

2021-2022



# Student Handbook

We are providing hope to our students,  
while enriching our community.

## Denmark-Olar High School

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## **Overview and Purpose**

Two key functions of the Student Handbook are to:

- ❖ Describe behavior that builds a **positive** environment for learning.
- ❖ Provide for school **consistency** in the matter of student behavior.

Policies and procedures (rules) regarding student behavior refer to the actions of students while they are on school property, including actions that occur before, during, and after regular hours. These rules also apply to all school-sponsored/related activities or events, such as field trips, sports, dances, assemblies, or evening school-related events.

### **Denmark-Olar High School Face Mask Policy**

In an effort to combat the spread of the coronavirus (COVID-19) and ensure the safest possible environment for all students and staff, all persons entering Denmark-Olar High School, its facilities, or sponsored event are expected to wear a face mask. Any person who refuses to wear a face mask will be asked to leave the premises or event.

## **Standards of Student Conduct**

The school is committed to the rights of students as recognized and protected under state and federal laws. In addition, the school has enumerated certain expectations (responsibilities) regarding student behavior that, when adopted by students, effect a positive influence on the school and community. A proper balance between rights and responsibilities is essential if the school is to provide the kinds of educational experiences that promote self-responsibility and enhance educational opportunities for all students.

Five standards of student conduct are offered as guidelines to this purpose. These standards assert that responsible students should be encouraged and taught to:

- ❖ Exercise self-control.
  - Use courteous language.
  - Resolve conflict in a mature manner.
  - Be appropriately dressed and groomed.

- ❖ Demonstrate a positive attitude.
  - Take a leadership role.
  - Be polite.
  - Be cooperative.
- ❖ Respect the rights and feelings of others.
  - Behave in a manner that does not disrupt others.
  - Treat others with courtesy and respect.
- ❖ Take responsibility for school property.
  - Respect the building, grounds, and property.
  - Keep the campus free from trash and graffiti.
- ❖ Support the learning process.
  - Attend all classes regularly and on time.
  - Be prepared for class (i.e., bring assignments, books, and supplies).
  - Listen carefully to instructions.
  - Participate in class activities.

These standards are designed to maintain order in the school, foster a climate of mutual respect for the rights of others, and teach students that they are responsible for conducting themselves in a manner appropriate to their age and level of maturity.

The following are policies and procedures specific to the students of Denmark-Olar High School.

## **Academics**

### **Classroom Procedures**

All students are expected to accept the responsibility of properly conducting themselves while in attendance at school. The following are our expectations of all students.

- ❖ Be in your assigned seat when the tardy bell rings.
- ❖ Bring pen, pencil, paper, books, and other required items to class.
- ❖ Listen attentively to comments of teacher and students.
- ❖ Avoid comments which do not add to the discussion of the class.
- ❖ Respect the rights of others to express their own opinions.
- ❖ Return all classroom equipment to the proper location.
- ❖ Leave the desks and room neat and tidy.

- ❖ Make worthwhile contributions to groups, problems, and projects.
- ❖ **Be dismissed by the teacher and not the bell.**

### **Eligibility for Holding Office**

A class or organization officer should be a leader, have a good attitude toward school, maintain satisfactory grades, and always think of the good of the class/organization and/or school.

A student whose school work becomes unsatisfactory or whose general conduct is below that expected of all students may be removed from office by a sponsor and/or the administration.

### **Field Trips**

Instructional field trips are those that are directly related to ongoing classroom instruction.

These instructional events are encouraged; however, students must meet the following requirements before participating:

- ❖ Appropriate paperwork must be signed by parent/guardian
- ❖ All debts owed to the school must be cleared.
- ❖ Accumulated referrals for an individual student can be no more than three.

Refunds will only be issued back to a student in an extreme emergency.

If a student is on suspension during the time he/she is scheduled to go on a field trip, that student will not be allowed to participate, and there will be no refund.

# **Grading System – Grades, Report Cards**

## **Grades**

Numerical grades are used to designate a student's progress.  
The grading system is as follows:

- A = 90 – 100 (Work is excellent in quality and quantity)
- B = 80– 89 (Work is good and above average)
- C = 70 – 79 (Work is average)
- D = 60 – 69 (Work is poor)
- F = 59 – 0 (Work is not acceptable)

Grades may be changed up to three days after they are officially verified by the teacher for the following reasons: Clerical error, calculation error, or misinterpretation by the teacher.

