

SWANSEA HIGH SCHOOL

**Student Handbook
2009 – 2010**



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Assistant Principal: Bryan Evans
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Student Handbook

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I. Vision, Mission, Belief Statements

VISION

Swansea High School,

a professional learning community...

- where student results drive instruction.
- where timely interventions based on data and student needs are provided.
- where collaboration is organized toward targeted goals that result in improved student performance.

a neighborhood...

- where teachers, students, staff and community resources to provide whatever it takes to ensure student performances at the highest level

MISSION

We will create a learning environment which ensures student performance at the highest level as determined by state and national standards. We will prepare students for a seamless transition to relevant employment, further training, or postsecondary study.

MOTTO

Ensuring Student Performance at the Highest Level

PERFORMANCE GOALS

1. Students will meet South Carolina graduation requirements in 4 years.
2. Students will meet standard on the Exit Exam (HSAP) in the areas of English and mathematics.
3. Students will meet standard on the End of Course Tests in the areas of English, math, science and social studies.
4. Students will graduate with the necessary knowledge and skills to enter post-secondary education.

BELIEF STATEMENTS

Academic

Every student must be engaged in learning that is purposeful and rigorous.

Respect for student needs

Every student should have a safe, respectful, and nurturing learning community that values individual student needs.

Equity

Every student must have equal access to high quality educators and programs.

ALMA MATER

We praise thee, our high school, and honor thy name,
and watch thee while classes sweep out with thy fame.

There daily I wander as morn rises high,

My books and my teacher's sweet face in my eye.

How pleasant thy walls and sweet classrooms below!

We'll praise thee, our high school, and honor thy name.

With warmest affection our tribute we pay,

To thee, dear old "Swansea", our high school today.

II. General School Information

ANNOUNCEMENTS

All announcements are to be turned in to the office before 8:00 A.M. on or before the day the announcement is to be made. Each announcement must be written on the proper form (as it is to be read), signed by the faculty sponsor. Announcements will be made at 8:00 and/or 3:13 each afternoon.

MEDIA CENTER

The Media Center will open thirty minutes before the official opening of the school day and will remain open a minimum of thirty minutes after the official closing of the school day. Hours: 7:45 a.m. to 3:45 p.m. The Media Center will remain open throughout the school day.

The Media Center will remain open for extended hours upon request. Requests for extended hours should be made through the media specialist, administration of Lexington School District Four, or administration of Swansea High School. A student must present a valid school ID in order to check out materials from the media center. Students who have library materials which are two or more weeks overdue, and/or library fines which amount to \$5.00 or more, will not be allowed to check out more materials or participate in student paid school field trips.

A. CIRCULATION PERIODS

1. Book - three-week period with one-week grace period
2. Reference - overnight with no grace period; reference books must be returned before school begins the following school day
3. Periodical (current) - overnight with no grace period
4. Periodical (back issue) - determined at the time of checkout
5. Newspaper non-circulating during the school day unless needed for teaching purposes
6. Equipment - faculty only, unless special arrangements are made with the media specialist; determined at the time of checkout
7. Audiovisual material - faculty only, unless special arrangements are made with the media specialist; determined at time of checkout.
8. Circulation periods may be varied upon request and circumstances. The media specialist will determine variation of the circulation period.

B. RENEWAL PERIOD

1. Book renewal period is unlimited unless the material has been requested by another patron. The patron must bring in the book

for renewal.

2. Reference books may be renewed unless the reference book has been requested by another patron. The patron must bring in the reference book for renewal.

C. FINES

1. Students will be assessed a fine of ten cents (.10) a school day for each book and/or other materials which are treated as overdue books, when the materials are returned after the assigned circulation date.
2. Students will be assessed a fine of twenty-five cents (.25) a school day for each reference book returned after the assigned circulation date.
3. Fines may accumulate to a total of eight dollars (\$8.00) on each overdue book or material that is treated as a book.
4. Overdue/fine book notices will be sent out daily and given to the patron during advisement period. Weekly fine/overdue notices will be sent to patrons who have materials that have been overdue for an extended period of time.
5. Overdue book fines or lost books must be paid before a student may graduate or transfer from Swansea High School.
6. Fines on special materials such as materials borrowed from other institutions are determined by that institution.

D. RULES

1. Patrons are expected to conduct themselves in a manner that is conducive to an atmosphere of learning. The Media Center staff and/or faculty member shall determine the atmosphere of the learning climate. Rules are posted in the Media Center.
2. Student patrons shall have a legal pass to enter and leave the Media Center except before and after official school day hours, during assigned lunch period, and when the student patron is entering and leaving with the classroom teacher
3. Student patrons must have their passes stamped upon entering and exiting the Media Center. The pass must have their name, date, time of classroom departure, and faculty signature.
4. There shall be only two patrons seated at a table unless a staff member grants permission.
5. Food, drink, and gum are prohibited in the Media Center.
6. Students will remain in the Media Center until a pass has been signed or until the bell rings which signifies that the student patron may depart. Standing by the door waiting to depart is not allowed.

E. DISCIPLINE ACTION PLAN

1. A staff member issues a warning.
2. Student patron is requested to leave the Media Center to return to the original destination or to another assigned destination. The

student patron will be issued a pass stating why the student patron has been requested to leave the Media Center.

