



# Wagener-Salley High School

Student Handbook  
2015-2016

272 Main Street South  
Wagener, SC 29164  
Telephone: 803.564.1100  
Fax: 803.564.1109

Website: <http://wshs.acps.schoolfusion.us/>  
Facebook: <https://www.facebook.com/WagenerSalleyWarEagles>  
Twitter: <https://twitter.com/wshswareagles>

## WSHS Purpose & Direction

Wagener-Salley High School is committed to prepare students to become successful citizens and life-long learners by offering a challenging academic and career/technology program which fosters positive self-esteem, responsibility, mutual respect, and academic excellence through the efforts of the home, school, and community.

### *ALMA MATER*

*We are blessed with stately grandeur,  
won by thoughts sublime.*

*For our Alma Mater reigneth,  
In our land and clime.*

*Dear Ol' Wagener let us rally,  
with our main and might,  
and our vaunted power of greatness,  
rests supreme by right.*

**STATEMENT OF NONDISCRIMINATION  
EQUAL OPPORTUNITY—Student**

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the appropriate Academic Officer, or the School District’s Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (at [803] 641-2428). Copies of applicable policies are available upon request. (See Policy JI and Administrative Rule JI-R.)

**EDUCATIONAL RECORDS —CONFIDENTIALITY  
(Certain Exceptions)**

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student’s educational records to be “directory information,” meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that “directory information” could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: The student’s name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of

members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. (Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.) A parents or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above not be released without the parent’s or guardian’s prior consent should so notify the office of the Deputy Superintendent in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 28, 2015. If there are any questions, please contact Dr. Shawn Foster, Deputy Superintendent at (803) 641-2514.

**NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL AND PRIVACY ACT (Elementary and Secondary Schools)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish

to ask the school to amend a record should write the school principal clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **SEXUAL HARASSMENT STATEMENT**

According to the district code of Student Conduct, engaging in sexual harassment of any student, staff member, or visitor, either male or female, on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action, including suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school, including while riding a school bus. Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature.

Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent and to a teacher, guidance counselor, principal or any other school official with whom the student feels comfortable.

### **ATTENDANCE REGULATIONS**

- Student attendance will be recorded on class-by-class basis. Students must attend each instructional period a minimum number of days to be eligible to receive credit and/or promotion.
- The minimum number of days a student must attend a class to

receive credit is 85 days for a semester (1/2 unit) class, and 170 days for a year (1 unit) class. This means that a student may only have 5 absences in a semester class or 10 absences in a year long class. **All absences, whether lawful or unlawful, are charged against the maximum allowed.**

- Any student who fails to meet the minimum attendance requirements will not be promoted nor receive credit for the class(es) in which attendance requirements were not met unless approval for excessive absences is given by the principal in cases of chronic or extended illness or in emergency situations.
- Lawful absences include:
  - Medical absences certified by a statement from a physician or other health care provider.
  - Required court appearance certified by a statement from an officer of the court.
  - Death in the family (certification may be required).
  - Recognized religious holidays.
  - Travel or attendance at events approved by the principal as an educational experience (prior approval must be received at least 5 days in advance of the trip).
  - Emergencies approved by the principal.
  - Chronic or extended illness certified by a statement from a physician or other health care provider.
  - Other absences approved by the Aiken County Board of Education.
- Unlawful absence from school is defined as a student's willful absence from school without the knowledge of the parents or a student's absence from school without an approved reason with or without the knowledge of the parents.

***Any student who has missed (is absent) for 3 or more consecutive days or has been out on OSS must obtain an Attendance Tracking Form from the guidance office before reporting to the first class.***

## **EXCUSES**

- **Excuses must be presented within in five (5) days of the absence**, or they will not be accepted (District Policy JBD).
- Failure by the student to turn in an excuse within the five-day period will result in the absence being recorded as an unlawful absence regardless of the reason for the absence.

## **ARRIVAL ON CAMPUS**

- Students may not leave campus once they arrive on campus. This applies to bus riders, walkers, car riders and car drivers.
- Students may report to the lunchroom or the front of campus.
- The library is available for student use at 7:45 A.M.
- The first bell to report to class rings at 7:50 A.M. and the tardy bell rings at 7:55 A.M. for 1<sup>st</sup> period to begin.

## **SUPERVISION OF STUDENTS**

School staff are on duty to supervise students beginning at 7:30 am in the morning and until 3:30 pm daily. The school cannot be responsible for students on campus before or after these times. Students who are attending a designated activity must remain with the teacher responsible for the activity **and must arrange to leave campus immediately after the activity.**

## **STUDENT PARKING**

- Students who elect to drive to school will be required to purchase a parking permit (\$10) and complete a Parking Request Form.
- Lost permits may be replaced for a \$10 fee.
- The Parking Form must be filled out before a permit is issued.
- **The permit must be suspended from the rear view mirror.**
- Students may NOT park in the staff parking spaces between the gymnasium and the greenhouse.

- **Once the vehicle is parked, everyone must immediately leave the parking area.**
- **Students may not return to the parking area until the end of the day without permission.**
- Vehicles bearing any words or phrases which are obscene, vulgar, or otherwise in bad taste, and which may cause a disruption will not be tolerated.
- Failure to comply with parking regulations may result in denial of parking privileges and/or disciplinary action.
- Reckless driving on or near campus will result in loss of parking privileges.
- Students are required to wear seat belts while driving on and off campus at all times.

### **SIGNING-IN**

- Students are expected to be on time for class each day.
- All students who arrive after 7:55 must sign in at the attendance office.
- Students who arrive late to school are assigned consequences according to the tardy policy unless the tardy is excused.
- Tardies may be excused under the following conditions:
  - Students who ride a bus and are late due to bus problems. The student must sign in at attendance. Failure to properly sign-in will result in the tardy being unexcused.
  - Students who present a medical statement from a physical or other health care provider.
  - Student who present a statement from a court officer for a required court appearance.
  - The parent personally signs the student in to school giving an excusable reason for the tardy. Excessive tardies may result in this privilege being denied.
- Unexcused absences are given in the classes affected by the unexcused tardy.
- Unexcused tardies are given for classes in session at the time of the sign-in unless an approved excuse is given at the time of the sign-in.

- Students are not issued discipline notices for tardies until they have accumulated three unexcused tardies. This allows for problems not covered by the above excused conditions.
- Students arriving on late buses are not allowed to eat breakfast during classroom time.

### **SIGNING-OUT**

- All students who leave campus before the end of the school day are required to sign out in attendance. The only exception is for students on an approved field trip.
- Students may be dismissed only to a parent/guardian or authorized person **[listed on their registration card]** who **must sign out the student in the attendance office.**
- Students who drive to school must follow the sign out procedure.
- Students are to remain in class until the attendance office sends for the student to sign-out.
- Students who miss more than three-fourths of a period will be counted absent for that class.

