will be elected by the student body.

MISS WOODLAND HIGH

Candidates must not have been referred to administration or suspended from school during the current school year and must have a cumulative 2.5 grade point average to participate.

ATHLETICS

Woodland High School offers a comprehensive athletic program for male and female students. Sports include football, volleyball, baseball, cross-country, softball, basketball, cheerleading, track & field, soccer and tennis. Athletes are expected to serve as role models at all times for their peers and as positive representatives of the school. Unethical behavior may carry school sanctions as well as athletic department sanctions. Athletes are expected to uphold standards of honesty, integrity and teamwork at all times. All student athletes will be given an athletic policy manual upon being selected to an athletic team.

The athletic department and coaches are not responsible for any item (i.e. cell phone, iPod, athletic shoes, warm-ups, uniforms, etc.) that is taken or misplaced. All items should be secured and are at the expense of the owner.

Athletes are responsible for all uniforms, warm-ups and athletic department equipment that is distributed by the head coaches.

DISCIPLINE

A high priority is placed upon appropriate student conduct. No student at Woodland High School is permitted to disrupt the educational process and thereby infringe upon another student's right to learn or the teacher's right to teach.

Each teacher will develop a set of classroom rules and will issue discipline for minor disruptions.

A list of consequences for all other disruptions, non-compliance and misbehavior can be found in the Woodland High School Progressive Discipline Plan, which has been posted on the school website alongside this document.

IN SCHOOL SUSPENSION (ISS)

Students receiving ISS will report to a designated area the morning or period they've been assigned ISS. Students will be required to work on class assignments or read while assigned ISS. ISS is **NOT** a free pass.

OUT OF SCHOOL SUSPENSION (OSS)

Students who receive OSS are not allowed to come to any school function on Dorchester School District Four property during or after school hours. Students who are on school property during their suspension are considered trespassing.

ALTERNATIVE SERVICES RECOMMENDATION

Students who do accumulate a high number of referrals or do not make adequate academic progress may be recommended for transfer to the Alternative School anytime throughout the school year. The administration will decide when and if a student is recommended.