The following steps shall be used when a grade is questioned:

1. Teacher is informed of the alleged error.
2. Teacher reviews the situation.
3. Teacher makes a decision to change or not change the grade.
4. Teacher completes a grade change form and submit it to the PRINCIPAL only.
5. The principal will sign the grade change form and submit it to guidance.
6. The School Counselor will change the grade and inform all parties, (student, parent, principal teacher).

## **Grade Point Average**

The official grade point averages and rank are maintained in the guidance counselors' offices. Individual students may inquire about their GPA and class rank, but the overall information is confidential and will not be released to persons other than teachers, the individual student, and the parents/guardians of the student.

**Special Note:** It is the student's responsibility to contact the teacher and make arrangements for making up the incomplete.

### **Report Cards**

Report cards are issued four times per year at nine-week intervals for all students. The exact dates of the report card distribution are listed on the school calendar.

### **Progress Reports**

Midway through each marking period (or at any other time deemed appropriate) teachers will send progress reports home to parents/guardians of the students. These reports are intended to provide each student and parent/guardian knowledge of academic progress up to that time.

### **Homework**

Home study is a necessary part of each pupil's educational program. Each student is expected to spend additional time studying at home to achieve success. Planned study eliminates the necessity of spending too much time in completing assignments the day before they are due.

### **Parent Conferences**

Parents may make appointments for conferences with teachers, counselors, or administrators by calling the school office at (803)793-3307. The school may request a parent conference if it is determined to be in the best interest of the student.

### **Textbooks**

Students assume full responsibility for books entrusted and assigned to them. Any item belonging to the school that is lost, damaged, or stolen will be paid for by the student who was assigned the book.



# **Attendance**

## **Policy**

Attendance at Denmark-Olar High School is a privilege. Although the state of South Carolina has a compulsory school attendance law that guarantees an educational opportunity for its youth, admittance to and continued attendance in a public school are dependent upon the student's compliance with the laws of the state of South Carolina, the policies of Bamberg School District 2, and the rules and regulations of the school. Students are expected to attend school regularly and present a written excuse signed by a parent/guardian or other appropriate person in all cases of absence.

Parents of all students must notify the school in person or in writing whenever it is necessary for a student to be absent, arrive late, or be dismissed early during the school day.

## **Absence - Excused/Unexcused**

The progress of a student in school depends upon the punctuality and regularity of his/her attendance.

## **Excused Absences**

In grades 9-12, excuses may be written by parents/guardians and accepted for the following:

- Semester courses-No more than 5 absences
- Yearly unit courses-No more than 10 absences

May include:

- ❖ Personal illness or illness in the immediate family.
- ❖ Religious holidays for a family.
- ❖ Death in the immediate family.
- ❖ School related and/or sponsored trips.
- ❖ Doctor/Dental appointments accompanied with a doctor's excuse for the date(s) of the absence(s).

- ❖ Other reasons for absences will be handled on an individual basis as they arise.

### **Unexcused Absences**

- ❖ All absences not included in “Excused Absences”, Oversleeping, car/transportation problems, work, job interviews, babysitting, and/or running errands for self or parents are not excused absences.
- ❖ Repeated unexcused absences may lead to a charge of truancy against the student.
- ❖ No student shall leave the school property without the consent of the principal or his designee. Failure to sign out, regardless of the reason, will result in disciplinary action.
- ❖ Students who accumulate more than five (5) unexcused absences for a semester class or (10) unexcused absences in a year-long class will lose credit for that class.

Suspension imposed by a school administrator does count as an unexcused absence in determining whether a student will lose credit in a class for excessive absenteeism.

### **Cancellation of School**

In the event that school is cancelled due to bad weather, all parents and students will be notified via our local news stations on television and radio. This information will be given to the stations as soon as possible.

### **Change of Address**

It is important to the efficient operation of the school that our files contain a current address and phone number for each student. It is the student's responsibility to report any and all changes promptly to the office.

### **Continuous Attendance**

Once a class has started, students are not to leave the room without written permission from the teacher in charge. Students who walk out of a room while class is in session without the written consent of the teacher will be subject to disciplinary action.

## **Leaving Campus Early**

### **Early Departure**

No student may leave campus during the school day, unless he/she has permission from the school office. If a student becomes ill, he/she should report to the nurse's office, if present. If the nurse is not present, the student should report to the main office. If a student needs to leave school for any reason, he/she must report to the office prior to leaving the building. Failure to comply will result in disciplinary action.