### **VISITORS**

No one, except current WSHS students, parents, faculty members, and other employees of the Aiken County School System, are permitted to visit the school while classes are in session without permission from the principal. Visitors must go directly to the main office to obtain a pass.

### **EARLY DISMISSAL (District Policy IED)**

- All students shall remain in classes for the entire school day. Early dismissal from school shall be prohibited except for students involved in work/study programs or for hardship cases approved by the principal.
- Students approved for early dismissal must leave campus immediately after dismissal and must not return to campus for any reason without permission from the principal.

- Failure to abide by the rules for early dismissal will result in the early dismissal permission being revoked.

## **LOITERING**

- Students should leave school at the end of the day unless they are involved in a school activity.
- Students should arrange for rides so that they are able to leave school in a timely manner. Students waiting for rides are not to wait in the building. Exceptions may be made during inclement weather.
- The school office closes at 4:00 pm.

## **HALL/AGENDA PASSES**

A hall/agenda pass is necessary when a student leaves the classroom. The time, date, and specific destination must be listed on the pass along with the teacher's signature. Students should not be permitted to leave **ANY** classroom nor will they be allowed in the office/attendance during class time, except for emergencies.

## **BADGE POLICY**

- All students must appropriately wear their I.D. badge at all times while at school during the school day except for safety reasons during approved activities.
- Students who lose their badge or who damage their badge in such a way that the badge is no longer usable may purchase a new badge for \$5.00 from the main office and then report to Room 124 in the Science building **BEFORE** first period to have a new one made.
- The badge issued by the school is for the current school year and is the only badge that may be acceptably worn. The picture, grade and name on the badge must be clearly visible.
- Students must wear their lanyard with their badge around their neck, with the badge in the chest area with the picture

facing outwards, and the badge outside of all clothing including jackets and backpacks.

- **The I.D. badge may not be decorated or defaced in any way.**
- Students may be required to purchase a new badge if their badge is damaged or defaced in such a way that it is deemed unusable by the administration.
- Students without a proper I.D. badge will be required to obtain a temporary badge. The temporary badge is only good for the day that it is assigned.
- Students are expected to give their badge to any staff member who asks for it for any reason.
- Students who, in the judgment of the administration, intentionally defy the ID policy will be subject to immediate disciplinary action (OSS or ISS).

## **TELEPHONE (Student Use)**

The office phone is a business telephone and should be used by students **ONLY** in case of an emergency, with the permission of office staff. **Students will not be called to the telephone.**

## **ATHLETICS**

- The athletic department of Wagener-Salley High School is developed to provide a variety of physical activities for men and women.
- Wagener-Salley High School is a member of the South Carolina High School League.
- Wagener-Salley High School participates in Region IV-A.
- Wagener-Salley High School athletic teams are known as the "War Eagles."
- The school colors are red, white and blue.

## **Athletic Policy**

- According to the South Carolina High School League, student athletes can take no more than two Credit Recovery classes per year to maintain eligibility.

- A WSHS student athlete recommended for expulsion will not be permitted to play any sport for the remainder of the year even if the student athlete is readmitted to school.
- When the beginning and ending of sports seasons overlap, a coach may deny a team member the right to practice for another school team before the current team's season is complete.
- A student athlete who quits one sport may not participate in another sport without the approval of both coaches of the teams involved, the athletic director and the principal.
- A student athlete suspended (ISS or OSS) from school cannot practice or play in any athletic event until the student athlete has completed the suspension.
- A student athlete must attend school at least four periods of the school day to be eligible to participate in any athletic event on that day. Exceptions can be made for lawful absence reasons.
- A student athlete who is suspended twice within a season will not be permitted to participate in any sport for the remainder of that sport's season.
- A student athlete who is suspended three times in a year will not be permitted to participate in any sport for the remainder of the school year.
- Each season begins on the official High School League starting date for practice.
- Coaches may make additional rules that govern practice, games, and participation of their sport. Student athletes are obligated to comply with the coach's expectations.
- Each student athlete participating on any Wagener-Salley High School athletic team must read code JJIC-R approved by the School Board on September 22, 1998.
- 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.
- A coach may deny a team member the right to participate in another sport or physical activity that the coach feels could cause the student to obtain an injury or be detrimental to the

student's preparation for team play.

- All student athletes must ride to and from any athletic event on a school bus or vehicle approved by the Athletic Director or Principal.

### **Athletic Eligibility**

- Rules for participation on a varsity or junior varsity team are the same as those of the South Carolina High School League.
- A student athlete must not turn 19 before July 1, 2015
- A student athlete must have passed all five subjects the previous semester.
- A student athlete's parents/guardians must be residents of the attendance area served by the high school.

### **Insurance**

- All student athletes must have insurance to participate.
- Proof of insurance coverage is necessary before a student athlete may try out for a team.
- Student athletes may purchase school insurance for the current school year, or student athletes may show proof of being covered by a health insurance policy.

### **Tickets to Athletic Events (Subject to Change)**

Prices for individual games are as follows:

Football (Varsity)	\$6.00
All other sports:	\$5.00

### **TEXTBOOKS**

- Students are responsible for the upkeep and for the return of all textbooks issued to them.
- If the barcode on the back of the book is taken off and/or damaged so that it is not able to be scanned, students will be charged the full replacement cost of the book.
- Students must pay for lost textbooks before being issued replacements.
- Students may receive refunds for lost textbooks if they find

their original textbook and if they have their receipt of payment for the lost textbook. ALL REFUND REQUESTS MUST BE SUBMITTED BEFORE JUNE 30 OF THE CURRENT SCHOOL YEAR.

- The Wagener-Salley High School administration requires all students to cover their textbooks to help protect the textbook.

## STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or expensive personal items to school. The student, not the school, is responsible for personal property such as glasses, wristwatches, cell phones, iPods, netbooks, purses, etc.

## SEARCHES

According to Act 373 of 1994, persons entering school property are deemed to have consented to a search of their personal property.

