



# Bamberg-Ehrhardt High School

## Student Handbook

### 2018-2019

The Bamberg-Ehrhardt High School Student Handbook is a collection of student conduct standards, policies, and procedures that define student expectations. It is the responsibility of each student to become familiar with the information provided.

**2018- 2019**  
**BAMBERG-EHRHARDT HIGH SCHOOL**

267 Red Raider Drive  
Bamberg, South Carolina 29003  
Phone: (803) 245-3030  
Fax: (803) 245-6502

Mr. Dennis R. Ulmer– Principal  
Mr. Jordan D. Smith – Assistant Principal  
Mrs. Heather Ulmer – Director of Guidance  
Mrs. Leigh Anne Osborne – Counselor  
Mrs. Dena Hartzog– HSTW/STW

**“RED RAIDERS”**

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## **BAMBERG-EHRHARDT HIGH SCHOOL MISSION STATEMENT**

The mission of Bamberg-Ehrhardt High School in partnership with students, family, and community is to produce students who exhibit the characteristics defined by the Profile of the South Carolina Graduate.

### **FOREWORD**

"...In the character of the students lies the welfare of the school..."

Bamberg-Ehrhardt High School is a first class school because that is the desire of the students, faculty, administration and community. Your individual contributions are very important to the image and progress of our school. Be a doer, a good citizen and a concerned scholar; the benefits will be satisfying.

### **ALMA MATER**

Dear B-E High, Our hearts to thee are holden-  
By loyal love, for each familiar truth,  
Thy hallowed walls, thy fount of knowledge golden,  
Thine imprint made through years of youth.

Dear B-E High, Our love and pride confessing-- As  
from these halls, Life's pathway- outward roam,  
And may we strive to bring a richer blessing,  
To crown thee now and thru years to come.

**This handbook contains Bamberg-Ehrhardt High School's rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this booklet is an unacceptable reason for not following the rules. If you have any questions, please discuss them with your principal, teacher, parent or counselor.**

### **EQUAL OPPORTUNITY: PROGRAMS AND ACTIVITIES**

Federal laws prohibit discrimination under programs and activities receiving federal financial assistance. The statutes listed below are applicable to Bamberg-Ehrhardt High School and are provided for you in part:

#### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **TITLE IX OF THE EDUCATION AMENDMENT OF 1972**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

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

No otherwise qualified handicapped individual in the United States shall...solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Bamberg-Ehrhardt High School conducts its programs and activities involving admission and treatment of students, employment, teaching, research, and public service in a non-discriminatory manner as prescribed by federal law and regulation.

Bamberg School District One offers all program and educational activities without regard to race, color, national origin, religion, gender, or handicap.

**Inquiries concerning the above may be addressed to:**

**Bamberg School District No. One  
District Superintendent  
3830 Faust Street  
Bamberg, South Carolina 29003**

### **SCHOOL ADMINISTRATION AND STAFF**

Phyllis Schwarting	Superintendent	245-3053
Robert Kears	Assistant to the Superintendent	245-3053
Dennis R. Ulmer	Principal	245-3030 Ext. 1203
Jordan D. Smith	Assistant Principal	245-3030 Ext. 1204
Heather Ulmer	Director of Guidance	245-3030 Ext. 1210
Leigh Ann Osborne	Counselor	245-3030 Ext. 1206
Lorraine Johnson	Guidance Secretary	245-3030 Ext. 1205
Robin Chavis	Secretary/Bookkeeper	245-3030 Ext. 1200
Brenda Thomas	Attendance Clerk	245-3030 Ext. 1201
Betty Mack	Attendance Clerk	245-3030 Ext. 1202
Dena Hartzog	HSTW/ STW Coordinator	245-3030 Ext. 1207

## **CONFIDENTIALITY**

The only student information that can be legally given out other than to the parent or legal guardian is outlined:

### **Directory Information**

Name, address, telephone, date and place of birth,  
and dates of attendance

### **TEAMS**

Same as above plus team name, weight  
and height of player, and awards.

When an authorized release of information is presented, it will be honored.

## **EARLY DISMISSALS**

Once a student reports to school, he/she is expected to stay for the entire day. Only in cases of funerals for loved ones or medical appointments that could not be scheduled after school hours should a parent request an early dismissal. A good education demands that a student be in every class every day possible. For parents requesting the early dismissal of a student the procedure is as follows:

1. The student will give the note to his/her 1<sup>st</sup> period teacher.
2. Parents send written permission stating the time, reason, date, and telephone number on a FULL SHEET OF PAPER. The parent or guardian may be called.
3. Students who become ill and find it necessary to leave school during the day must check with the school nurse for permission. The parent will be called to approve the dismissal. It is against school policy to permit another student to transport a sick student home.

## **GRADING SYSTEM**

90-100.....	A
80-89.....	B
70-79.....	C
60-69.....	D
59 or below.....	F

## **INSURANCE**

Two policies for health and accident insurance are available to students. One is a limited-coverage policy beginning one hour before school and extending one hour after the school day. The other is a full twenty-four hour coverage policy. Insurance is required for students in the following activities: athletics (other than football), cheerleaders, band, agriculture or shop courses, chemistry, physics, and clubs.

All students participating in the occupational program at the CACC must purchase school insurance or provide the school with proof of health and accident insurance from home.

## **THE LIBRARY MEDIA CENTER**

The Library Media Center (LMC) offers you opportunities to learn skills necessary to function well in the 21st century. You will find computers, online networks, and CD ROM searching. There is an area for career investigations and a television studio. The LMC also offers leisure reading in the book collection, the 31 periodical subscriptions, and daily newspapers. The media specialist and student assistants provide students with guidance in using materials needed to complete classroom assignments.

Access to the LMC is through a pass from study hall monitors and teachers. You must respect the rights of others who are using the center; you must respect and not abuse the materials; and you must earn the respect of those in charge so that you can return to the interesting things that happen in libraries! Eating and/ or drinking are prohibited in the Library Media Center.

The Library Media Center is open from 7:30 a.m. to 3:20 p.m. and later upon request.



## MEDICATION PROCEDURES

The school nurse or designee provides many services such as first aid, vision and hearing screenings. Students will be not able to receive any type of prescription or non-prescription medication at school unless the parent(s) or legal guardian provides the school nurse with the medication to be administered to the student along with an order from the physician.

When prescription medication is to be administered for an **extended period of time** and must be given during school hours, the parent/legal guardian will be asked to sign the notice of Medication Policies and Procedures form. Short term prescription drugs must be brought to the guidance office in the original prescription bottle with a note from the parent/legal guardian. When over-the-counter medication is brought from home that is needed at school, authorization for administration of this medication will be required. **Students are not allowed to keep prescription/non-prescription/over-the-counter medication with them at school.**

DUE TO HIPPA LAWS, ONLY **ONE** STUDENT IS PERMITTED IN THE NURSES' OFFICE AT ANY GIVEN TIME. STUDENTS SHOULD SIT ON THE BENCH UNTIL THEY ARE DIRECTED TO COME INTO THE OFFICE. ALL EMERGENCIES WILL BE HANDLED ON A CASE BY CASE BASIS.