### **Make-up Work**

- ❖ Students with an excused absence will be given one day for each day they are absent to make up all missed class work.
- ❖ Students whose absences and frequency of absences coincide with a test may be handled differently. Students should not miss any tests or exams for reasons other than personal illness and/or a death in the immediate family.
- ❖ Make-up assignments will be granted or denied as follows:
  - Excused Absence: The student must make arrangements to make up all work missed if credit is to be given.
  - Unexcused Absence: The student will not be given credit for work missed, but the teacher may require the work to be made up so the student will remain at the same instructional level as the other students in the classroom.

### **Tardiness**

At Denmark-Olar High School, a student is officially tardy if he/she is not inside their respective classroom when the tardy bell stops ringing.

Teachers will not allow students who are tardy to attend class without a signed pass from the office.

A student who is late to school (after 8:09 A.M.) must report to the office and get a pass BEFORE reporting to class.

In the event that a student is tardy, the following actions will be taken:

**First Offense:** Warning

**Second Offense:** A Tardy Referral will be completed by teacher or appropriate staff member.

**Third Offense:** Discipline referral

**Any additional offenses:** Discipline referral

It should be noted that students will receive a clean slate (tardy record erased) at the beginning of each nine weeks grading period.

## **Expectations**

It is our expectation at Denmark-Olar High School that all students will conduct themselves at all times in such a manner as not to interfere with the rights of others and not to bring discredit to themselves, their parents, the community, or the school.

### **Bullying**

The school shall respond and appropriately address students who have demonstrated behaviors that put them at risk for bullying.

Bullying shall be defined as any behavior which causes or attempts to cause physical and/or psychological harm to someone else, or urges or encourages others to engage in such conduct. Prohibited behavior includes any act of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.

In the event school officials identify bullying, they may respond in the following manner:

- ❖ Notify and involve the school counselors, social workers, psychologist, or other school support service providers.
- ❖ Apply the school district's discipline procedures.
- ❖ Notify and involve appropriate law enforcement authorities.

### **Building -- Care, Use, Hours**

Students are expected to care for school property as their parents expect them to care for their home furnishings. It is both a moral and legal responsibility to do so. Students owe it to the people of the community, and more importantly to themselves, to take care of the school and its property.

We are judged by the appearance of our school; therefore, each student is expected to refrain from littering the halls or marking on walls or desks. Markings on desks or walls or discarded paper on the floor are common indicators of the absence of consideration for others.

If furniture is marred, the building defaced, or equipment damaged, the student may be required to pay for the damage replacement. Students who deliberately damage, break, or deface the building or any of its contents face immediate suspension and possible expulsion and prosecution.

Keeping our building attractive will require the efforts of everyone. Let us keep it in such condition that reflects our pride, so that anyone coming into the building will be impressed with its cleanliness and orderliness.

The building will be open to students from 7:30 A.M. to 4:00 P.M. Students are not to be in the building before or after these hours unless under direct supervision of a teacher and engaged in some specific school-sponsored activity.

### **Classroom Expectations**

Students are expected to exhibit positive classroom behavior and be respectful to teachers and fellow students. Behavior which is not conducive to the educational process will result in appropriate disciplinary action.

## **Clothing and Student Attire**

Daily appearance is important, and we are very proud of the general appearance of our students.

Clothing or other items which mention or suggest and/or imply the participation and/or promotion of sex, alcohol, drugs, tobacco, gangs (and/or gang activities) or other disruptive and unacceptable behavior are not permitted on school property or at a school-related function.

Students are expected to remove their hats and **all head gear (wraps, scarfs, head bands, etc.)** upon entering the building. Hats **and the aforementioned head gear** are not to be worn in a school building at any time or for any on campus activity.

Clothing which is revealing, which fails to adequately cover the body, or which is torn or altered in a suggestive manner will not be permitted. This means that tops (shirts, blouses, etc.) which do not cover the shoulder are not permitted. This includes, but is not limited to, spaghetti straps, tube tops, or clothes that show bare mid-sections. Pants worn so low as to reveal underclothing and/or long shirts worn over the pockets of pants are not permitted.

Skirt or dress length should pass the “dollar” test -- Fold a dollar bill in half; place the fold at the top of knee cap. If skirt or dress reaches the top half of the dollar opposite the folded end, the length is appropriate; otherwise, the length is too short and unacceptable for school.