## LOCKERS

- Students are responsible for all materials and property in their lockers. The school cannot accept responsibility for items left in school lockers. **Every effort is made to insure that lockers are secure, but money, valuables and/or cell phones may be at risk if left unattended in lockers. It is also your child's responsibility to ensure that his/her locker is locked securely after they have been in the locker. Locks must be attached through locking mechanisms and the locks tumbled to obtain a securely locked locker.**
- **If there is a problem with your child's locker, please see Mr. Arnold in the attendance office.**
- If your lock does not work report it to the office/Mr. Arnold immediately.
- **NO LOCKERS WILL BE SHARED EXCEPT AS ASSIGNED BY ADMINISTRATION. VIOLATIONS WILL RESULT IN LOSS OF LOCKER PRIVILEGES.**

- Student owned locks are not allowed and may be removed without notification.
- Students are encouraged to use their lockers before first period, before and/or after lunch, and after school.
- Going to your locker is not an excuse for being tardy to class. **Students will not be permitted to go to their lockers during class time.**
- Lockers are the property of the school. The replacement cost for lost or stolen locks is \$5.00.
- The school reserves the right to open a student's locker if necessary. Book bags are considered the same as lockers, and the school has the right to search a book bag if necessary.
- Do not write on or put stickers on your locker.

## LOST AND FOUND

- Students are responsible for all personal belongings and school materials issued to them.
- **Students are encouraged to not bring valuable items to school.**
- Found items may be turned in to any of the administrative offices.
- Students may inquire about lost items at any of the administrative offices. A lost and found box is located in the attendance office.

## SCHOOL PROPERTY

- All school property is under the supervision of the school principal.
- No school property may be removed from the building or grounds without permission from the school principal.
- Students who damage or destroy school property will be responsible for paying for the repair or the replacement of the school property. Students may be suspended from school until restitution is made. Students may also be subject to further disciplinary action.



## IMMUNIZATION REGULATIONS

- Students must present a South Carolina Certificate of Immunization before being enrolled.
- Students are required to have 3 doses of polio vaccine, the hepatitis B series, the DTP series, Varicella and 2 MMR vaccines.
- A minimum of 3 doses of any combination of (DT, DTaP, Td or Tdap) with at least one dose on or after the 4<sup>th</sup> birthday is required for grades 10-12. A minimum of 4 doses of any combination of (DT, DTaP, Td, or Tdap) with at least one dose on or after the 4<sup>th</sup> birthday is required for 9<sup>th</sup> grade students.

## SOLICITATION AND ADVERTISING

Administrative permission must be obtained for all handouts, papers, posters, etc. on school grounds.

## MEDICATION POLICY

Students are not allowed to have any type of medication, prescription or non-prescription, in their possession while at school. Possession of medication at school is an expulsion level offense. **All prescription AND over-the-counter drugs will be administered only by a school staff member upon receipt of the Medication Form signed by the physician and parent/guardian and provided in the original, properly labeled container with no more than five doses sent. Please see the office for a Medication Form.**

Beginning 2013-14, over the counter medications will no longer be administered at school without a written medical order (prescription). While parents/guardians may give their children over-the-counter medicines without a prescription, SC laws require school nurses to have a medical order from a health care provider for all medications administered to students. Ask your child's health care provider to use the district medication form to

write an order for the medication. We also need for you to sign the district medication form. A responsible adult should deliver the over-the-counter medicine and the Permission for Medication form or a copy of the prescription signed by the authorized prescriber to the school along with the medicine must be in the original container with the label.

## INSURANCE

- Students taking CATE, PE, science, band, or who participate in athletics are required to have insurance.
- A statement from the parent/guardian indicating that insurance coverage is in force is acceptable.
- The school district provides information for an insurance provider to all students. You may access this information using a link on the district website at [acps.schoolfusion.us](http://acps.schoolfusion.us). Parents can enroll online either with a credit card or debit card. Should you participate in the insurance program it is the responsibility of the student and/or parent to file the claim in case of injury.

## ASSEMBLY PROGRAMS

Assembly programs determined to be beneficial to the students are scheduled periodically. Students are assigned to sections by homeroom in the auditorium. Students are required to sit in the assigned section with their homeroom teacher. Students are required to attend all assemblies. During assemblies, the following rules apply.

1. Movement to the auditorium shall be in an orderly fashion with no running, pushing, or crowding.
2. Each student shall go quietly and quickly to the assigned area from his/her class.
3. Applaud only when appropriate. At no time should there be any type of applause other than clapping hands. Stomping feet and whistling are never appropriate and detract from the perfor-

mance.

4. Talking and horseplay during any program is unacceptable.
5. Students are not to read, study, or pass notes.
6. Students will remain seated throughout the program

### **LITTERING**

Litter on the floors and on the grounds not only contributes to an unsatisfactory school appearance, but also creates health and safety hazards. Students can help solve the litter problem in two ways: don't put the litter down in the first place and pick up the litter anywhere it should not be, whether or not the student put it there. Students may be assigned to pick up litter for minor violations of discipline.

### **FUND-RAISING PROJECTS**

All fund-raising projects must have approval of the club sponsor and principal. Students will not be allowed to bring any outside fund-raising items to school to sell. Fund-raising items may not be sold (or consumed) during class time.

### **FIELD TRIPS**

- Field Trips are an extension of the classroom for the purpose of extending instruction to a setting outside of school.
- Students participating in a field trip are responsible for getting assignments for all classes missed. Assignments should be turned in the next day that the student is in class.
- Students must have prior written parental permission for all field trips.
- Students or children, other than those for which the field trip has been approved, may not attend or accompany the group as a part of this extended classroom activity.
- Students who have excessive absences, discipline problems, or who are not performing satisfactorily in their classes may be denied approval to participate in a field trip.

### **STUDY HALL**

The atmosphere in study hall will be conducive to learning. Students will be expected to be in class when the tardy bell rings. In addition, students will be required to bring textbooks, paper, and pencil to class with them. Students are expected to use study hall as the name implies, study for class, do homework or read silently. Students will be given work if they fail to bring any.

### **JROTC PROGRAM**

The JROTC Program presents excellent opportunities for cadets to integrate and function as an active high school student. The JROTC Program prepares high school cadets for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The focus of the program is citizenship, not to get cadets to enlist in the Armed Forces. The program is a stimulus for promoting graduation from high school and it provides instruction and rewarding opportunities which will benefit the cadet, school, community, and nation. The \$25.00 fee per cadet covers all textbooks, manuals, and uniforms issued to cadets. Cadets are required to wear the Army Service Uniform weekly. Cadets are encouraged, but not required to participate in the many JROTC extracurricular activities, such as Drill Team, Rifle Team, Color Guard, Academic Team, Leadership Team, and the JROTC Chorus. Each cadet must participate in the Military Appreciation Night in the fall semester and the cadet annual Military Ball in the spring semester. Also, each cadet will perform flag details as designated by the Senior Army Instructor.