**BAMBERG-EHRHARDT HIGH SCHOOL  
PROGRAM OF STUDIES DIPLOMA  
REQUIREMENTS**

English (I, II, III, IV)	4 units
Mathematics	4 units
Science	3 units
U.S. History	1 unit
Economics	0.5 unit
Government	0.5 unit
Other Social Studies	1 unit
Physical Education or JROTC	1 unit
Computer Science	1 unit
Reproductive Health	0.5 unit
Foreign Language or Career & Technology Ed	1 unit
Electives	6.5 units
<b>TOTAL</b>	<b>24 UNITS</b>

1. In order to qualify for a state high school diploma, a student must earn a minimum of twenty-four (24) units of credit.
2. Any student who fails to meet the promotion criteria shall be retained in his/her current grade unless required unit(s) are completed during summer school.
3. Students must attend a high school accredited by the state or by the Southern Association of Colleges and Schools at least the semester immediately preceding graduation.
4. A state high school diploma shall be awarded to special services students who complete a prescribed program of special education as described in the Defined Minimum Program.
5. Requirements for receiving a high school certificate:
  - a. At the beginning of the fourth year in high school, a student must have earned a minimum of sixteen (16) units and be a candidate for a diploma before he/she can be eligible for a high school certificate.
  - b. Students who have earned at least twenty-two (22) units by the end of the year, and who would be able to graduate after earning two additional units in summer school, will not be allowed to participate in graduation. To participate in graduation, a student must have earned the state required twenty-four (24) units.

- c. Special services students who complete a prescribed program as set forth in an Individualized Education Program shall be awarded a certificate.
- 6. All special services students, as defined by law and regulation at any grade level, shall be subject to the provisions of these promotion criteria unless the student's Individual Education Program (IEP) defines alternative goals and promotion standards.

### **PROMOTION/CLASSIFICATION OF STUDENTS**

**First Year Enrolled in High School:** This student will be classified as a FRESHMAN by their homeroom status. In order to be on track for graduation in four years, it is recommended that students earn a minimum of 5 units to include 1 English and 1 math at the end of their freshman year.

**Second Year Enrolled in High School:** This student will be classified as a SOPHOMORE by their homeroom status. In order to be on track for graduation in four years, it is recommended that students earn a minimum of 11 units to include two units of English and math and one unit of science and social studies by the end of their sophomore year.

**Third Year Enrolled in High School:** The student will be classified as a JUNIOR by their homeroom status. Students are recommended to earn a minimum of 16 units and be able to schedule the courses needed to earn the necessary 24 units to graduate by the end of their junior year. Unless otherwise determined by a multidisciplinary team in the case of a student with a disability under federal and state law, the student will remain at this level until he/she meets the criteria for being classified as a senior. At the end of the term, a student's records may be re-evaluated for placement in a senior homeroom. In order to be moved mid-year, the student must be eligible to graduate at the end of the spring semester.

**Senior:** The student will be classified as a SENIOR by their homeroom status ONLY if he/she has earned a minimum of 16 units and can successfully complete all requirements for a South Carolina high school diploma to graduate at the end of the spring semester.

## FERPA

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## CURRICULUM OPPORTUNITIES

Bamberg-Ehrhardt High School uses a Semester Block schedule. This method of scheduling gives you the opportunity to explore more elective courses, prepare more extensively for two-year or four-year college work, and attend the Cope Area Career Center while taking academic courses. The high school, combined with the Cope Area Career Center, offers a broad curriculum consisting of more than eighty courses. These courses are available to all students on a non-discriminatory basis.

You should always take the highest level of academic course work you can successfully handle and select occupational courses around your career goals. You will increase your chances of success if you will take the most demanding academic subjects and as many occupational courses as you can find room for on your schedule. The Semester Block schedule helps you to do this.

The high school diploma is not an end goal but is the foundation for future success. Many of the jobs of the future have not been determined yet. According to Career Opportunities News, "The average person finishing high school today is expected to change jobs ten times and careers three times." Any student who wants to pursue college after two years of technical training will have that option. And if you need to work immediately after high school, you'll be prepared to work and attend post-secondary training at the same time.

At a minimum, most jobs of the future will require good communication skills, competency in math and reading, ability to give or receive directions, and an aptitude for solving problems. The ability to interact with other people, customers and co-workers will also be a key element to employment opportunities of the Twenty-First Century. Today the workplace relies more upon the mental abilities of employees than upon their physical strengths.

## COURSE WITHDRAWAL

**Semester Course** (1 unit) – If a course is dropped after five (5) days of school, the grade will be entered as an F. This F will count in determining grade-point average and class rank. In extenuating circumstances, the principal may make exceptions.

**Quarter Course** (1/2 unit) – If the course is dropped after three (3) school days of a semester, the grade for the semester will be an F. This F will count in determining grade-point average and class rank. In extenuating circumstances, the principal may make exceptions.

## COURSE TRANSFERS

With teacher recommendation from both teachers involved, students in honors courses who are not making satisfactory progress during the first nine weeks of a course may be allowed to change to college-prep courses. This will remove the student from the Honors Program.

Students with a yearly average below 85 in an Honors Course will not be allowed to continue in the Honors curriculum.

## STUDENT ID'S

All students will be issued a picture ID upon enrollment. ID's must be worn at chest level and be visible at all times. Students are not allowed to wear another student's ID's. The ID policy listed in this student handbook will be enforced. First period teachers will check all students for proper ID's. The teacher will write a referral at the beginning of class on those who do not have on a valid ID and send it to the office with the attendance card. **New ID's will be printed at a cost of \$6.00.**

## SCHEDULE CHANGES

Students are given the choice of selecting their courses each year during their IGP meetings; therefore, the principal and guidance department discourages schedule changes. Sometimes, however, certain conditions such as computer or request errors or not being scheduled in courses required for graduation, warrant a change. The following procedure will be followed.

The student must:

1. Submit a schedule change form to the guidance office.
2. The guidance department will screen and make the necessary schedule changes if warranted.
3. The principal will have final authority over any changes.

## STUDENT PARKING RULES & PROCEDURES

1. Parking on school property is a courtesy extended to students by the Board of Trustees and by permit only.
2. Parking permit applications will be available *to licensed drivers only* for a fee of \$20.00. (Beginners Permit will not be acceptable).
3. All students who park a motor vehicle on school campus must display the current hanging tag permit from the inside rear view mirror-facing front. Failure to properly display tag may result in revocation.
4. Students are not allowed to go back and forth to their cars between classes. Teacher or office notes are required to go to the parking lot.
5. **Vehicles must be parked in assigned spaces. Vehicles parked in unauthorized areas will be towed at the owner's expense and the permit will be subject to revocation without refund.**
6. The safe operation of motor vehicles is expected and required. Vehicles must not travel in excess of 10 miles per hour while on campus. Seat belts are required for driver and all passengers.
7. Any student caught throwing trash out of their cars onto the school grounds will lose the privilege of parking on school grounds.
8. Speeding, reckless driving, and loud music/noise are prohibited. Citations will be issued as necessary.
9. Supervision is provided for parking lots; however, the school/district is not responsible for damages to or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
10. Any student car parked in the teachers' parking lot will be towed at the student's expense.
11. Student vehicles are subject to search if there is reasonable suspicion to believe drugs, alcohol, stolen property, or other contraband is present in the vehicle.