Ripped clothing (jeans, t-shirts, etc.) is a very popular fad. In the event that a student chooses to wear said items, it is expected that the student will wear other garments under their ripped clothing to ensure that their bare skin is not seen.

All students must wear shoes. Shoes must be tied, buckled or worn as the manufacturer intended. Shoes that cause undue attention or area health and safety hazard are prohibited.

Clothing or accessories that are deemed to be a safety or health hazard will not be permitted. This includes, but is not limited to, sunglasses.

Shoes shall be worn at all times.

## **Gambling**

No form of gambling is permitted on school property or at a school sponsored function. Students are not allowed to bring to school or to play cards, dominoes, etc.

## **Smoking**

Smoking is not permitted. It should be noted that this includes the use of e-cigarettes.

## **Hall Passes**

In order for a student to be in the halls during class time, he/she must have in his/her possession a designated hall pass with a teacher's signature, the destination, time, and date. If a student is in the hallway without proper authorization, he/she will be subject to disciplinary action.

## **Hallway and Corridor Conduct**

Please adhere to the following guidelines:

- ❖ Student traffic should keep to the right at all times.
- ❖ Show your respect of others by not being loud and boisterous while in the hallways.
- ❖ Properly dispose of all paper and refuse in the nearest trash container.
- ❖ Show courtesy and do not block traffic near doorways, water fountains, etc.
- ❖ Light switches and other controls are the responsibility of teachers and/or custodial personnel only.
- ❖ Respect the rights of others, and they will respect yours.
- ❖ Proceed to the proper classroom. Do not congregate in the hallways.

**Special Note:** In an effort to maintain a secure premises at all times, several exterior doors are locked during school hours. Students are not permitted to open the aforementioned doors from the inside. If students fail to follow this directive and open those doors, they will be subject to disciplinary action.

## **Identification Badges – IDs**

For school safety purposes, students are required to have on their person identification badges at all times. Students arriving to school with no ID must report to the office immediately to pay \$1.00 for a temporary ID.

If an ID is lost, broken, or damaged beyond repair, students must report to the office and request and pay for a replacement to avoid disciplinary action. The cost of a replacement ID is ten dollars.

### **Public Display of Affection**

Public display of affection is not approved or permitted on school property or at a school function at any time. Proper conduct and behavior by all students is necessary for the appropriate atmosphere for learning to exist. Students will be warned only once. If the situation is not corrected, the student(s) will be subject to disciplinary action.

### **Restrooms**

Clean, attractive restrooms need the constant care of each student. Many times a visitor's first impression comes through the housekeeping he/she observes. It is the student's duty and obligation to do his/her part in keeping the restrooms clean for fellow students. Students are not to loiter in the restrooms at any time.

### **Searches and Seizures**

To maintain order and security in the school and pursuant to state law, school authorities may inspect, search places and areas, such as desks, parking lots, and other school property and equipment owned and controlled by the school, as well as personal effects left in those places and areas by students including, but not limited to, purses, wallets, book bags, knapsacks, etc., without notice to or consent of the students, without a search warrant.

As a matter of public policy, Denmark-Olar High School finds that students have no reasonable expectations of privacy in these places and areas or in their personal effects left in these places or areas.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of desks, parking lots, and other school property and equipment owned or controlled by the school for



illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

If a search does produce evidence that the student has violated or is violating either the law, local ordinances, or the district's/school's policies or rules, such evidence may be seized by school authorities and disciplinary action will be taken. School authorities may also turn over such evidence to law enforcement authorities.

## **Health**

### **Health Room/Nurse's Office**

A student who becomes ill or injured during the school day should obtain a pass from his/her teacher (except in emergency) before going to the health room in the front office. If the nurse is not in the health room, the student should report to the main office immediately. A student who must make an emergency visit to a restroom because of illness should report to the health room before returning to class. Under no circumstances are students to leave the school without proper authorization from the principal or her designee.

It is very important for parents/guardians to submit accurate, information regarding home and work phone numbers and names and phone numbers of a person to contact if parents/guardians cannot be reached regarding student illness or injury. Parents/guardians should also inform the school nurse or a guidance counselor of any changes in a student's health status which occurs during the school year.