3. Student patron shall be reported in writing to the administration for disciplinary action.

GUIDANCE

The Guidance Department lists the following goals:

1. To be available to talk in confidence with students concerning academic or personal problems and to utilize appropriate offense services as necessary;
2. To help students understand themselves better and to assist them in utilizing their interests and abilities in planning a high school curriculum leading to a successful and satisfying future;
3. To assist students and their parents in future educational and/or occupational planning, including assistance with applications for jobs and educational institutions, financial aid/scholarship information and applications, and job referrals and recommendations;
4. To assist faculty in working with students;
5. To assist the administration with the testing program;
6. To assist students and their parents in understanding various test scores; and to maintain comprehensive and accurate student records;

Appointments may be made with the counselor by contacting the guidance secretary. The guidance department is divided alphabetically by last names.

Mrs. Porter
A <> G

Mrs. Burns
H <> O

Ms. Atkins
P <> Z

IMPORTANT DATES

July 4Independence Day Holiday
 July 6-July10..... School & District Offices Closed
 August 5, Grades 9-12, 1pm-7pm..... Returning Student Registration
 August 6, 1pm-7pm..... First-Year Freshman, SHS Registration
 August 12-17 Teacher Workday/ Staff Dev.
 August 18First Day for Students
 September 7 Labor Day Holiday
 September 18 First Interim
 October 14-15Parent/Teacher Conferences (4-7pm)
 October 16Closed
 October 19 Teacher Workday/Staff Dev.
 October 22End First Quarter/45th Day
 October 27Report Cards K-12
 November 20Second Interim
 November 25-27.....Thanksgiving Holidays
 December 18..... Student Half day
 December 21 – January 1.....Winter Break
 January 4.....Students & Staff Return to School
 January 12..... End of Second Quarter/ 90th day
 January 15..... Teacher Work/Staff Dev Day
 January 18..... Dr. M. L. King Holiday
 January 20 Report Cards
 January 20-21... ..Parent/Teacher Conferences (4-7pm)
 February 15 Holiday -- Closed
 February 18.....Third Interim
 March 12..... Teacher Workday/Staff Dev.
 March 22End of Third Quarter/135th day
 March 30.....K-12 Report Cards
 April 2-9 Spring Break
 April 29Fourth Interim
 May 31.....Memorial Day Holiday
 June 1Half Day for Students
 June 2Half Day for Students
 June 2.....180th Day - Last Student Day
 June 3.....Teacher Work/Staff Dev
 *Inclement Weather Make-up Days April 2, May 31, June 3

** Athletic Booster Club- First Tuesday of each month @ SHS 7:00

**Band Booster Club- 2nd Tuesday of each month @ SHS 7:00

****Band Concert Dates**

Fall 1st Thursday of December
 Spring 1st Thursday of May

****Chorus Concert Dates**

Fall 2nd Tuesday after Thanksgiving
 Spring 2nd Tuesday of May

****Veterans Day Program**

Tuesday, November 10 @ 6:30

BELL SCHEDULE

**Swansea High School
7 Period
Master Schedule**

Period	Class Time	Lunch Time
8:20 Students enter building 8:40 Students move to 1 st Period		
1 st	8:44 – 9:37	
2 nd	9:41 – 10 :34	
3 rd	10:38 – 11:31	
4 th	12:00 – 12:29	1 st 11:31 – 11:56
	11:35 – 12:00 12:29 – 12:54	2 nd 12:00 -12:25
	11:35 – 12:29	3 rd 12:29 – 12:54
5 th	12:57 – 1:51	
6 th	1:55 - 2:48	
7 th	2:52 – 3:45	

GRADUATION REQUIREMENTS

COMPARING REQUIREMENTS FOR A DIPLOMA, ENTRANCE INTO A TECHNICAL COLLEGE, AND A 4 YEAR COLLEGE			
RECOMMENDED COURSES/SUBJECT AREAS	Graduation Requirements	Technical College	4 Year College
ENGLISH English 1, 2, 3, 4 English 1,2,3,4 Honors; AP English	4	4	4
MATH Algebra 1A/B; Geometry & Honors Algebra 1, 2 & Honors; Probability & Stats; Pre-Calculus; AP Calculus	4	4	
SCIENCE Physical Science; Applied Biology 2; Biology 1, 2; Chemistry CP and TP; Physics; Environmental Science; AP Biology	3	3	3 (Labs) Biology Chemistry Physics
SOCIAL STUDIES World History, Law, Psychology; Western Civilization; US History American Government Economics	1 1 ½ ½	1 1 ½ ½	1 1 ½ ½
PHYSICAL EDUCATION Phys. Ed 1 or JROTC 1	1	1	1
COMPUTER SCIENCE Keyboarding with Integrated Business Applications 1 OR Introduction to Computers	1	1	1
CATE – (OCCUPATIONAL SPECIALTY) Carpentry; Automotive Tech.; Health Science Technologies; Business Education; Networking -----OR----- FOREIGN LANGUAGE - Spanish	1	1	0 2
ELECTIVES Visual/Performing Arts; Academic Enrichment; Driver's Education; English; Science; Social Studies; Phys. Ed.; CATE etc.	7	7	6

- High School Tech Prep students should complete an occupational specialty program that consists of three sequential units of instruction in a career major.

- ◆RELIGIOUS HOLIDAYS (not church sponsored youth trips);
 - ◆COURT APPEARANCES (documentation from Clerk-of-Court required);
 - ◆HOMEBOUND;
 - ◆ADMINISTRATIVE LEAVE (approved by principal for shadowing, visiting colleges *{seniors only}*, death in immediate family {documentation required} or in cases where attendance at school would endanger the health of the student or the health of others; i.e., prevention of a flu epidemic, pink eye, lice, school related accident, etc.);
 - ◆SUSPENSIONS (out of school).
- **Parent notes do not count as excuses for absences in order for a student to receive credit in a particular course.**

After the limit is reached the student will lose credit for each course. A grade of 61 will be assigned for the final grade.