### **NOTICE OF OPT-OUT OPTION FOR PRESIDENTIAL OR GUBERNATORIAL SPEECHES**

While it is the board's policy to facilitate the opportunity for students to observe live presidential or gubernatorial speeches or

presentations by electronic media when the same are offered for school-age students during school hours, parents may request in writing to the principal (or his/her designee) that their children be excused and offered appropriate alternate supervised activities. *[See Policies IHAC and IHAA for more information.]*

## **MAKE-UP WORK**

- Students are expected to make up any work missed due to any absence.
- Students should check with each teacher upon their return from an absence to be sure that they have made up all assignments.
- If a student is absent only on the day a test is given or other assigned work is due, the student is expected to make up the test or turn in the work on the day he/she returns to school.
- If a student is absent 2-3 days, the student will be given the number of days missed to make up the work.
- If a student is absent for more than 5 days the administration will determine the number of days allowed to make-up the work.
- When a teacher makes an assignment well in advance and no new material was covered during the absence that would affect the student's ability to complete the original assignment, the student should turn in the work or take the test on his/her return.
- In most instances parents/students can email teacher directly for assignments. Teachers' email address and other important information can be found on the school's website. Please go to [wshs.acps.schoolfusion.us](http://wshs.acps.schoolfusion.us)

- The Guidance Office will collect assignments for those who request them because of an extended illness (3-10 consecutive days) when emailing a teacher is not an option.

## **MEDIA CENTER**

- Students who come to the Media Center must be wearing an ID, have a pass (during class time and/or during lunch), and sign in at the circulation desk. Lunch passes can be given by a classroom teacher or picked up from a library staff member prior to 4<sup>th</sup> period each morning.
- Students are expected to follow the Media Center guidelines, the Aiken County Student Code of Conduct, and Student Handbook guidelines at all times.
- The Media Center hours of operation are from 7:45 am - 3:30 pm daily. The Media Center can be open before or after the regularly scheduled hours if arrangements are made in advance.
- The Media Center may be closed for events held in the library. Please respect any signs posted on the doors indicating events and do not disturb meetings or events in progress.
- If the Media Center doors are locked during normal hours, please return to class. **DO NOT** wait in the hall for media center staff to return.
- Please visit the Media Center website (<http://library-media-center.wshs.acps.schoolfusion.us/>) for announcements of special events, promotions, and resources for students – including a link to the Media Center Guidelines.

## **PLEDGE OF ALLEGIANCE ACT (Act N.55)**

- Time is proved each school day for the saying of the Pledge of Allegiance.
- Students may choose to participate. However, students not participating may not disrupt or disturb others during the saying of the Pledge of Allegiance.

## **P.A. ANNOUNCEMENTS**

- All notices of club meetings, athletic and social events, general information for the day, and special instructions are announced over the P.A. system each morning.
- Students responsible for putting notices in the daily bulletin must have a teacher and/or advisor’s signature on the announcement.
- The P.A. may not be used for personal announcements.

## **VIDEO SURVEILLANCE**

Video surveillance may be used in any “common” area of the building. This may include hallways, classrooms, the lunch room and outside grounds. The purpose of this surveillance is protection and student safety.

## **MEDIA PHOTOGRAPHY**

From time to time, the media covers WSHS events. Your child may be photographed, named in a caption, or interviewed. If you do not wish for your child to be involved, please contact the front office at 803-564-1100 to make your desire known.

## **CAFETERIA/LUNCH POLICY**

Wagener-Salley High School offers a federally sponsored lunch program. All students are encouraged to apply for free or reduced status. (Students who qualify for free or reduced lunch prices will also qualify for reduced school fees.) You must fill out a new form within in the first 30 days each year in order to determine your status for the present school year. Parents can also apply online at [www.lunchapplication.com](http://www.lunchapplication.com).

## **STUDENTS MAY NOT SIGN OUT FOR LUNCH**

## **STUDENTS MAY NOT HAVE FRIENDS BRING THEM LUNCH TO THE SCHOOL.**

- During lunch, students must remain in the cafeteria or in the area between the cafeteria, auditorium, and science building.
- Student who need to leave the cafeteria area for any reason, must have a pass from a teacher – this includes lunch detention and to visit the library.
- All food purchased in the cafeteria must be eaten in the cafeteria.
- Students may use only the restrooms in the cafeteria during breakfast and lunch times.
- Students should stay in an orderly line. No cutting in line is allowed.
- Students should clean up the area where they ate and deposit all trash in the trash bins.
- Cafeteria trays are NOT allowed outside the cafeteria.
- Lunch prices are established by the federal lunch program and the school district. Prices are subject to change:

	<b>Student Meals (Full Pay)</b>	<b>Student Meals (Reduced Pay)</b>	<b>Adult Meals</b>
<b>Breakfast</b>	\$1.75	\$.30	\$2.10
<b>Lunch</b>	\$2.30	\$.40	\$3.50
<b>Extra Milk</b>	\$.50	\$.50	\$.50

## **CANTEEN**

- All Canteen purchases must be consumed in the Cafeteria.
- The Canteen is operated by the school for student convenience.
- The canteen will be open ONLY during lunch.

## **HEALTHY, HUNGER,-FREE KIDS ACT OF 2010**

The Healthy, Hunger-Free Kids Act of 2010 requires USDA to establish nutrition standards for all foods sold in school – beyond the federally-supported meals programs. This new rule carefully balances science-based nutrition guidelines with practical and flexible solutions to promote healthier eating on campus.

The rule draws on recommendations from the Institute of Medicine, existing voluntary standards already implemented by thousands of schools around the country, and healthy food and beverage options already available in the marketplace. For further information about school meals go to: <http://www.fns.usda.gov/>

## **GUIDANCE PROGRAM**

The Comprehensive Guidance Program at Wagener-Salley High School provides important benefits to assist students in addressing their intellectual, emotional, and social needs. It is developmental and includes sequential activities designed to address the needs of ALL students by helping them acquire competencies to enhance their career planning and exploration, knowledge of self and others, and educational and vocational development.

The curriculum at Wagener-Salley High School is designed to allow for the implementation of strategies and activities to support and maximize student learning. The students have an opportunity to select from two major programs, a Vocational College Preparatory Plan or a Four-Year College Preparatory plan. These plans with the inclusion of EEDA allow students to design their specific and tailor their four-year high school plan to maximize the preparation of their abilities and desires to pursue their chosen career goals.

Although it is best to select a plan and to focus and work dili-

gently toward a chosen career and post-secondary goal, we do, however, recognize that situations, opportunities and plans change. When this occurs students have the opportunity to switch between programs. It is important that parents and students realize that the later in high school that plans are changed, the harder it may be to work in the desired courses and meet requirements.