### **Medication**

If it is absolutely necessary for a student to take medication during school hours, the following policy applies. Prescription medication must be submitted to the school nurse or main office. Prescription medication must be taken in the health room, if nurse is present, or main office, if nurse is not present.

- ❖ Medication must be in the original, labeled container stating the name of the student, name of the medication, amount to be taken, time to be taken, prescriber's name and current date.
- ❖ The parent/guardian must have their physician complete an Administration of Medication Form.
- ❖ The authorized prescriber must provide a written request for changes in dosage or discontinuing medication.

- ❖ It is the student's responsibility to report to the health room at the proper time to take medication.

### **Vaccination, Screening, and Immunization**

Students who do not comply with mandated immunizations will not be permitted to attend school.

## **Interscholastic Activities**

### **Athletic Handbook**

In addition to the Athletic Training Rules below, all student-athletes must abide by the policies and procedures described in the Denmark-Olar High School Athletic Handbook. All consequences and penalties shall be strictly enforced.

**Special Note:** Any student athlete who is suspended from school or is assigned to In School Suspension on the day of an athletic event (practice or game) will not be permitted to participate in any athletic activity.

### **Athletic Training Rules**

Participation in athletics at Denmark-Olar High School is an honor and privilege for students. It is important that students remember they are representing our school, whether they are on the field of play, in the school building, or acting as a general member of society. Training rules and academic levels of performance are established for our student-athletes to insure the highest possible standards for our teams' performances, as well as each athlete's personal health and well being. It is the responsibility of each athlete to abide by the following rules.

- ❖ A student-athlete representing Denmark-Olar High School shall exemplify high standards and moral integrity plus good citizenship in and out of school. A neat, clean appearance is expected of all student-athletes.
- ❖ Personal Habits, Problems Involving Civil Authorities – The following situations will not be tolerated by the Athletic Department of Denmark-Olar High School:
  - Use and/or possession of tobacco on or off school property.

- Consumption and/or possession of alcoholic beverages on or off school property.
- Illegal use, possession or trafficking of any controlled substance at any time.
- Stealing or vandalism of school property.
- Conviction of a felony.
- Use and/or possession of drug paraphernalia on or off school property.
- Any act of gross disobedience or misconduct.

If a member of the Denmark-Olar High faculty or any other certified school personnel has unquestionable verification that an infraction has occurred, the student-athlete will face revocation of all privileges and honors to which he/she is entitled.

Penalties for serious violations (determined at the discretion of the school administration and athletic director) may be enforced as a "Second Offense."

### **Attendance**

A student shall not be eligible for participation in school sponsored activities unless he/she has been in school attendance during the entire school day (on days when school is in session) on the day of the activity. This includes athletic practices and/or contests. Personal illness of the student is not an exception.

### **Eligibility Rules**

Denmark-Olar High School subscribes to the rules of the South Carolina High School League, including student eligibility requirements.

### **Transportation Policy**

#### **Student participants**

Student participants in any extracurricular activity must ride to and from the scheduled destination in the school-owned vehicle provided unless:

- ❖ The coach/sponsor or administrator is provided with a written permission statement signed by the parent/guardian of the student, stating that the student participant may ride to or from the scheduled

destination with a designated person. If the coach/sponsor or administrator cannot verify the contents of the letter, he/she may insist the student ride the school- owned vehicle.

### **Student Spectators**

Student spectators not riding school-owned vehicles are responsible for their own transportation.

- ❖ If a student spectator is transported by a school owned- vehicle, he/she must ride to and from the scheduled destination in the school-owned vehicle unless the coach/sponsor or administrator is provided with a written permission statement signed by the parent/guardian of the student, stating that the student participant may ride to or from the scheduled destination with a designated person. If the coach/sponsor or administrator cannot verify the contents of the letter, he/she may insist the student ride the school- owned vehicle.

## **Student Activities**

### **Assemblies**

School assembly programs are scheduled periodically throughout the year. The success of every assembly program will depend upon the audience.

### **Non-school Hours**

Unless under the direct supervision of a teacher/sponsor, students are not to be in the building earlier than 7:30 A.M. or later than 4:00 P.M. Advisors of special groups using the building at night or on non-school days must obtain prior approval from the principal. Students should be informed of the time the activity begins and ends. Advisors/sponsors are responsible for the members of their organizations.

### **Posters**

There are several bulletin boards throughout the school. The administration, prior to being put on display, must approve any information placed on these boards.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin boards, must also be approved by the principal. Attach posters only to surfaces that will not be marred. Do not attach to painted walls or varnished surfaces.