EXCUSES

For every absence from school or class, students should provide a written excuse to the attendance secretary upon returning to school.

The excuse should be presented to the attendance secretary before school on the morning following the absence. The teacher will not keep excuses.

PARENT NOTES will be evaluated by the attendance secretary and/or principal. The attendance secretary will code all absences in the student's attendance record. **PARENT NOTES [PAR] are limited to 10 during the school year.** Absences are automatically considered verified if they fall into one of the following categories:

1. Short term personal illness
2. DOCTOR/DENTIST NOTES* (not counted against attendance)
3. SCHOOL SPONSORED FIELD TRIPS (not counted against attendance)
4. RELIGIOUS HOLIDAYS *{not church youth trips}* (not counted against attendance)
5. COURT NOTES* from Clerk of Court (not counted against attendance)
6. HOMEBOUND (not counted against attendance).
7. ADMINISTRATIVE LEAVE (not counted against attendance)
8. SUSPENSIONS (not counted against attendance)

** (Note: Only **ORIGINAL** notes from a doctor/dentist /or court clerk will be accepted)*

ATTENDANCE FOR TRUANCY: Note: Attendance for truancy and course credit are not the same. Please read carefully.

The State Compulsory Attendance Law requires parents to ensure their children attend school every day. The law allows each student 10 LAWFUL days (Parent Notes) during one school year for truancy purposes only. Absences are considered lawful if the school is provided with an excuse from a doctor, the court, a parent in cases of personal illness such as:

- ◆Personal illness,
- ◆Serious illness or death in the immediate family,
- ◆Recognized religious holiday of a student's faith, and
- ◆Absences for activities approved in advance by the principal are also considered lawful.

Parent's notes are limited to 10 absences per school year. After the 10th parent note, all absences without an excuse from a licensed medical provider are considered unlawful. All absences are kept in strict confidence within the staff of the school. A telephone call CANNOT substitute or replace a written excuse.

TRUANCY (Leading to court referrals)

A. TRUANT

Any student under the age of 17 who accumulates three (3) consecutive unlawful [UNV] or a total of five unlawful [UNV] absences at any point during the school year is considered TRUANT from school. A **written INTERVENTION PLAN** will be developed and monitored. [Note A and B]

- a. intervention activities succeed, maintain monitoring of intervention plan. [or]
- b. child fails to comply with intervention activities and accumulated 2 more unlawful absences – move to habitual truant

B. HABITUAL TRUANT

Truant Intervention Plan reviewed and modified

- a. Child attends school with no further unlawful absences and monitored. [Note A and B] [or]
- b. child accumulates 2 more unlawful [UNV] absences, intervention activities may continue with modifications and school officials file Truancy Petition for court action of initial court appearance.

C. INITIAL COURT APPEARANCE

Judge places child under attendance order – Modify Intervention Plan [Note A or B]

- a. Add School Attendance Order (SAO) to intervention plan and continue to monitor [or]
- b. Child fails to comply with School Attendance Order (SAO)

and intervention activities fails. School moves to Chronic Truant.

D. CHRONIC TRUANT

The Habitual Intervention Plan is reviewed with SAO and modified and monitored. [Note A and B]

- a. Child accumulates more unlawful absences. All alternatives in community exhausted. Child classified as “chronic truant.”
- b. Contempt of Court Petition may be filed with court. Written report indicating alternatives available in community as well as ongoing intervention activities with parent and child must be attached to petition.

E. SECOND COURT APPEARANCE

- a. Case is dismissed, or trial results in not guilty verdict. Child may continue on SAO. [or]
- b. Judge sentences child to DJJ for a determinate amount of time [or]
- c. Judge places child on probation with DJJ – may include determinate sentence and/or probation.

F. RETURNING STUDENT

Child return to school from court while on probation, or after serving sentence in a DJJ facility. School intervention and monitoring needs to continue in collaboration with DJJ probation officer when applicable to ensure smooth transition back to school.

WAIVER PROCESS

1. An attendance committee can evaluate absences only if the student requests (in writing) a waiver of absences during the dates listed below.

Fall Term classes: Before January 15

Spring Term classes: Before June 3

It is the student's responsibility to provide a request for waiver of absences. Such a request should be written by a parent providing reasons why the principal should waive absences over the number allowed by law.

ATTENDANCE: POLICY AND REGULATIONS

1. Lexington School District Board expects each student to attend his/her assigned classes every school day except in cases of illness, family emergency, or other reasons specifically stated in this rule. A student who fails to attend the assigned school when he/she is physically and circumstantially able to do so is truant. Such a student is in violation of the South Carolina Compulsory School Attendance Law for ages five through 16 inclusively.
2. The following are considered ABSENCES and should be documented by a parent note [PAR].

► **LAWFUL ABSENCES ARE THOSE NECESSITATED BY:**

- Absences due to health-related conditions - *with approval of parent, documented by written note*; i.e., appointments or short-term illnesses that do not require the services of a medical doctor;
- Funerals - *with approval of parent, documented by written note*;
- Absences from school without the approval of a parent or school official – considered “UNVERIFIED”; and
- Other types of absences not covered by (a-c) should be approved in advance.