- 12.** Disabled vehicles may not be left on campus overnight.  
If necessary, towing should be arranged by the student.
- 13.** No refunds given for parking spaces for any reason.
- 14.** Students cannot park on the school side of Stokes Avenue. Cars will be towed at student expense.
- 15.** Parking fees will not be refunded for: (a) voluntary withdrawal from school; (b) long term suspension from school, (c) school-based disciplinary action related to loss of parking privilege, or (d) loss of driving privilege due to revocation of operator's license.
- 16.** Only one tag will be issued per student. Students may register up to two family vehicles. The tag may be moved from one vehicle to another, but may not be loaned or sold to another student for use. The penalty for doing so is revocation of driving privileges.
- 17.** Inform the school's SRO immediately of any changes in vehicle or license plate.
- 18.** Lost parking tags will be replaced for a \$20.00 fee.  
Report losses to Mrs. Chavis.
- 19.** Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need written permission from an administrator to be in student lots during school hours.
- 20.** Handicapped parking is available as needed on an assigned basis only.

**\* Parking a vehicle on school property is a privilege, not a right. \***

- **Please review all parking regulations and procedures and ask for clarification before signing the OFFICIAL AGREEMENT.**



## STUDENT DRESS CODE

Student dress and grooming shall be neat, clean, and appropriate. The Board reserves the right to bar from school those students whose personal appearance is disruptive to the educational process and orderly operation of the school. As long as the clothes do not deviate from the accepted norm and as long as the clothes are not a deterrent to the educational process as judged by the administrative team of a school, the attire will be acceptable. The State Board of Health requires that every student wear shoes to school.

In compliance with the above, the following guidelines will be used:

1. Shirt tails will be allowed outside the pants. All shorts, skirts, and dresses must be no more than four inches above the knee. (Physical education dress for athletics are excluded at appropriate places and time.) Any exception to the above will be at the discretion of the school administration.
2. Any apparel that has the appearance or similarity of shorts, pants, etc., must be no more than four inches above the knee. Skirt and dress hemlines are to be appropriate in length so as not to cause undue attention.  
**AN ACCEPTED GUIDELINE IS NOT MORE THAN FOUR INCHES ABOVE THE KNEE CAP.**
3. Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
4. All students must wear shoes. The shoes must be tied, buckled, or worn as the manufacturer intended. Shoes that cause undue attention and or health/safety concerns are prohibited based on administrative discretion. Bedroom shoes, shower shoes, beach shoes, house slippers, and athletic slides are prohibited. Shoes must meet one of the following four manufactured requirements: toe thongs, raised heels, double front straps, and or heel back straps.
5. Offensive or suggestive writing or pictures on clothing are prohibited.
6. Hats, caps, head scarves, wrap caps, or anything similar may not be worn inside of the building by either male or female students. These items will be confiscated and turned in to the office. (See pupil discipline policy for consequences)
7. Wearing sunglasses, with the exception of prescribed ones necessary for correction or medical problems, is prohibited inside school buildings. Sunglasses may not be worn on the top of the head or around neck.
8. Students' hair, including facial hair, must be neat, clean, and well-groomed. Hair must not obstruct vision. Hair styles which cause undue attention or a health and safety hazard are not permissible.
9. Clothing shall be worn with appropriate undergarments. Undershirts customarily worn as undergarments may not be worn without shirts or blouses. Tank tops, A-shirts, sheer blouses, or shirts that cause undue attention are prohibited. **OVER-SIZED SHIRTS AND MUSCLE SHIRTS ARE PROHIBITED.**

10. Bare midriffs, see-through garments, bare-backs, halter tops, low-cut blouses, tank tops, t-straps, tube tops, A-shirts, and cut-offs are prohibited. All straps on the blouses must be at least three fingers wide. Bra straps are not to be exposed.
11. Dress must not interfere with the educational process or the rights of others.
12. Combs may not be worn in the hair, except barrette style combs. **Hair curlers and picks are prohibited.**
13. All jumper and overall straps must be across shoulders and fastened.
14. All pants must be worn at the appropriate waist level. (Male and female) Appropriate waist level means pants should not be worn in the "sagging" position or showing undergarments.
15. Both pants legs must be fully extended. Nothing can be hanging out of the pants pockets. This includes but is not limited to bandanas, towels, gang paraphernalia, or do-rags.
16. Clothing must be decent, clean, and properly worn at all times. Clothing advertising alcohol or drug use is prohibited.
17. No students, boys or girls, will wear earrings in their face (nose, tongue, brow, lip, etc.) unless there is a religious exemption form on file that has been obtained from the Bureau of Vital Statistics, Columbia, South Carolina. A letter from a minister or church clerk will not be sufficient.
18. Fishing hooks cannot be worn on any type of hat and/or garment.
19. Leggings, jeggings, yoga pants and tights may only be worn with a shirt or a skirt that covers the buttocks and midsection area.
20. Pants with holes above mid-thigh showing skin are prohibited.
21. In an effort to maintain the professional appearance of the educational environment, bedroom items and bedroom attire are prohibited.

**ANY STUDENT WHO DOES NOT MEET THE DRESS CODE POLICY WILL BE SENT HOME AND ALL ABSENCES WILL BE COUNTED AS UNEXCUSED. ALL TEACHERS WILL CHECK AT THE BEGINNING OF THE CLASS PERIOD FOR DRESS CODE VIOLATIONS AND SEND THEM IMMEDIATELY TO THE MAIN OFFICE.**

### **SUSPENSIONS**

When a pupil is suspended from school, the administration shall notify, in writing, the parents or legal guardian of the pupil giving the reason for such suspension and setting a time when the administration will be available for a personal conference with the parent or guardian.

## CELL PHONES

Cell phones (telecommunications devices that emit an audible signal, vibrate, display and message, or otherwise summon or deliver a communication to the possessor) have proliferated in recent years. To prevent disruption of the learning environment and to prevent using the messaging functions to cheat during exams or violate the privacy rights of students who are minors, STUDENTS ARE NOT ALLOWED TO HAVE CELL PHONES IN THEIR POSSESSION OR ON THEIR PERSON BETWEEN THE HOURS OF 8:05AM AND 3:05PM. *Prior to a student entering the building, his or her cell phone must be turned off and then secured in the student's locker. (CELL PHONES MAY NOT BE KEPT IN ANY PLACE OTHER THAN A LOCKER OR IN THE STUDENT'S VEHICLE).* If a student is found in possession of a cell phone between the 8:05AM and 3:05PM, the phone will be confiscated and the student will be disciplined according to the school policy listed in the student handbook. While on school buses, cell phones are to be turned off and stored out of sight, in pockets, bags, backpacks, etc. ALL CELL PHONES WILL BE CONFISCATED INCLUDING PHONES DISCOVERED DURING SEARCHES OF REASONABLE SUSPICION. UNDER NO CIRCUMSTANCES SHOULD CELL PHONES EVER BE USED INSIDE THE SCHOOL BUILDING. Cheating is one of many problems caused by cell phones. Texting during class interrupts instruction. Taking photos of others without permission in places such as restrooms and showers can be a serious problem. News reports have shown that cell phones with built-in cameras as well as other electronic devices with photographic capabilities are being used for unethical and illegal purposes. These devices can also be used to reproduce copyrighted materials, which violate federal copyright laws.