It is understood that all signs posted will be taken down after a reasonable length of time.

## **School Spirit**

School spirit may be divided into three categories:

- ❖ Courtesy – toward teachers, fellow students, and the officials of school athletic activities.
- ❖ Pride – in everything our school endeavors to accomplish and has accomplished.
- ❖ Sportsmanship – the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her best to keep his/her scholastic and activity standards at the highest level.

## **Visitors**

We make every effort to be gracious and hospitable, but we cannot allow visitations which in any way may interfere with the educational setting of the school. To that end, classroom instruction will not be interrupted after class begins. Teachers will not be allowed to conference during class time under any circumstances.

People desiring to visit the school are welcome. They should first register in the main office where assistance will be provided and arrangements made for a proper visit.

Classroom visits by parents will be allowed at the beginning of a class period. Please observe the following guidelines.

- ❖ The parent notifies the principal of a desire to visit a classroom.
- ❖ The parent and principal agree on the date and time.
- ❖ The parent reports to the main office on the date of the visit and requests to see the principal.

- ❖ The parent receives a visitor's badge to be worn at all times during the visit. The principal or her designee escorts the parent to the classroom during the class change.
- ❖ Once in the room, the parent will do nothing to disturb the class or interfere with instruction in the class.
- ❖ As soon as the parent leaves the room, he/she must return immediately to the office, notify the principal or her designee that the classroom visit is completed, and return the visitor's badge.

Any parent coming to the school for a classroom visit without an appointment will be asked to wait until classes change before being permitted to go to a classroom.

**\*Parents are not permitted to record/video at any time during the visit.**

## **Student Services**

### **Announcements**

The principal or his designee will review all announcements before they are made public.

### **Cafeteria**

Please adhere to the following rules while in the cafeteria:

- ❖ Cutting or holding a place in line for other students is prohibited.
- ❖ Students are responsible for returning all items to the tray area, placing utensils in the proper containers, and depositing trash in the appropriate containers.
- ❖ Throwing food in the cafeteria is strictly prohibited.
- ❖ No food or drink is allowed outside of the cafeteria.

Failure to observe these rules and regulations will result in disciplinary action.

## **Drills -- Fire, Disaster**

### **Fire**

Signaled by one continuous alarm -- At the sound of the signal, students should move quietly and orderly out of the building, according to the exit plan posted in each classroom. Windows and doors should be closed by the teacher. Students should take all personal items with them and stand well clear of the building once outside. Students are not to return to the building until directed to do so by the teacher.

### **Disaster/Tornado**

Signaled by three consecutive short rings of the bell system, repeated several times -- At the sound of the signal, students are to move single file to assigned areas. Students are to bring coats or wraps that can be used to cover/protect the head. Students will sit on the floor with their knees drawn up and their hands over their heads between their knees.

### **Earthquake**

During an earthquake or at the first sign of ground shaking, students should react immediately by following the procedures outlined below:

- ❖ Immediately take cover under desks or tables and turn away from windows.
- ❖ Remain in sheltered position for at least sixty (60) seconds.
- ❖ Be silent and listen to instructions.

### **Guidance**

Students are expected and encouraged to use the services of our school counselor. They are persons from whom a student may seek help and suggestions related to school, as well as those not related to school.

Our school counselor is qualified and willing to discuss college and university entrance requirements, choice of attendance, fields of study, financial aid programs and grants.

Our counselor is anxious to assist each student in planning for his/her future.

The counselor also handles questions and concerns regarding individual class schedules.

## **Internet Access**

Each student and his/her parent must sign the district Internet Policy Form. Please read this document carefully before signing. Students will not be allowed Internet access without the return of a signed form by both the parent/guardian and the student.

All student use of the Internet shall be consistent with the school's goal of promoting educational excellence by facilitating educational resource sharing, allowing electronic communication, and improving methods for learning and research.

The purposes of providing Internet access in the school are to allow access to new means of gathering information, to provide research experiences, and to teach responsible use of computers, networks, and the Internet. To that end, Denmark-Olar High reserves the right to limit access by students and to prohibit student access to network resourcing, Internet files, information or sites which certified employees believe are not appropriate to the educational activity assigned or permitted.

The failure of any user to follow the terms and conditions of district or school policy regarding Internet access will result in the loss of those privileges and may result in disciplinary action.