► **UNLAWFUL/UNVERIFIED ABSENCES:**

- Willful absences from school without the knowledge of a parent or legal guardian;
- Absences from school without acceptable cause with the knowledge of the student’s parent; and
- Any absences NOT a result of: a) personal illness or, b) death in the family.

ATTENDANCE: PROCEDURES

Attendance will be taken during each class period each day by the individual subject teacher.

1. Students who are more than 10 minutes late to school are required to sign in with the attendance office. **Note: If students are 20 minutes late going to class, they are counted absent for that class period.** The attendance secretary will make the necessary adjustment to the student attendance record. Students MUST sign in at the attendance office after 8:50 a.m. before proceeding to any of their classes. Attendance secretary will send student to class with a pass. Students will be considered tardy by the classroom teacher. The attendance secretary will call students' homes or parents at work during the day for verification of two or more consecutive absences. Parents should

notify the school's records secretary in writing of any address or telephone number changes. An "Update Student Record" form for changes and/or corrections of the student record is provided in guidance.

2. A whole unit class is 180 days long. A student can miss only ten (10) days. A half unit course is 90 days long; therefore, a student can miss only five (5) days. Students who lose credit due to attendance will receive a grade of 61 as their final grade for the course. This policy is mandated by the state uniform grading scale. All excuses should be on file in the attendance office prior to the last day of each school year.
3. Students requesting early dismissal must remain in the class for 35 minutes to be considered present. Students who leave before serving the 35 minutes in the class will be marked absent.
4. It is the student's responsibility to give any excuses to the attendance secretary. The best time is before school on the day after the absence.

ATTENDANCE: CREDIT DENIAL

1. High school credit may be denied if the student has more than five (5) absences in a half unit course or more than ten (10) absences in a whole unit course, regardless of academic performance in the class.
2. Students who lose credit due to attendance will receive a "61" as the final grade of the course. This is mandated by the state uniform grading scale and it affects the student's grade point average (GPA).
3. A STUDENT MAY REQUEST A WAIVER FOR EXCESSIVE ABSENCES OVER THE 5 / 10 DAY RULE IF THERE ARE EXTENUATING CIRCUMSTANCES. This request must be in writing and should give specific details for the excessive absences. An attendance committee will be convened to determine the approval of the waiver.
4. It is important that the student provide notes for every absence.
Original medical excuses signed by a licensed physician, court appearances, school-authorized field trips, religious holidays, homebound, administrative leave and suspensions are NOT counted against a student when considering credit.
Medical excuses/notes should be secured from the doctor's office at the time of the visit and presented to the attendance clerk upon the student's return. Faxed medical notes are acceptable – only when FAXed directly from the doctor's office.

ATTENDANCE MAKE-UP

Attendance make-up will be provided for students. First priority will be given to upperclassmen and those students needing credits toward graduation. This opportunity is provided to allow students to receive credit for courses they are passing academically but have accumulated more than ten (10) absences in a whole unit course and five (5) absences in a half unit course. Credit cannot be awarded to a student who has been present LESS THAN 170 days of attendance in a whole unit course and LESS THAN 85 days of attendance in a half unit course.

Attendance make-up days will be on Saturdays, from 8:00 a.m. until 12:00 p.m. and/or after school.

- Participation in attendance make-up is voluntary
- Students must meet the academic requirements of their course to receive credit.
- Attending attendance make-up does not guarantee a passing grade.
- Students will meet expectations of program (which may include work detail) and each hour is considered a class absence make-up.
- Students who lose credit due to absences will receive a grade of 61 as their final grade as mandated by the state uniform grading scale. GPA's are affected.
- Student that do not abide by the attendance time schedule and behavior requirements will forfeit their opportunity to make-up absences.
- Students will be charged \$5 for each additional class period of attendance. (4 class periods of attendance make-up is 2hours and will cost \$20)

EARLY DISMISSALS

1. Parents are encouraged to come to the Front Office to personally sign students out of school. If this is not possible, the parent should send a note with the student prior to the dismissal. Contact must be made with a parent in order for a student to sign out. It is best to make the necessary arrangements before school so that the student's departure will not be delayed. **Telephone calls for students to be dismissed are not allowed. Documented evidence must be filed whenever a student signs out.**

2. Students may sign out with parent permission for the following reasons: medical or dental appointments, family emergencies, legal or court appointments, death in the family, and illness.
3. When a student returns to school after an early dismissal, a note must be brought and given to the attendance secretary in order for the absence to be verified. The note is filed in the student's attendance folder and coded in the computer files. If a note is not provided, the absence will be unverified.
4. Signing out of school [and] Accounting for class absences are two different procedures. Contact from the parent (in writing) is necessary to sign a student out of school but this does not account for the absence. Having a written note on file accounts for the student's absence from school or specific classes due to early dismissal.

Medical Information

ILLNESS AT SCHOOL

Students who become ill at school will report to the nurse's station, and arrangements will be made for dismissal if necessary. Students who fail to report to class or to the office because of illness will be subject to disciplinary action for cutting class. Disciplinary action will be taken if necessary. Students may not stay in the health room longer than 15 minutes during the day, unless waiting for a parent.

If a student becomes ill during the day, the nurse and/or designee will contact the parent or guardian if condition warrants. Parents must provide the school with at least two adult names and telephone numbers who, in case they cannot be reached, can sign their child out of school. Only in cases of extreme emergency, when the parent or guardian cannot be reached, will these adults be contacted. The parent/guardian should be the one to pick up the student.