To address cell phone concerns, in addition to existing policies regarding the possession and use of electronic devices on school grounds and at school-sponsored activities, the following rules apply to the possession and use of cell phones.

- Students are to go to the school office to make emergency phone calls to home.
- In case of emergency, parents are asked to call the school office. The school office staff is proficient at relaying messages to students at the appropriate time.
- **Cell phones must be in a locker or in a vehicle between the hours of 8:05 am and 3:05 pm.**
- **ALL OFFENDERS-** Students who violate the provisions of the cell phone policy will have their cell phone confiscated, and must pay a

\$25.00 fine for the return of the phone. (Fines must be paid in cash to the school office.)

- Only individuals listed as parent or contact may retrieve the cell phone. The \$25.00 fine must be paid before phone is returned.
- Students who fail to submit their phones immediately upon request will be written up for *"DIRECT DISOBEDIENCE" AND WILL BE SUBJECT TO OSS.*
- Any phones not picked up by the end of the school year (June 30) will be donated to a local charity.

Refer to the Pupil Discipline Policy listed in this handbook that states violation of the cell phone policy is a Level II violation with consequences based on the number of referrals. The school is not responsible for the theft or damage of cellphones.

### **PROHIBITED ELECTRONIC DEVICES**

CD players, electronic games, beepers, earphones, laser lights, cameras, cell phones, MP3 players, iPods, speakers, Beats/headphones, etc., are not allowed in the building from 8:05 am – 3:05 pm. If you bring these items to school, they will be confiscated. The school is not responsible for the theft or damage of any of these items. See the Pupil Discipline Policy for consequences.

### **TELEPHONE USE**

Students who are ill or have an emergency will go to the Nurse's Office, Main Office, or Guidance Office to phone a parent. Students will not be called to answer the phone during school hours.

### **TRANSPORTATION**

School bus transportation is extended to students living more than 1.5 miles from school. This privilege can be withheld if the student displays an uncooperative attitude or disorderly conduct. The school bus driver is fully in charge of his/her bus while enroute, working under the direction of the principal, assistant principal, and transportation supervisor. **The School District has adopted a School Bus Discipline Policy that applies to all students and school's in Bamberg School District One.**

## **VISITORS**

Students may not bring guests to school and expect them to be admitted to regular classes. School is a place where work is going on, and receiving visitors interrupts the schedule. Parents of B-E High School students are always welcome to visit the school campus. They should report by the office to receive a pass. **All visitors must report to the main office to obtain a pass and permission to visit school classrooms.**

### **PLEASE NOTE:**

**It was enacted by the general assembly of the state of South Carolina that any person entering the premises of any school shall be deemed to have consented to a reasonable search of his person and effects.**

## **HEALTH ROOM PROCEDURES**

A health room is provided for students who become ill at school. Except in an emergency, a pass from a teacher is required for admittance. Students unable to return to class after a maximum of one class period must contact a parent for dismissal from school. No student will be dismissed without parental approval.

## **SEARCH AND SEIZURE**

**THE SCHOOL ADMINISTRATION HAS THE RIGHT TO SEARCH A STUDENT'S PERSON AND PROPERTY IF THERE IS REASONABLE SUSPICION TO BELIEVE THAT DRUGS, WEAPONS, DANGEROUS, ILLEGAL OR PROHIBITED MATTER OR STOLEN GOODS ARE LIKELY TO BE FOUND.**

It is the school's duty to enforce school discipline policies and to protect the health and safety of individual students and the student body. The school recognizes that students have the right of privacy of person as well as the freedom from unreasonable search and seizure but recognizes that this right is balanced by the school's responsibility to protect the health, safety and welfare of all its students, buildings, equipment and grounds. The school will make every effort to respect the rights and personal property of students.

## TEXTBOOKS

Textbooks are furnished by the state at no cost to the student and are issued at the beginning of each term. Students are responsible for the care and security of books issued to them. Students will be required to pay for lost, stolen, or damaged books.

## LOCKERS

A student may rent a locker for a \$5.00 annual fee. Privately owned locks are not allowed. Students are expected to keep lockers clean and secured. ***Sharing of lockers is not permitted.*** All lockers are subject to inspection by the administrator. Students will be charged \$5.00 for lost locks.

## CLOSED CAMPUS

The BEHS Campus is closed to the public. Visitors must report to the office upon arrival on the grounds. Students are not allowed to leave the campus after arriving for school and prior to dismissal without permission from the administration. Students may not come and go freely from the campus during school hours to include the lunch period.

## LUNCH LINE POLICY

Students not wearing IDs must go to the back of the lunch line. Seniors are dismissed for lunch at the senior bell and must go directly to the lunch line before the next bell rings. No students, including seniors, are allowed to cut the lunch line.

## COMPUTER USE / INTERNET ACCESS

All students have access to networked programs and the Internet. When using school computers, all students are expected to abide by the district's Acceptable Use Policy. General school and district rules for behavior and communication apply. The Director of Technology along with school administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectations of privacy in their electronic files stored on Bamberg School District 1 servers. Students are expected to use the district Internet system for educational purposes. The district has the right to place reasonable restrictions on the materials that students access or post through the system. Students are expected to follow the rules set forth in the district's Acceptable Use Policy, the student discipline code and the law in their use of the district Internet system and district-owned equipment.

All students will receive a copy of the Bamberg School District One Policy for Computer Use/Internet Access. The form is to be signed by both parent(s) and students and returned to the school. Failure to return the form does not release students from the rules and regulations of the Computer Use/Internet Access Policy.

Each student is assigned an individual user account. The security of this account is the responsibility of the student. It should be safeguarded at all times.

## **PUPIL DISCIPLINE POLICY**

### **ADMINISTRATIVE DISCIPLINE GUIDE**

#### **Administrative Lunch Detention**

- Assigned in lieu of ISS or OSS
- 11:10-11:30 during Lunch
- Failure to comply results in OSS
- Utilized at administrator's discretion

#### **In School Suspension (ISS)**

- Housed in BEHS classroom
- 8:05 A.M. – 3:05 P.M.
- Monday – Friday
- Students assigned to ISS are separated from the regular student population and have different lunch and break times
- Students are required to complete assigned work and obey all ISS expectations
- Refusal to do work will cause additional time assigned to ISS or OSS
- 10 days are the maximum days allowed in ISS for the school year after which OSS will be assigned.
- Parent notification

#### **Out of School Suspension (OSS)**

- Student is not allowed to attend school and is not allowed on campus for any activities (parent notification)
- Per administration request, a Parent conference may be required for re-entry
- 10 days maximum allowed OSS days after which student will be assigned to Alternative School or recommended for expulsion
- OSS will begin at 3:05 pm on the date administration processes the referral. The suspension will remain in effect until the student is allowed to return to school

#### **Alternative School**

- Student may be assigned to the STAR center after accumulating 10 OSS days
- Minimum assignment determined by the STAR Center's policy
- Assignment may be for remainder of year
- All assigned work must be completed to the satisfaction of the Alternative School Administration
- Refusal to do assigned work or other behavior problems will cause recommendation for expulsion

#### **Expulsion**

- Student may not return to school for the remainder of the year and is required to attend a hearing at the district office to be re-admitted



## **LEVEL I OFFENSES**

### **Smoking/Possession of Tobacco Products/Paraphernalia**

- 1<sup>st</sup> referral – 1 day OSS (parent notification)
- 2<sup>nd</sup> referral – 2 days OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals – 3 days OSS (parent notification)

### **Cutting Class**

- 1<sup>st</sup> referral – 1 day ISS
- 2<sup>nd</sup> referral – 1 day OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals- 2 days OSS (parent notification)

### **Disturbing Class/Disruptive in Class/Rude**

- 1<sup>st</sup> referral – 1 day ISS
- 2<sup>nd</sup> referral – 1 day OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals – 3 day OSS (parent notification)

### **Dress Code Violation**

All referrals – Student will not be allowed to go to class. Student must go home to change clothes, have appropriate attire brought to school or report to ISS. The attendance policy will be enforced and absences will be unexcused for this offense.