## **NOTICE CONCERNING FEES**

The Consolidated School District of Aiken County is authorized by statute, as are all school districts, to charge fees to help offset incidental supply and similar costs in connection with serving students' needs. All patrons are encouraged to remit these fees as promptly as possible. In certain hardship situations the fees may be paid by installments. (Application and special permission, based upon demonstrated need, will be utilized for approval of this process.) It is the parent's responsibility to seek such alterations to the normal fee arrangements. However, our schools seek one hundred percent participation by parents relative to fees in view of the important impact and contribution these payments make on the instructional program and availability of materials.

## **EXAMS**

### **Semester Exams**

- Semester exams are administered at the end of each semester.
- Semester exams will count 20% of the semester grade.
- During the second semester, seniors with a 93 or higher class average at the end of the semester may exempt the second semester exam at the teacher's discretion.

## End of Course Exams

- Are administered to students in Algebra I, English I, Biology, and US History
- End of Course Exams will count 20% of the final grade.

## SCHEDULE CHANGES

Students' schedules will be reviewed for possible changes after the school year begins **only for academically justifiable reasons**.

## PROMOTIONAL REQUIREMENTS

**Freshman:** A student will be classified as a freshman during his/her first year of high school and until he/she meets the requirements for Grade 10.

**Sophomore:** A student will be classified as a sophomore the year after earning at least 5 units of credit, including one English unit and one mathematics unit.

**Junior:** A student will be classified as a junior for the year after earning at least 11 units of credit, including two English, two mathematics, and one science unit.

**Senior:** A student will be classified as a senior for the year after earning at least 17 units of credit, including three units of English, three units of mathematics, and two units of science.

## AIKEN COUNTY GRADING SCALE

A = 93 – 100      C = 77 – 84  
B = 85 – 92      D = 70 – 76      F = 69 and below

## REQUIREMENTS FOR STATE HIGH SCHOOL DIPLOMA

All students must pass the State Exit Examination and the prescribed course requirements in order to earn a South Carolina High School Diploma. This is the minimum requirement. We expect that most students will far exceed these requirements as they take courses that will help to meet their goals.

English	4 units
U. S. History	1 unit
Math	4 units
Economics	½ unit
Government	½ unit
Science	3 units
Physical Education or ROTC1	1 unit
Other Social Studies	1 unit
Computer Science	1 unit
**Electives	8 units
Total	24 Units

\*\*College Preparatory students must take at least 2 units of foreign language. See the S. C. Commission on Higher Education's additional requirements for college entry. Technical/Two-Year College Preparatory students must take at least 4 units in an occupational program.

## CLASS RANK & GRADE POINT RATIOS

- All courses taken for high school graduation credit will be included in class rank calculations.
- Students who withdraw from a course after five days in a 90-day course, or ten days in a 180-day course shall be assigned a grade of 62 and 0 quality points (WF). The F will be calcu-

- lated in the student's overall grade point ratio.
- Weighting of courses for transfer students will be determined by the high school receiving the student.
  - Class rank shall be computed by placing students in order beginning with the student having the highest-class rank ratio and continuing until all eligible students have been ranked. When students share the same class rank ratio, the students will be assigned the same level of honor, i.e., valedictorian or salutatorian.
  - Of the students that are classified as handicapped, only those who are working toward a high school diploma shall be reported to colleges and universities as such for equal considerations for scholarships.
  - These designations will be at the option of the area advisory council after receiving recommendations from the student body, faculty and administration of individual schools.

*Questions and concerns regarding class rank should be referred to the school principal and/or guidance counselor.*

### **Weighting and Definition of Honors, Dual-Credit, and Advanced Placement Courses**

Honors courses are intended for students exhibiting superior abilities in the course content area. The Honors curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning.

Only two categories of additional course weights are allowed under the state uniform grading policy: an additional 0.5 quality point for Honors Gifted and Talented, pre-IB and dual-credit courses/ and an additional 1.0 quality point for Advanced Placement and International Baccalaureate courses. The District will offer Honor courses under the following state-defined criteria:

An Honors course will have a published syllabus that verifies rigor that is sufficiently beyond college prep or tech prep courses.

Textbooks and/or other course materials will be differentiated and more rigorous than those used in college prep or tech prep courses.

### **SOUTH CAROLINA 4-YEAR COLLEGE ADMISSION REQUIREMENT**

**English:** 4 units: College prep English I, II, III and IV (Regular English I and II may be taken but English III and IV MUST be taken at the CP level.)

**Math:** 4 units: Algebra I, Geometry, Algebra II, Algebra III must be taken

**Science:** 3 units: At least three laboratory sciences are required. Physical Science is a prerequisite to these. **Physical Science, Biology CP, Chemistry CP, Physics CP are strongly recommended.**

**Foreign Language:** 2 units of the SAME foreign language.

**Social Studies:** 3 units: Economics, Government, U.S. History, and one other social studies.

**Physical Education or ROTC1:** 1 unit

**Fine Arts:** 1 unit

**Other:** 1 unit: Advanced math or computer science, not Computer Business Applications, or one unit of World History, World Geography, or Western Civilization (A.P. European). This is in ADDITION to social studies units outlined above.

\*\* These requirements are subject to change.\*\*

## GIFTED AND TALENTED PROGRAMS

In accordance to South Carolina Regulation 43-220: Gifted and talented students are those who are identified in grades one through twelve as demonstrating high performance ability or potential in academic and/or artistic areas and therefore require an educational program beyond that normally provided by the general school program in order to achieve their potential.

Gifted and talented abilities for these regulations include - Academic and Intellectual Ability: Students who have the academic and/or intellectual potential to function at a high level in one or more academic areas.

### HOW ARE STUDENTS IDENTIFIED?

Gifted and talented students are found within all racial, ethnic and socioeconomic groups. Identification is a multi-step process, established by the South Carolina Department of Education. Transfer students meeting state identified criteria from another state are also eligible.

All second grade students are tested with a nationally normed aptitude and achievement test in the fall. Students in other grades are screened based on any new data less than two years old. No private testing may be accepted for qualification consideration, but may be used for referral purposes. Teachers, parents and administrators may refer a student for screening at any time during the school year.

In order to qualify for placement in the academically gifted and talented program a student must meet the eligibility criteria in two of the following three dimensions.

#### **Dimension A – Aptitude**

Students must score at or above the 93<sup>rd</sup> national age percentile on a nationally normed aptitude test, in one or more of these

areas: verbal/linguistic, nonverbal, quantitative/mathematical and/or a composite of the three areas. Students at or above the 96<sup>th</sup> national age percentile on the composite score have automatic placement.