PROCEDURE FOR TAKING MEDICINE AT SCHOOL

Students who have to take medicine at school should bring the medicine immediately to the school nurse and/or designee to be kept in a locked cabinet. The school will not administer over the counter medications of any kind (including Tylenol, Motrin, Lactaid, Benadryl, or cold and cough medicines, cough drops, etc.) to students. This includes medicated lollipops and anything else that contains medicine. Any student found to have

medicine in their book bag purse, pockets, or lunchbox will be sent to the administration. A doctor's order can be given to the nurse if this medicine is necessary during the school hours. The order must contain the child's name, medicine to be given along with the time and dosage. **This has to be signed by the doctor (not the doctor's nurse)**. If the doctor does not note all information, the school will be unable to give the medication. In addition a parent permission slip will have to be completed. The district will authorize students with particular healthcare needs to self monitor and self administer medication as prescribed by the physician on a year to year basis. The district has the right to revoke this if it is found to be unsafe to any student. The nurse and/or designee will keep a logbook of the medicines and will record the dates and times that the medicine was administered to the student.

CHRONIC ILLNESS

1. Students who suffer from a chronic illness or medical condition that is being treated by a doctor should provide a physician's note advising the school of the student's condition, i.e., asthma, diabetes, extra bathroom privileges, etc.
2. The note will be placed in the student's attendance file, and a copy will be provided to each teacher. If a chronic illness is serious enough to miss school, it is serious enough to go see a doctor.
3. The student should then bring a parent note to verify the absence. All absences must have some form of verification.
4. The chronic illness verification note must be updated annually.

SCHOOL-SPONSORED EVENTS

1. School-sponsored events are not considered as absences.
2. The student who has a signed Parent Permission Form from the teacher sponsoring the trip will be allowed to go on the trip. In addition, for STUDENT PAID TRIPS, the student who has processed a "Debt Fee Clearance form" will be allowed to go on the trip. This is the student's responsibility.
3. When the student completes these tasks, he/she should be marked present by the teacher and allowed to make up any work missed. The student should present the permission form to the trip sponsor prior to departure from the campus.

Grading/Assessment

MAKE-UP WORK

In all cases of absences, the student shall be given an opportunity to make up the schoolwork missed. If SUSPENDED, the student is responsible for obtaining the assignments upon returning to school.

Make-up assignments for absences must be completed and submitted to the teacher within five (5) class meeting days after the student returns to class. In cases of extended illness, teachers may provide additional time for students to complete assignments. Teachers also may schedule make-up examinations beyond five (5) class meeting days normally allowed for make-up work. **It shall be the student's responsibility to contact the teacher for make-up assignments. Make-up assignments may, of necessity, vary from actual class work.**

SENIOR PROJECT

A senior project is required of all seniors who are in pursuit of the CERTIFICATE OF MASTERY. The student must improve and/or design and produce a new product in the field of his/her major. This product must be supported by research and documented with a term paper, charts, etc.

The project must be presented before a panel of no less than five persons: 1) a teacher of the student's choice from the career cluster field, 2) a business person with connection to the career cluster field, 3) school administrator, 4) curriculum specialist or guidance counselor, and 5) an additional person of the student's choice (postsecondary recommended). Members of the panel cannot be a relative and/or family member. Members of the panel must receive in writing from the senior an invitation to participate on the panel. A copy of the letter of invitation must be included in the student's package of information.

The panel must provide a written evaluation to the student within five days. All panel members must give acceptance of the project with recommendations as to the validity of the project.

GRADING SCALE

Swansea High School evaluates each student's academic progress using grade reports. Grade reports are issued every 45th day that makes a total of 4 reporting periods during the 180 day course. Grades are numerical with a grade of 70 being the lowest passing grade. The grading scale is as follows:

A = 100 - 93	I = Incomplete work
B = 92 - 85	NC = No Credit for the course
C = 84 - 77	WP = Withdrew Passing
D = 76 - 70	WF = Withdrew Failing
F = 69 - below	

Students who lose credit due to attendance will receive a "61" as their final grade for the course.

<i>TEST SCHEDULE</i>

TEST SCHEDULE

ASVAB	February 2010
ASSET	September 2009 and February 2010
PSAT (sophomores)	October 2009
HSAP	October 2009
HSAP	April 2010
End of Course	May 2010
AP - Exams	May 2010

Students who are interested in taking the SAT can visit the website at: www.collegeboard.com for test dates.

.....
Students who are interested in taking the ACT or PSAT can visit the website at: www.act.org for test dates.

NOTE: SAT, PSAT, and ACT registration materials may be secured from the Guidance Department.

<i>SEARCH</i>

Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person or effects. Notices regarding this law are posted at all entrances to school property.

NOTICE

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

(Act 373 of 1994)

***COMPUTER / INTERNET USE
POLICY***

Network storage areas may be treated like school lockers. The system coordinator and network administrators 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 Lexington County School District Four computers.

Lexington County School District Four intends to provide access to the Internet as a tool for educational activities. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with other information sources such as television, telephones, radio and movies. Students using the district network are not permitted to do the following:

- Access offensive messages or pictures
- Use obscene or defamatory language
- Harass, insult, defame or attack others
- Damage computers, alter computer systems or computer networks
- Violate copyright laws
- Use another's password
- Give out his/her name, address or phone number
- Trespass in another's folders, work or files
- Intentionally waste limited resources
- Employ the network for commercial purposes
- Engage in any conduct related to instruction that teachers or administrators deem inappropriate
- Hacking the system – this may include but is not limited to attempting to breach any security in place such as accessing secured data or other people's data, interrupting operation of the computer and/or network, stealing data or programs, pirating software, accessing "other"

accounts and/or disc space.