### **Failure to Follow Instructions/Refusal to do work**

- 1st referral – 1 day ISS
- 2<sup>nd</sup> referral – 1 days OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals – 3 day OSS (parent notification)

### **Gambling**

- 1<sup>st</sup> referral – 2 days OSS (parent notification)
- 2<sup>nd</sup> referral –3 days OSS (parent notification)
- 3<sup>rd</sup> referral – 5 days OSS (parent notification)

### **In Unauthorized Area**

- 1<sup>st</sup> referral – 1 day ISS
- 2<sup>nd</sup> referral – 1 days OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals – 3 dayS OSS (parent notification)

### **Inappropriate Affection/Behavior**

- 1st referral – 1 day ISS
- 2<sup>nd</sup> referral – 1 days OSS (parent notification)
- 3<sup>rd</sup> and subsequent referrals – 3 day OSS (parent notification)

**I.D. Violation**

All referrals – Students will retrieve ID or have a new ID made. *Further disciplinary action will happen for habitual offenders.*

**Profanity to Student/Obscene Gestures**

1<sup>st</sup> Referral – 1 day OSS (parent notification)

2<sup>nd</sup> Referral – 2 days OSS (parent notification)

3<sup>rd</sup> and subsequent referrals – 3 days OSS (parent notification)

**Leaving Class without Permission**

1<sup>st</sup> referral – 1 day ISS

2<sup>nd</sup> referral – 1 days OSS (parent notification)

3<sup>rd</sup> and subsequent referrals – 3 day OSS (parent notification)

**Minor Vandalism (less than \$25.00)**

1<sup>st</sup> referral – 1 day OSS (full restitution)

2<sup>nd</sup> referral – 2 days OSS (full restitution)

3<sup>rd</sup> referral – 3 days OSS (full restitution)

**Sleeping in Class (not allowed)**

1<sup>st</sup> referral – ISS remainder of the period/block

2<sup>nd</sup> and subsequent referrals – 1 day ISS (parent notification)

**Tardy for School/ Class**

1<sup>st</sup> – 3<sup>rd</sup> referral(s) – warning

4<sup>th</sup> referral – 1 day ISS

**Eating/Possession of Food Outside of the Cafeteria (not allowed)**

All referrals – 1 day ISS

**Excessive Talking**

1<sup>st</sup> referral – Lunch Detention and Warning

2<sup>nd</sup> and subsequent referrals – 1 day ISS

## **LEVEL II REFERRALS**

### **Possession of Cell Phone/Electronic Device (RELEASED TO PARENT)**

All referrals – Cells phones are confiscated and will be release to parent(s) or listed contact when the \$25.00 fine is paid.

### **Cheating**

1st referral –Zero on assessment

2<sup>nd</sup> referral – 3 days OSS and a zero on assessment

3<sup>rd</sup> and subsequent referrals - 5 days OSS and a zero on assessment

### **Near Fight/Causing a Fight/Spreading Information Contributing to a Fight**

1<sup>st</sup> referral – 3 days OSS

2<sup>nd</sup> referral –5 days OSS

### **Fighting**

1<sup>st</sup> referral – 5 days OSS (Loss of Parking Privilege)

2<sup>nd</sup> referral –5 days OSS with recommendation for expulsion

### **Cutting School/Leaving School without Permission**

1<sup>st</sup> referral – 1 day OSS

2<sup>nd</sup> referral –3 days OSS

3<sup>rd</sup> referral – 5 days OSS (possible assignment to Alternative school)

### **Disrespect to Staff/ Insolent Behavior**

1st referral –1 day OSS

2<sup>nd</sup> referral –2 days OSS

3<sup>rd</sup> referral – 3 days OSS (Loss of Parking Privilege)

4<sup>th</sup> referral – Alternative School or recommendation for expulsion

### **Disturbing School/Horseplay**

1st referral – 1 day OSS

2nd referral –2 days OSS

3rd referral – 3 days OSS (Loss of Parking Privilege)

### **Profanity to Staff**

1st referral –3 days OSS (Loss of Parking Privilege)

2<sup>nd</sup> referral –5 days OSS

3<sup>rd</sup> referral – 5 days OSS with recommendation for expulsion

### **Direct Disobedience/Refusal to Obey Staff**

1st referral – 1 day OSS (loss of parking privilege)

2<sup>nd</sup> and subsequent referrals – 3 days OSS (parent notification)

**Sexual Harassment**

1st referral – 3 days OSS (parent notification)

2<sup>nd</sup> referral – 5 days OSS (parent notification) with recommendation for expulsion

**Threats to Students/Bullying**

1st referral – 1 day OSS (parent notification)

2<sup>nd</sup> referral – 2 days OSS (loss of parking privilege)

3<sup>rd</sup> referral – 3 days OSS (parent notification) with recommendation for expulsion

**Trespassing**

1st referral – 3 days OSS (parent notification)

2<sup>nd</sup> referral – 5 days OSS (notification of law enforcement)

**Theft/Selling/Possession of stolen property (> \$25.00)**

1<sup>st</sup> referral – 3 days OSS (restitution) notification of law enforcement

2<sup>nd</sup> referral – 5 days OSS (restitution) notification of law enforcement

**Unauthorized Note/Forgery (Parent/Teacher Note)**

All referrals – 1 day OSS (parent notification)

**Misbehavior during Assembly Programs**

All referrals – 1 day OSS (parent notification)

**Unlawful Assembly**

1st referral – 5 days OSS (notification of law enforcement) (parent notification)

2<sup>nd</sup> referral – 5 days OSS (notification of law enforcement) with recommendation for expulsion (parent notification)

**Computer Misuse**

1st referral – 1 day ISS

2<sup>nd</sup> referral – 1 day OSS (parent notification)

3<sup>rd</sup> referral and subsequent referrals – 3 day OSS (parent notification)

**Possession of Pornography/Obscene Materials (including Internet searches)**

1<sup>st</sup> referral – 3 days OSS (parent notification)

2<sup>nd</sup> referral – 5 days OSS (parent notification)

3<sup>rd</sup> referral – recommendation for Alternative School or Expulsion

**Possession of a Weapon-Like Object/Contraband**

1<sup>st</sup> referral – 3 days OSS and confiscate object (notification of law enforcement)