#### **Dimension B – Achievement**

Students must score at or above the 94<sup>th</sup> national percentile on an approved subtest (reading and /or mathematical areas) on a nationally normed achievement test or score at the *grade qualifying* level for ELA and/or math on the South Carolina PASS Test.

#### **Dimension C – Academic Performance**

This dimension is only applied if a student has already met Dimension A or B. For GT placement in grades 3-6, a student must achieve an acceptable score on either the verbal or non-verbal sections on the STAR Performance Tasks Tests, administered each March. Students in grades 6-12 must demonstrate a grade point average of 3.75 on a 4.0 scale (93.75% average)

### HOW ARE GIFTED STUDENTS SERVED?

#### **GT CLASS MODELS**

Aiken County Public Schools use models approved by the South Carolina Department of Education. Classes are taught by teachers with a GT certificate endorsement.

Grades 8-12 - **Special Class Designation** - Ratio of 1:25 (Waivers may be requested.) - Minimum of 8100 minutes

#### GOALS OF THE GT PROGRAM

- To insure that all program components are carried out in accordance with law, regulations, and best practices in gifted and talented education.
- To provide a program designed to facilitate the effective delivery of services to meet the needs of gifted and talented learners.
- To enhance the curriculum for gifted and talented learners



by differentiating the pace of instruction, the extensiveness of content and the complexity of intellectual processes and products.

- To provide a coherent written curriculum that will accelerate and challenge the gifted learner.
- To communicate program information effectively.

For more information regarding Aiken County's program, contact a GT teacher at your local school, click on the parent information link on the district website <http://acps.schoolfusion.us/>, or contact

Jeanie Glover – Director, Federal Programs  
Gifted and Talented Educational Program  
1000 Brookhaven Dr.  
Aiken, SC 29803  
803-641-2453  
[jglover@aiken.k12.sc.us](mailto:jglover@aiken.k12.sc.us)

## REPORT CARDS AND INTERIM REPORTS

- Report Cards and Interim Reports are sent home for the purpose of informing parents of the progress of their child.
- Interim Reports are sent home at the mid-way date of each nine-week grading period.
- Report Cards are sent home at the end of each nine-week grading period.
- **A Parent Conference Day will be held on October 26. Report Cards may be picked up by parents/guardians on this day. Parent/Teacher conferences may be held on this day.** Report Cards not picked up by parents/guardians will be sent home with students on October 27.
- **Parents may also monitor grades by accessing the parent portal through the Aiken County Public Schools website. Please contact the guidance office for your user ID and password.**

## EXPECTATIONS OF STUDENTS

In addition to the Student Code of Conduct established by the Aiken County Board of Education, students are expected to exercise high standards of respect, manners, courtesy, sportsmanship, and self-discipline, all of which minimize the need for external rules and controls. The following are expectations of every student under the jurisdiction of Wagener-Salley High School:

- **Students should obey every direction or instruction given by any staff member.** Failure to obey a staff member may result in suspension or expulsion from school.
- Students should arrive to school and to class on time.
- Students should come to school prepared for class. Students should have their agenda, books, pencils and/or pens, paper, notebooks, homework, and other items needed for class.
- Students should actively and appropriately participate in all classes.
- Students should use school equipment, furniture and supplies appropriately and safely.
- Students should respect the rights of others, especially the right to learn.
- Students are expected to do their own work on all assignments. (Do no cheat in any way.)
- **Students should not eat or drink in the building. Eating and/or drinking are permitted only in the cafeteria.**
- Students should not bring radios, tape players/recorders, CD players, iPods, water guns, laser pointers, or other non-essential items to school. **These items will be confiscated.**
- Students should assist in maintaining a clean school by cleaning their eating areas in the lunchroom and outside area and by discarding trash and litter into appropriate receptacles.

- Students should behave appropriately and respectfully at all times while at school or at a school sponsored activity.
- Students who participate in school sponsored fundraising activities are responsible for the materials being sold and/or the money collected. All materials and money should be turned in at the designated time.
- Students should follow all classroom rules. Teachers may make specific rules for their classes.
- Students are to refrain from any public displays of affection while at school or at any school sponsored activity.

## CRIMINAL CONDUCT

School administrators must contact law enforcement authorities immediately upon notice that a person is engaging in or has engaged in activities on school property or at a school – sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local Board Policy. Code of Laws of South Carolina 59-24-60

## DISCIPLINE POLICY

### Cell Phones

This policy covers any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The policy of this district, as set forth in Policy JICJ may be summarized as follows:

- **Cell phones, pagers, or other communication devices may not be used or activated during the school day. Devices described in this policy shall not be activated, used, or displayed by students while in school buildings or on school**

**grounds during “school day hours” and while attending school-day activities, whether on or off school property. Such devices will not be activated during school bus rides to and from school unless specifically authorized by the driver.**

- Students attending a school piloting a BYOD project are waived from the prohibitions set forth in policy JICJ, but use as a phone or unauthorized camera remains strictly prohibited, as for all students.
- Cell phones and pagers are permitted at athletic contests and other events occurring during non-school hours.
- Other personal electronic devices which have wireless or cellular interface capabilities to the internet and/or which have the capability of capturing, storing, or transferring text, numeric, or visual images (including digital or conventional cameras) are subject to all rules relating to cell phones unless otherwise authorized by prior permission of a teacher or administrator.
- A student needing a cell phone, pager or any device may be exempted from prohibitions of the policy for documented medical needs, physical or academic accommodations, or other legitimate reasons as approved in writing by the school.
- Violations during the instructional day are described as:  
Any intentional manipulation or use of the device by a student.
- Any violations involving other violations of the Code of Conduct may result in more severe consequences.
- **Utilization of cell phone/device in a restroom, even on a first offense, will be subject to loss of privileges for the remainder of the year and at least a three-day suspension.**

- Phones confiscated for violations of the policy must be made available to parents as soon as the device is no longer required as evidence.
- Discipline consequences are as follows:
  - Activation and/or any use during school hours (without permission) is still a violation of the Code of Conduct.
  - Any unauthorized activation or use gives staff a reasonable basis to take the phone for the balance of the day (at a minimum) and to view the last activity including texts or browser visits to see if there has been a related disciplinary violations [such as cheating; taking pictures; inappropriate website visits; etc.] with reference being made to item III (D) of the Code of Conduct.
  - Unauthorized activation with no related infraction would result in staff confiscating the phone for the remainder of the day and a warning being issued.
  - Second unauthorized activation with no related infraction would result in loss of privilege for ten school days and further warning.
  - Third unauthorized activation with no related infraction would result in loss of privilege for twenty school days, or remainder of the year, whichever is longer and at least one day of suspension (ISS or OSS).
  - Unauthorized use with related disciplinary infraction would result in three days minimum of OSS up to an expulsion recommendation, depending upon the nature of the related violation.