***Violations may result in loss of access as well as other disciplinary actions consistent with District Four policies and regulations regarding user conduct.**

DRESS CODE

It is the responsibility of the board to provide an educational atmosphere conducive to learning. With this responsibility in mind, the board adopts a dress code that meets the following criteria.

- Adheres to applicable legal standards
- Is appropriate from preschool through twelfth year of school
- Promotes an educational atmosphere conducive to learning

The basic responsibility for the appearance of students rests with the parents and the students themselves.

Parents have the obligation and, within certain prescribed bounds, the right to determine their children's dress; however, they must follow these guidelines.

- Attire that could pose a safety threat or could be destructive to school property is not allowed.
- Dress that could cause distractions or interference with the educational process or the rights of others is not allowed.
- For health reasons, shoes must be worn. No bedroom shoes or shoes with wheels allowed.
- Only tops designed to be worn outside of pants or skirts may be worn in that manner. Pajamas, lingerie and items designed to be worn as sleepwear or underclothing may not be worn alone or over other clothing.
- Headwear, sunglasses, hair rollers, bandannas, picks/combs, etc. are prohibited inside school buildings.
- Bare midriffs, see-through garments, clinging and revealing materials, white under-garment-type T-shirts, bare backs, halter tops, low-cut blouses and pants, and tank tops are prohibited.
- Obscene, suggestive, inflammatory, racial, profane and inappropriate writing or language on clothing or jewelry, as well as provocative pictures and advertisement of drugs and alcohol on clothing or jewelry is prohibited.
- Extraneous articles hanging from clothing, jewelry or personal belongings, such as chains, are not permitted.
- Clothing or other articles that indicate membership in a gang are prohibited.

- Shorts, mini-skirts and culotte-type clothing are allowed with the following restrictions.
 - When the student stands straight and the garment is worn at the natural waistline, the garment must be no shorter than where the student's longest fingertip rests when arms fall naturally by his/her side.
 - The garment may not be made of clinging or form-fitting materials, such as but not limited to, biker shorts and pants, surfer pants, etc.
- Oversized garments are prohibited.

The administration may make an exception to these guidelines for medical or religious requirements where appropriate documentation of the requirement is provided by a parent or guardian. At the request of a teacher, the administration may impose different requirements in situations where health and safety issues could arise, such as in science labs.

The administration reserves the right to make a final determination regarding the appropriateness of any attire. If, in the judgment of the administration, a student's attire is inappropriate for the school environment, parents will be contacted. Parents may bring appropriate clothing to school for the student to change into or the student will be sent home to change into appropriate attire.

FUND RAISING

No individual teacher, class, club, or other group may begin a campaign to raise money without advance approval of the principal. Students may not bring outside fund raising items to school to sell. Fund raising items that contain "gum" will not be approved (***chewing gum at school is prohibited***). **ALL FUNDRAISER CHECKS ARE TO BE MADE PAYABLE TO SWANSEA HIGH SCHOOL.**

GANG RELATED ACTIVITY

Gang related activities which show support to any gang affiliate through use of symbols OR acts of violence **may be classified as a level four**

offense resulting in a student recommendation for expulsion. These acts include but are not limited to:

- drawn or written symbols
- lyrics and/or propaganda
- wearing gang colors or gang related jerseys
- flashing of gang signs
- use of gang related terminology and slang
- vandalism

HALL PASS

No student should be in the hall at any time without a hall pass issued by one of his/her teachers except during class changes. The Student Handbook (Agenda) has a "HALL PASS" section, which should be signed by the teacher before the student leaves the room. No more than one student should be out of a teacher's room at any time.

ID CARDS

All Swansea High School students are required to have an identification (ID) card. The ID card identifies the student by picture and name as well as student's 12 digit identification number. Students will use ID cards whenever they check a book out of the library, participate in the food service program or attend school dances. The first ID is free; replacement cards will cost \$5.00. If a student is expelled from school or withdraws from school, the secretary in charge of withdrawals must collect the ID card. Students will wear ID badges at all times while they are at school and while they travel to and from school on regular school buses and for field trips. Badges will be properly suspended on the detachable lanyard and visible near the middle of the chest.

Students must show their ID badges to staff members immediately upon request. Refusal to do so can be a suspension

STUDENT ID POLICY

- Students will not be charged for temporary ID's.

- ID's will not be available prior to the start of 1st period.
- Students must get a temporary ID from their 1st period teacher.
- All 1st period/block teachers will check IDs.
- If a student does not have an ID the teacher will complete the following steps:
 1. Provide the student with a temporary ID.
 - a. include student's initials
 - b. include date
 2. Make a list of students and turn it in to appropriate administrator.
- The administrator will keep track of the number of ID violations each student accumulates. The administrator is responsible for conferencing with students after each violation and making parents aware of the situation after the 3rd violation.
- Students will be assigned After School Detention for their 4th and further violations.
- Administration has the right to take further action on the 10th and future violations.

The school will do routine spot checks. These spot checks will be identified by a short announcement indicating that teachers will check ID's that period. Teachers will make a list of those students without ID's and turn the list into the appropriate administrator. Each replacement badge costs \$5.00. Replacement lanyards cost \$1.00.