2<sup>nd</sup> and subsequent referrals - 5 days OSS (notification of law enforcement) (parent notification) possible recommendation for expulsion

### **LEVEL III OFFENSES**

#### **ASSAULT AND BATTERY**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Arson**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Bomb Threat**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Extortion**

1<sup>st</sup> referral – 5 days OSS (parent notification)  
2<sup>nd</sup> referral – 5 days OSS with recommendation for expulsion (parent notification)

#### **Explosive Devices**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **False Fire Alarm**

1<sup>st</sup> referral – 5 days OSS (call law enforcement) (parent notification)  
2<sup>nd</sup> referral – recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Use and/or Possession of Intoxicant/Alcohol**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Possession /Selling/Use of Illegal Substance**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Possession of Weapon**

5 days OSS with recommendation for expulsion (notification law enforcement)  
(parent notification)

#### **Vandalism (major) over \$100.00**

5 days OSS with restitution and possible recommendation of expulsion (parent notification)

**Threatening Staff (Explicit)**

All offenses - 5 days OSS with recommendation for expulsion (parent notification)

**Indecent Exposure**

1<sup>st</sup> referral – 5 days OSS with recommendation for expulsion (parent notification)

**Sexual Misconduct** 1<sup>st</sup> referral – 5 days OSS with recommendation for expulsion (parent notification)

**ALL LEVEL III OFFENSES REQUIRE REFERRAL TO LAW ENFORCEMENT**

**School administrators will follow all applicable laws, regulations, and district policies applicable to the disciplining of students identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act.**

## **NON-STUDENT ON GROUNDS**

The principal is empowered to take appropriate action against non-students who invade the building, grounds or other school property. Such action will include the right to call in the police and swear out warrants. The authority for such is Article 5, 16-551 of the South Carolina Code of Laws: "Disturbing Schools--it shall be unlawful (1) for anyone (a) to interfere with or disturb in any way or in any place the student or teachers of any school in this State (b) to loiter about school premises of (c) to act in an obnoxious manner thereon. Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not less than ten dollars nor more than one hundred dollars, to be imprisoned not less than ten days or more than thirty days.

## **STUDENT DEBT**

All debts owed by students to the school district must be paid before being able to purchase a locker, a parking permit, participate in sports, extra curricular activities, clubs or special events. Report cards and grades will not be issued to any student owing debt.

## **GRADUATION POLICY**

All graduating seniors who expect to participate in the Commencement Exercises must follow the schedule given for rehearsal. Rehearsal for those students participating in graduation is mandatory. Seniors must participate in class night if they expect to participate in graduation. (no exceptions)

Seniors who have not paid all school debts will not be allowed to participate in the commencement exercises.

Failure to follow the schedule for rehearsals will exclude students from participating in graduation exercises. Students must attend all rehearsals and must be on time.

## **PUBLIC ADMISSION TO GRADUATION WILL BE BY TICKET ONLY.**

## ATTENDANCE POLICY

### High School Credit

In each class where high school credit may be awarded, a student must attend a minimum of days each instructional period before receiving consideration for credit, unless the local school board grants approval for each excessive absence in accordance with local board policy. Below is an attendance schedule required for various instructional periods:

### Minimum Days

Instructional Period	Credit	Attendance Required
Term (45 days)	.5	42
Semester (90 days)	1	84

## DUAL ENROLLMENT ATTENDANCE POLICY

Students enrolled in dual enrollment courses hosted by BEHS will adhere to the attendance policy printed in this student handbook and approved by the district school board. BEHS students enrolled in dual enrollment courses hosted at other schools/ colleges, such as CACC, USC-SAK, and OCTECH, will follow the attendance policy of that school.

## STUDENT ABSENCES AND EXCUSES

The Board believes that attendance is the key factor in student achievement. Any absence from school represents an educational loss to the student. However, the Board recognizes that some absences are unavoidable. Any student who misses school must present a valid written excuse signed by his/her doctor, parent or legal guardian. A valid excuse shall contain the date of the absence, the reason for the absence, and a telephone number where the parent/guardian may be reached. If a student brings a false (forged) excuse, he /she shall be referred to the administration for appropriate action. The school principal or his/her designee shall review the excuse for each student's absence as lawful or unlawful, in accordance with the guidelines set forth below. The principal reserves the right to request a doctor's excuse if a student has a long term illness. If a student fails to bring a valid excuse to school, he/she will automatically receive an unlawful absence. The school administration shall keep all excuses confidential. **Excuses must be received by the school office within 3 days of the students returning to school. After 3 days, only doctor's excuses will be accepted.** The policy also pertains to individual classes or portions of the school day. Consequently, a parent/guardian should consider this when scheduling medical, dental, or other appointments for his/her child.

\*BEHS will not accept more than ten parent notes per semester (five for a nine weeks course).

\*Any time a student misses more than 15 minutes of a class period, they are counted absent from that period. This includes coming late and/or leaving early.



## **TARDY POLICY**

**Students at BEHS are expected to be in class and ready to work when the tardy bell rings. Students are tardy when they arrive after the ringing of the tardy bell without a note/excuse from the previous teacher or school office. Teachers are to write a discipline referral on all tardy students and send the notice in with the attendance card. Consequences are listed under the Pupil Discipline Policy in this handbook.**

### **Uniform Management Information and Reporting System for Student**

#### **ATTENDANCE AND TRUANCY**

Under the No Child Left Behind Act of 2001, 20 U.S.C. & 7112 (c) (3) (2002), states are required to establish a uniform management information and reporting system, which includes the collection of information on truancy on a school-by- school basis. A common definition of the term "truancy" was defined in the R.43-274, Student Attendance. This regulation was approved on November 12, 2003, by the State Board of Education and published on the State Register on November 28, 2003.

In accordance with the revised R.43-274, a truant child is defined as "A child ages 6 to 17 years that has accumulated three consecutive unlawful absences or a total of five unlawful absences." The definition will ensure the accurate and uniform collection of truancy data on a statewide basis. The SDE will require that districts begin reporting this data beginning with the 2004-2005 school year utilizing the School Administration Student Information, SASI.

Title of Regulation: Regulation No. : R. 43-274

**STUDENT ATTENDANCE**      Effective Date: 11/28/03

Constitutional and Statutory Provisions

S.C Code Ann. Sections:

59-5-65 (1990 and Supp. 2002)

59-65-90 (1990)

20 U.S.C. & 7112 (2002)

42 U.S.C. & 5601 et seq. (2002)

Descriptor Code:

State Board of Regulation: Powers  
and responsibilities of State Board  
of Education

Rules and Regulations

No Child Left Behind Act of 2001  
Juvenile Justice and Delinquency  
Prevention Act of 1974

Descriptor Code: JBD, JBA, JBE  
43-274. Student Attendance

**A. Lawful and Unlawful Absences**

School districts must adopt policies to define and list lawful and unlawful absences.

1. Lawful absences include but are not limited to:
  - a. Absences caused by a student's own illness and whose attendance in school would endanger his or her own health or the health of others,
  - b. Absences due to an illness or death in the student's immediate family,
  - c. Absences due to a recognized religious holiday of the student's faith, and
  - d. Absences due to activities that are approved in advanced by the principal.
2. Unlawful absences include but are not limited to:
  - a. Absences of a student without the knowledge of his or her parents, or
  - b. Absences of a student without acceptable cause with knowledge of his or her parents.
3. Suspension is not to be counted as an unlawful absence for truancy purposes.