### **Cheating**

- Cheating is considered a serious violation of the Code of Student Conduct.

- Examples of cheating include: using another student's work, using another's words or ideas as one's own, using another's work without properly crediting the source, failing to follow the teacher's directions during a test (i.e. not looking at other's papers, not talking for any reason, not putting away materials, using unauthorized material during a test or assignment, etc.), obtaining answers or questions to tests or other assignments without the knowledge and/or permission of the teacher.
- A grade of "0" is given for any assignment where cheating occurs or where the impression of cheating occurs. Students should follow all directions completely.

### **Lunch Detention**

- Administrators and teachers may assign lunch detention to students for minor infractions of the Code of Student Conduct or classroom rules.
- Failure to attend as assigned lunch detention will result in further disciplinary action which may include in or out of school suspension.
- Administrative lunch detention is held on Tuesdays and Thursdays in Rm. 123 (Science Building)
- Students assigned to detention are expected:
  - To be on time.
  - To wear their I.D. badge.
  - To sign in appropriately. Failure to sign in appropriately will result in the lunch detention not counting and further disciplinary action to be taken.
- Students wishing to change a date for a detention assignment must contact the appropriate administrator by lunchtime of the day of the assigned detention. The lunch detention is not automatically reassigned at the student's request. The administrator will take into consideration the reason for the request, student's attitude, the student's prior

discipline record, and the number of requests for changes already made by the student.

- Students will report before the Tardy Bell. If a student does not report before the Tardy Bell, he/she will not be allowed to enter. Students are to sit and not talk. If a student does not follow the rules, he/she will be dismissed from Lunch Detention and will receive a Referral for the infraction. Lunch Detention Students will be escorted to the cafeteria for lunch. Students that are serving a Lunch Detention will be allowed to buy a school lunch or eat a lunch brought from home. Students that are serving a Lunch Detention will NOT be allowed to make purchases from the Canteen. Students serving Lunch Detention will sit at desks within the Canteen and are not allowed to interact with each other or other students.

#### **Consequences of missed detention:**

- 1<sup>ST</sup> time student misses Detention / 2 Assigned Lunch Detentions
- 2<sup>nd</sup> time student misses Detention / 1 Day of ISS & Parent Contact
- 3<sup>rd</sup> time student misses Detention / 3 Days ISS

#### **Fighting and/or Other Acts of Violence**

- Students who participate in a fight or other acts of violence which administrators deem to be a major disruption of the school program or to be a threat to the safety of others may be recommended for expulsion on the first offense.
- Students may also be subject to arrest.

#### **Intentional Pulling of a Fire Alarm**

Students who intentionally pull a fire alarm when no emergency exists will be subject to disciplinary action. Intentionally pulling a fire alarm when no emergency exists is a violation of state law.

#### **Smoking and Use of Tobacco Products**

- Students are not permitted to smoke, possess any smoking materials such as lighters, matches, rolling papers, and/or possess any tobacco products while on school grounds or while at any school sponsored activity.
- Minimum consequences for violating this provision of the Code of Student Conduct are:
  - 1<sup>st</sup> Offense: 3 days of ISS
  - 2<sup>nd</sup> Offense: 1 day of OSS
  - 3<sup>rd</sup> Offense: 3 days of OSS
  - 4<sup>th</sup> Offense: 5 days of OSS
  - 5<sup>th</sup> Offense: 10 days of OSS with a recommendation for Expulsion

#### **Tardy Policy**

- According to the employers and post-secondary institutions, punctuality is one of the most valued attributes of good employees and good students.
- Students are expected to be in their seats at the tardy bell.
- Going to your locker is not a lawful excuse for being tardy. Students are encouraged to go to their lockers before first period, before and/or after lunch, and after school.
- When a student accumulates three unlawful tardies to school or to any class, the student is referred to the administrator for appropriate consequences.
  - 1<sup>st</sup> referral (3 tardies): 1 day lunch detention
  - 2<sup>nd</sup> referral (6 tardies): 3 days lunch detention
  - 3<sup>rd</sup> referral (9 tardies): 2 days of ISS & parent conference
  - 4<sup>th</sup> referral (12 tardies): 1 day of OSS
  - 5<sup>th</sup> referral (15 tardies): 3 days of OSS
  - 6<sup>th</sup> referral (18 tardies): Recommendation for Expulsion

#### **Code of Student Conduct**

- Students and parents are asked to read the Code of Student Conduct handbook since students will be held responsible for

all of the information contained in it.

- Students and parents MUST sign and return the “Parent and Student Acknowledgement Form” to their homeroom teacher during the first week of school.
- Students should be aware that the student’s cumulative discipline record partially determines the disciplinary actions taken for each violation of the Code of Student Conduct.

## IN-SCHOOL SUSPENSION

ISS will be assigned for violation of school/district rules. It is the student’s responsibility to make up any work missed.

1. Students must bring pen, paper and books.
2. Students are expected to be actively working the entire time they are in ISS.
3. Students must report by 7:55 in the morning.
4. No tardies are permitted.
5. No talking or socialization of any kind.
6. Students are not allowed to sleep or lay their heads down.
7. Follow all rules/instructions given by the ISS Facilitator.

## SCHOOL BUS TRANSPORTATION

Transportation on a school bus is a privilege and NOT a right. The privilege can be revoked for misconduct or abuse of privilege. Listed below are some of the factors that are important for safe operation of our buses.

1. Respect the bus driver and cooperate at all times.
2. No pushing or shoving
3. Students should remain in assigned seats until reaching their destination.
4. Each of the following is prohibited:
  - a. Whistling
  - b. Loud talking
  - c. Cursing

- d. Spitting
- e. Fighting
- f. Defacing of bus interior or exterior
- g. Smoking
- h. Eating and drinking
- i. Harassing others
- j. Extending arms, head, or legs out of the window

Bus related conduct that is so serious as to violate other sections of the Code of Student Conduct will be handled according to those provisions of the Code.

## EMERGENCY DRILLS

- Emergency drills are conducted regularly. These drills are intended to familiarize students and staff with safe exits and safe practices if a real emergency were to develop. Emergency drill information is posted in each room.
- During any drill or real emergency:
  - Students should obey all directions given by their teacher or other staff member.
  - Students should not run, push, or be involved in horse-play.
  - **Students are to remain with their teacher at all times.**
  - Students should return to the classroom with their class at the conclusion of the drill.