INITIATIONS

The school does not permit any form of initiation by any school club or organization. Other organizations will not be permitted to bring any form of initiation on school grounds.

PERSONAL ITEMS

(ie. CD players, cell phones, paging devices, money, special cards, games, etc.)

Personal items brought to school by students will be confiscated and the teacher and/or school will not be held responsible for the security of said items.

DISCLAIMER

****The school and/or its staff will not be held responsible for personal items confiscated from the students – when such items are considered contraband by the school and should not be brought to school by the student.****

PHONE POLICY

Radios, CD players, TVs, beepers, paging devices, laser pointers, MP3 players, electronic games, cartridges for these games, or any other such electronic devices should not be brought to school. All unauthorized electronic devices will be confiscated. If a student or parent has a question about whether a particular electronic device may be brought to school, the student or parent should inquire of a school administrator before bringing the electronic device to school.

Cell phones are allowed, but may not be turned on or used for making phone calls or sending text messages during the school day. Any phone that rings or is used during the school day will be confiscated. Students may use their phones once they are outside the building after school dismissal in the afternoons.

Cell phones and unauthorized electronic devices used in violation of this policy will be confiscated, turned in to the main office, and a parent must come to the school to sign for the return of the cell phone or electronic device. Second offenses will result in the cell phone or electronic device being held for one **week**; third offenses will result in the cell phone or electronic device being held for the **remainder of the school year**.

School personnel are **not responsible** for the loss or damage of any cell phone or electronic device brought onto school property while in the possession of a student or school personnel.

Students that are determined to be in use of these items will be subject to disciplinary actions as defined by the student code of conduct. Use is defined, for the purpose of this policy, as any visible or audible presence. ***Any student that takes an inappropriate picture on their cell phone and shares it with other students or uses any cell phone features (including text messages) that causes a disruption of the learning environment may be classified as a level four offense resulting in a student recommendation for expulsion.**

***RADIOS, CD PLAYERS, IPODs
MP3 PLAYERS, CD's etc.***

Items of this nature are strictly prohibited on school campus at any time. If these items are found, they will be confiscated and kept until the end of the school year or until a parent conference is held with an administrator.

DISCLAIMER

The school and/or its staff will not be held responsible for personal items confiscated from the students – when such items are considered contraband by the school and should not be brought to school by the student.

RESTROOMS

Restrooms should be kept clean. School policy prohibits loitering in or near the restrooms. All students are encouraged to report to the office any malfunction of the facilities in the restroom area. Students leaving classrooms to use the restroom must have a hall pass from the teacher.

TELEPHONES

STUDENTS ARE NOT ALLOWED TO USE THE OFFICE TELEPHONES AT ANY TIME. (see phone policy for cell phones)

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

TOBACCO POLICY

Possession and/or use of **tobacco products** on campus are prohibited by School Board Policy. Smoking paraphernalia of any kind will not be allowed on campus and/or in the building at any time. Tobacco paraphernalia includes cigarettes, cigars, chewing and/or smokeless tobacco of any kind, matches, lighters, rolling papers, etc. Students who

are caught SMOKING or HAVE POSSESSION OF tobacco paraphernalia items will be referred to the administration for disciplinary action.

SEXUAL HARASSMENT

Sexual harassment of students by District Four employees or other students is prohibited. Any student who feels that he/she has been the object of sexual harassment by an employee or another student is encouraged to file a complaint with the principal, assistant principal, or guidance counselor. Sexual harassment includes un-welcomed sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment may include but is not limited to: verbal harassment, including sexually offensive comments or slurs; physical harassment, including physical interference with movement or work; or visual harassment such as sexually offensive cartoon, drawings, or posters. Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. **Plaintiff may file civil charges (Sexual Harassment) against the person with the magistrate.**

Fees

COLLECTION OF DEBTS

Any debt to the school incurred by a student will be recorded as soon as the debt is incurred. Parents will be notified of debts by mail. **ANY STUDENT WITH AN OUTSTANDING FINANCIAL OBLIGATION WILL NOT BE ALLOWED TO PARTICIPATE IN STUDENT-PAID FIELD TRIPS OR GRADUATION.**

Records will be held if a student has a debt to the school for lost or damaged textbooks, instructional materials, equipment, library materials, athletic equipment, club or organization materials, fund raising merchandise or money, damages to school property or buildings, or any other debt deemed to be legitimate by the principal. All outstanding school debts must be paid in the bookkeeper's office.

FEES

A consumable fee of \$20.00 is charged to all students annually. Additionally, some classes require a lab fee. Subject teachers will notify students of these charges. **NO TRANSCRIPTS OR SCHOOL RECORDS WILL BE RELEASED TO ANOTHER SCHOOL UNLESS ALL FEES HAVE BEEN PAID.**

Consumable Fees (All Students).....	\$20.00
ID Cards (replacement).....	\$5.00
Art 1, 2, 3, and 4	\$10.00
Band	\$10.00
Chorus / Music Appreciation	\$10.00
Chemistry, Biology, Physics	\$10.00*
Driver's Education	\$100.00*
Physical Education 2	\$6.00
Physical Education 3 (weight lifting).....	\$6.00*
Parking Permit	\$25.00
yearly renewal	\$15.00
C A T E (Career and Technology Education) COURSES:	
Auto Technologies 1, 2, 3 and 4	\$12.00*
Carpentry 1 and 2, and 3	\$12.00*
Health Science Technologies Intro, 1 and 2*	\$15.00
Sports Medicine 1 and 2	\$15.00
Medical Terminology.....	\$15.00
Accounting 1 and 2.....	\$12.00
Entrepreneurship.....	\$12.00
Integrated Business Applications 2	\$12.00
Digital Imaging	\$12.00
Business Computer Math	\$12.00
Web Page Design and Development.....	\$12.00
Animated Computer Production.....	\$12.00
Business and Personal Finance.....	\$12.00

(* Students enrolled in any one of these courses will be charged an additional "safety fee" of \$18.00)

Any student who did not pay fees at registration will need to pay fees to the bookkeeper. Students are notified of any fee owed to the school each time a report card comes out.