**B. Truancy**

The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.

1. Truant

A child ages 6 to 17 meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

2. Habitual Truant

A “habitual” truant is a child, ages 12 to 17 years, who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

3. Chronic Truant

A “chronic” truant is a child 12 to 17 years who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referral fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order.

All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

**C. Intervention Plans**

Each district must develop a policy relating to requirements for intervention. The district plan for improving students' attendance must be in accordance with any applicable statutes. Individual school intervention plans may vary.

**D. Bamberg-Ehrhardt High School Only**

(4 X 4 Block Schedule)

1. The School year consists of 180 days. To receive credit, students must attend at least 85 days of each 90-day semester course and 42 days of a 45-day course as well as meet all minimum requirements for each course.

**Accrued student absences may not exceed five (5) days during the semester. Any absence in excess of five (6) may cause the student to lose credit for the semester.**

2. Because 170 days are the minimum required by the state, the first five (5) absences per semester may be lawful, unlawful, or a combination. All absences beginning with the sixth (6) must be lawful and will be excused if they fall within the guidelines of lawful and unlawful absences.

### **Academic Credit Recovery**

Students receiving a minimum semester grade of 65 in a course offered by the credit recovery program and not having excessive absences may be allowed to recoup credit through this program. Credit recovery must be approved by the school principal. Details are available in the school office.

### **Attendance Credit Recovery**

<u>Course Days</u>	<u>Maximum absences allowed</u>	<u>Days allowed for recovery</u>
45	5	3
90	10	5
180	20	10

*Students that exceed the number of days allowed will **not** receive credit for the course.*

### **MAKE-UP WORK**

A student shall be allowed to make-up work missed during an absence from school as long as he/she makes appropriate arrangements with the teacher(s) **WITHIN TWO DAYS AFTER RETURNING TO SCHOOL**. The teacher(s) shall notify the student of a reasonable time in which the work must be completed.

### **APPEALS PROCESS FOR DENIAL OF COURSE CREDIT**

#### **Superintendent's Level**

If a student has been denied course credit due to attendance regulations, the parent/guardian or student (age 18 or emancipated) may make an appeal to the Superintendent at the end of the semester course, or at the end of the year course.

Any such appeal must be made to the Superintendent, in writing; within ten (10) days of the date the student is advised that he/she failed to receive course credit. The appeal should provide some explanation as to why the student failed to meet the attendance requirement. The appeal will be conducted as an informal hearing. The attendance officer, counselor/principal, parent/guardian and student may be present. They may address the Superintendent and present

any supporting documentation. Within ten (10) days of the hearing, the Superintendent shall render a decision regarding the appeal and report his/her decision in writing to the parent/guardian and the school.

#### **Board Level**

After following the above procedure, the parent/guardian or student (age 18 or emancipated) may petition the Board to review the Superintendent's decision. The petition for Board review must be made in writing to the Superintendent within ten (10) days after receipt of the Superintendent's decision. The Superintendent shall, at the next regularly scheduled Board meeting, present to the Board the request, together with copies of all documents presented at the hearing before the Superintendent. The Board shall notify the parent/guardian/student within ten (10) days whether or not it will review the matter. If a hearing is conducted, it will be conducted informally as determined by the Board.

#### **INTERVENTION PLANS AND REFERRALS**

In order to encourage and assist students in attending school regularly, the administration shall adhere to the following intervention procedures;

1. After three (3) consecutive unlawful absences or a total of five (5) unlawful absences occur, the attendance officer shall attempt to identify the reasons for the student's continued absence and develop a plan in conjunction with the student and parent/guardian to improve future attendance.

The plan for improving student attendance shall include but not be limited to:

(a) reasons for the unlawful absences; (b) methods to resolve the cause of unlawful absences; (c) actions to be taken in the event unlawful absences continue; and (d) the signature of parent/guardian or evidence that an attempt has been made to involve parent/guardian.

2. The student and parent/guardian shall be notified when a student reaches a total of two or three (2 or 3) absences, whether lawful, unlawful or a combination thereof.

3. If the attendance plan is not successful and further inquiry by school officials fails to cause student or parent/guardian to comply with the plan, or the student or parent/guardian refuses to participate in intervention planning, the attendance officer may refer the student to a truancy prevention program or the Family Court.

## **ALCOHOL AND DRUG POLICY**

Students enrolled in the schools of the Bamberg County School District No. 1 shall not be under the influence of, use, consume, possess or distribute alcoholic beverages or drugs in any quantity. Any student violating this regulation shall be expelled from attending school for the remainder of the school year with the following exception--a student with a minor first-time violation shall be suspended for five days and granted the alternative of attending the Alcohol Drug Intervention Program sponsored by the Tri-County Commission on Alcohol and Drug Abuse with his/her parents. All fees and expenses incurred shall be borne by the student's parent(s) or guardian. A student enrolled in this program will be allowed to remain in school but will continue on probation for the remainder of the school year. If the student discontinues the program or is dismissed from the program, expulsion proceedings shall be initiated by the appropriate principal.

Students will be allowed to select the Alcohol and Drug alternative only once during their school career. Any abuse occurring after this first violation will be treated as a second violation and expulsion will result. (Explanation: If a student is guilty of alcohol or drug abuse in one grade and selects the intervention program and in a later grade is found guilty again, he/she will not be eligible for the program and will be expelled).

A student enrolled in the Intervention Program which extends beyond the end of the regular school year must complete the Intervention Program prior to receiving academic credits for that year. Seniors shall not be eligible to receive their diploma and/or transcripts until the Intervention Program is completed.

A student committing a major violation, such as drug selling or distribution, shall be expelled from attending school, and the appropriate law enforcement officials shall be notified in each case.

A student violating the Alcohol and Drug Abuse regulations on more than one occasion within a school year shall be expelled from attending school for the remainder of the school years. However, the Board reserves the right to expel students permanently depending on the severity of the case.

The regulation concerning alcohol and drug abuse shall be applicable to students in these situations:

1. When the violation occurs at school during school hours or when participating in a school sponsored activity.

2. When the violation occurs off campus and the student comes or is brought to school during the school day or participates in a school sponsored activity after consuming any alcohol or drugs.
3. When the student is found to be guilty of being an accessory to an alcohol or drug distribution operation on school grounds or adjacent areas to the school.

When the violation occurs, the District No. 1 procedure regarding suspension and expulsion shall be followed by the principal. Students will be suspended from school for five days allowing for time to enter the Intervention Program or for an administrative hearing by the District Hearing Authority. The Hearing Authority is a delegated authority to exercise judgment and allow the student to return to school under extenuating circumstances.

A copy of this Board Policy and a copy of the rules and regulations pertaining to the Alcohol and Drug Intervention Program shall be published in the student handbook of each school in the Bamberg County School District No. 1. Each student shall be required to return to his/her school signed evidence that his/her parent/parents have read and understand the District No. 1 Board Policy on Alcohol and Drug Abuse. Every effort is to be extended to make each student fully aware of the consequences of Alcohol and Drug Abuse as described in this policy.