## Gas Leak or Chemical Spill

- Notification through the P.A. System or Personal Visit
- Remain in the classroom unless instructed to evacuate. If instructed to evacuate, then:
  - Students should form a single file line.
  - Students should exit the classroom and the building quietly and orderly and go to the area designated by the teacher

## Fire Drill

- At the sound of the alarm:
  - Students should form a single file line
  - Students should exit the classroom and the building quietly and orderly and go to the area designated by the teacher.

## Intruder on Campus Drill

- Notification through the P.A. System
- Students are to remain in the classroom and go to the area directed by the teacher.
- Students should remain quiet.
- Students should not go to the door.
- Students should not open the door for anyone unless directed to do so by the teacher.
- If a student is locked out of the classroom during an “Intruder Alert” the student should report immediately to the Main or Attendance Office (whichever is closest).

## Tornado Drill

- Notification through the P.A. System.
- Students should form a single file line and report to the designated safe area of the hall.
- Students should take a “duck and cover” position until given the “All Clear” signal.
- If evacuation of the building is necessary, then students should exit the building by the nearest safe exit designated by the teacher.

## DRESS CODE

Education requires an orderly, structured, and productive environment. Since appropriate student dress contributes to a productive educational environment and inappropriate attire can be disruptive and/or non-conductive to the educational process, our school has the responsibility and the right to make decisions regarding student attire. ***Students may not be permitted to attend classes until attire that is deemed inappropriate to the school administration is corrected to meet school policy. To some degree, common sense and decency will be a factor in determining what is considered appropriate attire.*** Students should be aware that inappropriate dress is a violation of the Code of Student Conduct of Aiken County Public Schools.

1. Shorts, skirts, and dresses may be worn. The length must extend to a minimum of three inches, and no higher, above the top of the kneecap (the length of a student ID) when standing ***and walking***, must not have holes that expose skin or undergarments more than three inches (the length of a student ID) above the kneecap and must not expose skin or undergarments above the waistband. Shorts, skirts, and dresses should not be excessively tight fitting. If a skirt or dress has a slit, the slit must meet the same guidelines (no more than three inches above the top of the kneecap). Shorts must be worn at the waist (no sagging). If a belt is needed to hold shorts up, one must be worn.
2. Pants must not be excessively tight-fitting or expose skin more than three inches (the length of student ID) above the top of the kneecap. Pants must not show skin/undergarments above the waistband and must be worn at the waist (no sagging). If a belt is needed to hold pants up, one must be worn.
3. Shirts/tops must cover the midriff, waist, back and cleavage, and must not be excessively tight fitting or see through. Tank tops are allowed, but straps must be at least three finger widths wide (the student’s ID badge width will be used to enforce this rule as finger widths vary) and must fit closely

beneath the arm (no wide-arm muscle shirts or cut off tees). Hoodies and jackets are allowed, but cannot be worn on the head while inside the school building.

4. Shoes must be worn at all times. Bedroom slippers/shoes are not allowed.
5. Leggings/Yoga pants are allowed only when worn under a dress code approved clothing item (shorts, skirts or dresses).
6. Inappropriate apparel such as pajamas or clothing representing (by words, pictures, drawings, or diagrams) drugs, tobacco, alcohol, sex, gangs, violence, or items deemed personally derogatory may not be worn.
7. Items not worn inside the building during school hours: hats, caps, skull caps, bandanas, doo-rags, and sunglasses.

\*\*\*The administration reserves the right to make the final decision in regards to appropriate and inappropriate dress as well as what is considered distracting to the learning environment.

### Consequences:

We will take a “zero tolerance” approach and students who are out of compliance will not be allowed to attend class and will be sent home for the remainder of that school day. If a student is unable to be picked up, they will be assigned to In School Suspension (ISS) for the remainder of that school day.

### COMMUNITY SERVICES

#### Aiken County Health Dept. 1-800-868-0404

- 8:30a.m. –5:00 p.m. (Ask about extended or weekend hours)
- Main Office 222 Beaufort Street NE, Aiken SC 29801  
803-642-1687

#### County Mental Health 803-641-7700

#### Aiken Intervention Help Line 1-877-648-9900

Includes crisis, daycare, disability, addiction

#### Aiken County Dept. of Social Services 803-202-3500

#### National Runaway Safeline 800-786-2929 (1800RUNAWAY)



### Aiken County Public Schools

1000 Brookhaven Drive • Aiken, South Carolina 29803

Dr. Elizabeth Everitt, Superintendent  
(803) 641-2428 FAX (803) 642-8903

May 7, 2015

Parents and/or Employees  
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employee:

This letter is to formally notify all parents and employees that the Aiken County Public School District is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) U.S. EPA Asbestos Containing Building materials (ACBM) in schools, 30 CFR Part 763, October 30, 1987. A Management Plan, which identifies and assesses the asbestos found in our facilities, has been prepared for each building.

A copy of the Management Plan has been approved by the State Department of Health and Environmental Control and distributed to each school or administrative office. The public may view the Management Plan for each facility during normal operating hours by contacting the school office or administrative office. The Management Plan lists the planned response actions for the ACBM, which are currently in progress.

The entire school system was reinspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations. All current renovation and demolition projects are first inspected and tested by an AHERA certified testing laboratory for existing possible asbestos building materials. All confirmed asbestos containing building materials will be abated by an AHERA certified asbestos abatement contractor prior to construction or demolition.

Any questions pertaining to the Management Plan may be directed to the Contract/Property/Environmental Specialist, Mr. David Clerc at (803) 641-2475.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth Everitt".

Elizabeth Everitt, Ph.D.  
Superintendent

## Regular Bell Schedule

07:50 am	Students Enter Building
07:55 – 08:55	First Period
09:00 – 09:50	Second Period
09:55 – 10:45	Third Period
10:50 – 11:40	Fourth Period
11:40 – 12:20	Lunch
12:25 – 01:15	Fifth Period
01:20 – 2:10	Sixth Period
02:15 – 03:05	Seventh Period

## Early Release Bell Schedule

07:50	Students Enter Building
07:55 – 08:30	First Period
08:35 – 09:10	Second Period
09:15 – 09:40	Third Period
09:45 – 10:25	Fourth Period
10:30 – 11:05	Fifth Period
11:10 – 11:45	Sixth Period
11:50 – 12:25	Seventh Period
12:25 – 01:00	Lunch
01:00	Dismissal

## Wednesday Bell Schedule

07:50	Students Enter Building
07:55 – 08:40	First Period
08:45 – 09:30	Second Period
09:35 – 10:20	Advisory/Club
10:25 – 11:10	Third Period
11:15 – 12:00	Fourth Period
12:00 – 12:35	Lunch
12:40 – 01:25	Fifth Period
01:30 – 02:15	Sixth Period
02:20 – 3:05	Seventh Period