Student misuse of computers, networks, or the Internet may result in legal liability of the student and/or his/her parent/guardian.

## **Lost and Found**

The office maintains a "Lost and Found" location for items misplaced-placed by students throughout the school year. If a student has lost something, he/she may contact the office for permission to look through the lost and found items.

The school is not responsible for lost money, jewelry, and/or other valuable articles.

Items unclaimed at the conclusion of the school year will be discarded.



## **Media Center**

Students are encouraged to use this facility for reference and supplementary materials, which they may need in their regular class work.

Books in the general collection may be checked out. Reference books may not be checked out.

Students using the media center are expected to follow the posted rules and not distract others wishing to use the facility for study.

Fees for overdue, lost, or damaged books must be paid before the end of the semester. Students who do not pay fees/fines may be subject to loss of privileges as determined by the media specialist and the administration.

## **Telephone**

Students are allowed to use the telephone in the main offices only in the case of an emergency. Any unauthorized use of a school phone will result in disciplinary action.

It is not possible to accept and hand deliver messages that come to the school without interrupting classes and interfering with the learning environment the faculty, staff, and administration work so hard to maintain. For this reason, calls for students should be for emergencies only.

A student is not to leave class to use the telephone, except in the case of an emergency, at which time he/she should have a valid pass from the teacher to whom he/she is assigned at that time. Otherwise, the student will be subject to disciplinary action.

# **Student Transportation**

## **Buses**

Students who ride buses to attend out-of-town, school-sponsored activities or ride student fan buses to athletic contests are expected to return on the bus. Sponsors may allow students to return with their parents, grandparents, or parents of other students provided the request is made in person by the parents or the student presents a written request to the sponsor.

## **Vehicles -- Rules and Regulations**

Student vehicles are under the jurisdiction of school authorities while on school property. Students who find it necessary to drive to and from school must adhere to the following regulations.

- ❖ If a student drives to school, the vehicle must stay parked until he/she leaves after the school day is completed.
- ❖ Students are not to be in or near any vehicle during the lunch period or at any other time during the school day.
- ❖ Driving and/or parking privileges may be suspended and/or revoked because of reckless or dangerous driving, illegal parking, and any other violation(s) of school rules. Parents will be notified if action is taken.
- ❖ All vehicles must be registered in the main office. Students who drive more than one vehicle must register all vehicles. A student driving a vehicle not registered in the office will be responsible for paying to have the vehicle towed.
- ❖ Upon arrival at school, students must park in a proper manner in the designated student parking area and leave the parking lot. Loitering in vehicles or in the parking area is not permitted at any time during the school day.
- ❖ Vehicles parked on campus should be locked at all times. The school assumes no responsibility for loss of personal property or damage to vehicles parked on school property.

## **General Information**

### **Cell Phones**

Cell phones are permitted only in approved areas of the school campuses during the school day. If a student has a cell phone in his/her possession during the school day outside of approved areas, it may be confiscated by a school official. If a cell phone is confiscated the following consequences shall be enforced:

First Offense:	Warning (cell phone returned to parent only)
Second Offense:	\$25 fine (cell phone returned to parent only after fine is paid)

Third Offense: Cell phone seized (not returned until end of school year).

\*The school will not spend time investigating the lost or theft of any electronic devices.

### **Trespassing**

Persons who have no legitimate business on campus will be subject to trespassing charges and will be reported to the appropriate law enforcement agency.

Students who return to school while on suspension will be considered trespassing and, as such, are subject to additional days of suspension and the possibility of trespassing charges being filed.

**Students are not permitted to have any person drop off food for lunch. Students violating this policy will be subject to school discipline that may include detention or suspension.**

### **Vending Machines**

Beverage soft drink and snack machines are available for use by all students before school begins and after school only.

There will be no food or drink allowed in the classrooms for any reason whatsoever.

Access to vending machines may be denied by the administration if problems arise concerning litter and food or drink in the classrooms.

Students use the machines at their own risk. No refunds are available.

### **Visitors**

In an effort to combat the spread of the coronavirus (COVID-19) all persons entering a Denmark-Olar High School facility or event are expected to wear a mask.

In the interest of efficient operation, protection of students and staff from possible undesirable influences, and unnecessary class interruption, it is required that all persons entering the building report directly to the main office before contacting teachers, students, or other employees.