### **WEAPONS - LIKE POLICY**

South Carolina State Law 16-23-430 (Carrying Weapons on School Property) states:

(1) It shall be unlawful for any person, except state, county or municipal law-enforcement officers or personnel authorized by school officials, to carry on his person, while on any elementary or secondary school property, a knife, with a blade over two (2) inches long, a blackjack, a metal pipe or pole, firearms or any other type of weapon, device or object which may be used to inflict bodily injury or death.

(2) Any person violating the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction shall be fined in an amount not to exceed one hundred dollars or imprisoned for a term not to exceed thirty days. Any weapon or object used in violation of this section may be confiscated by the law-enforcement division making the arrest.

The law is very clear on what constitutes a weapon and intent is not addressed. It is strongly requested that you check your child's pockets, pocketbooks, and book bags to make sure that an ornament of any type or pocketknife, etc. that

would meet the definition of a weapon is not in his/her possession. If we confiscate an ornament or pocketknife with a blade less than two inches in length, we will make you aware and insist on a conference and/or disciplinary action. However, any object used in a threatening manner constitutes a weapon.

If an object that meets the state's definition of weapon is found in your child's possession, the police department will be notified and in accordance with board policy (JCDA), the student will be recommended for expulsion.

**Note: ALL Knives are prohibited (regardless of the size).**

### **EXPULSION OF STUDENTS/GUN-FREE SCHOOLS ACT**

The board of trustees will expel any student who brings a weapon to school (includes any school-sponsored activities). For purposes of this policy, a weapon is defined as a firearm. The term firearm is defined extensively by federal law, but generally means an operable weapon (gun) or destructive device (explosive, incendiary).

The period of expulsion will last no less than one calendar year. The board directs the superintendent to bring recommendations for expulsion consistent with this policy except that the superintendent, on a case-by-case basis, may modify this expulsion requirement. In considering whether to modify the one-year expulsion requirement, the superintendent may consider, among other things, the student's age, discipline record and the specific facts and circumstances of the incident.

The district may provide educational services in an alternative setting to students expelled under this policy, pursuant to the circumstances of each individual case.

The district will refer each expelled student to the local county office of the Department of Juvenile Justice.

### **FIGHTING**

Fighting on school grounds, buses, or at school-sponsored functions is prohibited. All parties involved, including those who encourage the fight, are subject to suspension. Any student who feels he/she may be involved in a situation that may lead to a fight is expected to seek resolution of the problem from the principal.



## **COPE AREA CAREER CENTER STUDENTS**

All CACC students must wait on the bus port after the ringing of the morning bell to catch the bus and afternoon CACC students may not come into the building in the afternoon until the dismissal bell rings.

## **OBEDIENCE TO STAFF MEMBERS**

All students are expected to obey the instructions of all staff members. Disobedience, defiance, or discourtesy toward faculty or staff will not be tolerated.

## **CHEWING GUM/FOOD**

Chewing gum at school or eating in the classroom, halls, Media Center, or gym is not permitted. No food/drink is to be taken out of the cafeteria by students at breakfast or at lunch.

## **MONEY AND VALUABLES**

Students are responsible for the safekeeping of their property. Normally, students should have no need to bring large quantities of cash or valuable items to school. Therefore, students are instructed to leave their cash and valuables at home.

## **DISPLAYING AFFECTION**

Public displays of affection or physical contact are in poor taste at school or school-related functions (Level II Referral).

## **COURTESY RULES**

1. Remove your hat when you come in the building.
2. Say excuse me if you interrupt.
3. Say excuse me if you bump into someone.
4. Watch language in the hallway.
5. Use trash receptacles.
6. Respect property.
7. Respect other people – do not be rude to other students or teachers.
8. Be quiet in the halls.
9. Talk quietly in the cafeteria.
10. Say excuse me when you walk between people talking.
11. Say “yes mam” or “yes sir”, not “what”, “yeah,” or “no”.

### **GAMBLING**

No gambling will be allowed on campus. Violators will be subject to the penalties listed under gambling.

### **DAILY ANNOUNCEMENTS**

All announcements must be approved by the administration. Public address announcements will be made during announcement time and at the end of the day. All students are expected to be quiet during announcements so that all may hear them.

### **GYMNASIUM RULES**

1. No food or drink allowed in the gym at any time.
2. The gym floor is off limits to anyone wearing hard sole shoes.
3. No running or playing on the bleachers is allowed.
4. Students will not be allowed in the gym during lunch.

### **HALLWAYS**

Due to the crowded conditions in the hallways and the possibility of accidents occurring, there is to be no running, pushing, or playing in the hallways. Always walk and keep to the right. No food or drink.

### **STUDENT CORRECTIONS**

Teachers have the authority and the responsibility to correct any student that he/she feels need correcting. Students must respect all staff members.

### **STUDENTS REMAINING AFTER SCHOOL**

Any student remaining after the regular school day must be under the direct supervision of a staff member. This means that the student must be in the presence of the responsible staff member. Students will not be allowed to remain unsupervised at school in order to attend or participate in extracurricular or athletic events.

**Bamberg School District One  
2017 – 2018 School Calendar**

Aug 14-16	Staff Development
Aug 17	Student First Day
Sept 4	Labor Day Holiday
Oct 19	End of 1 <sup>st</sup> quarter
Oct 30	Staff Development
Nov 22-24	Thanksgiving
Dec 15	Early Dismissal
Dec 18-Jan 1	Winter Holidays
Jan 2	Holiday/Make up
Jan 3	Staff Development
Jan 4	School Resumes
Jan 15	Martin Luther King
Jan 16	Staff Development
Jan 17	End of 1 <sup>st</sup> Sem
Feb 19	President's Day
Mar 22	End of 3 <sup>rd</sup> Quarter
Mar 23	Staff Dev
Mar 28	Memorial Day
June 4-5	Final Exams
June 5	End of 4 <sup>th</sup> Quarter
	Graduation
June 6-8	Staff Development
June 11	Staff Development

**BAMBERG-EHRHARDT HIGH SCHOOL ATHLETIC DEPARTMENT  
ATHLETIC POLICY**

1. Any athlete that is recommended for expulsion must appear before the principal, athletic director and head coach of the sport he or she is involved in. This body will determine if further disciplinary action is required.
2. A student athlete who quits one sport may not participate in another sport during that season without the approval of both coaches of the teams involved, the athletic director and the principal.
3. A student athlete who is suspended (OSS) three times **or** for a total of six days within a season will not be permitted to participate in any sport for the remainder of that sports season.
4. Each season begins on the official High School League starting date for practice.
5. Any student arrested on a felony charge will not be allowed to participate in any sport for the remainder of the school year. Once the case is heard in court and the student is found not guilty, he/ she may be reinstated by the athletic director and principal.
6. Coaches may make additional rules that govern practice, games, and participation in their sport. Student athletes are obligated to comply with the coach's expectations. Failure to do so could result in dismissal from the team.
7. A student athlete who is dismissed from a team for violation of athletic policy, rules, or a coach's team rules will not be allowed to participate on any other team during that sport's season.
8. Athletes who are suspended from school may not participate in, or attend any team activities during the suspension.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Athlete Signature

\_\_\_\_\_  
Date