FIELD TRIPS

Field trips are encouraged to further enhance classroom experiences. The principal must approve all school-sponsored trips. **ANY SWANSEA HIGH SCHOOL STUDENT WITH ANY OUTSTANDING FINANCIAL OBLIGATIONS WILL NOT BE PERMITTED TO PARTICIPATE IN A "STUDENT PAID" FIELD TRIP.**

- 1) Students will be given a “**Debt Fee Clearance**” slip to be signed by the bookkeeper, media center and food service. This slip must be returned to the sponsor before any money can be collected from the student.
- 2) Teachers, upon getting the “Debt Fee Clearance” slip, will then give the student a **field trip permission form** to be filled out and signed by the parent.
- 3) Student's who have been suspended under a LEVEL III infraction will not participate in approved field trips without the approval of the principal.

RETURNED CHECK POLICY

If a check is returned for any reason (closed account, stopped payment, or insufficient funds), a minimum of a \$25.00 handling charge will be assessed. **“POST DATED” CHECKS ARE NOT ACCEPTED.**

Transportation

STUDENT PARKING

All parking permits and/or renewals must be purchased after completion of a driver safety program. At the time of purchase students will be assigned a parking space. The parking permit number and assigned parking space must match. Each permit is \$25.00. There is a renewal fee of \$15.00 for students who already have parking permits. The student must show 1) driver's license, 2) vehicle registration, 3) vehicle tag number when purchasing a permit, and 4) proof of insurance. Any student found parking in any space other than their assigned area will be subject to losing his/her parking privilege and/or having his/her vehicle towed. This includes parking without a parking permit, parking in the slash (no parking area) marks or acting in a disorderly manner while in the parking lot. Students are not allowed in the parking lot during the school day.

**Students should not loiter in the parking lot after school hours. Any student which is not involved with a school sponsored extra-curricular activity must leave the parking lot by 3:30 or be subject to administrative discipline(see discipline policy).

TRANSPORTATION

- **CAR RIDERS**

The work hours for the Swansea High School faculty members are from 8:20-4:15. daily and students will not be supervised before this time. It is important that students not be dropped off before 8:20 A.M. and are picked up by 4:15 P.M. Students remaining on campus after 4:15 P.M. will be assigned to After-School Detention the following day.

- **SCHOOL BUSES**

A school bus driver represents the school and is responsible for the passengers on the bus. The driver has authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in loss of the privilege of riding the bus. Bus offenses will be handled as outlined in suggested discipline levels. Students are not allowed in the bus parking area during the school day.

Students should remain behind the bus safety rails until the bus has come to a complete stop. Horse playing in and around the bus area is prohibited. Students who create an unsafe environment for other students will be restricted from riding buses. **Students are not permitted to ride the bus home with another student or friend.**

Food Service

CAFETERIA / COMMONS AREA

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch break a pleasant and enjoyable time, we ask your cooperation with the following rules:

1. Students will form a line leading into the kitchen.
2. Avoid sitting on tables or on the backs of chairs.
3. Line up quickly, but do not run or cut the line. Students are required to present their students ID's when they purchase meals. Students without an ID will be re-directed to the back of

- the line until those with ID's have been served. Do not hold places in line for friends.
4. Leave table, seats, and floor clean by carrying all trash to the trash cans.
 5. Eat lunch in the Commons Area. **No food or drink is allowed in classrooms or the gymnasium at any time.**
 6. Do not order food to be delivered from off campus for lunch.
 7. Return free and reduced lunch applications to the food service cashier.
 8. Cooperate with the cafeteria staff and follow all instructions given by teachers and administrators.

<i>LUNCH PRICES</i>

	<u>Student</u>	<u>Adult</u>	
Breakfast (full)	FREE	\$1.65	
Breakfast (reduced)	FREE		
Lunch (full)	\$ 1.80	\$3.15	
Lunch (reduced)	\$.50		
Lunch (full)	= \$ 1.80/day	\$9.00/wk.	\$36.00/mo.
Lunch (reduced)	= \$.50/day	\$2.50/wk.	\$10.00/mo.

Personal Items

<i>LOCKERS</i>

Students who feel the need to have a locker will be issued one by the guidance records clerk. Lockers should be visited before classes begin, lunch, and at the end of the school day.

<i>LOST AND FOUND</i>

When a student finds an article, he/she should take it to the faculty mailroom. Lost items may be reclaimed upon proper identification within one week. Students are asked to check with the secretarial staff to claim small articles or books before and after school or during any of the three lunches. Articles without identification will be turned over to a welfare organization at the end of each month if not claimed.

TRANSCRIPTS

“Official” transcripts are sent directly to schools, colleges and/or employers whenever the student’s record is free of school debts. “Unofficial” transcripts are given to students and parents and/or sent whenever the student has outstanding school debts and fees.

Insurance

**INSURANCE
(Markel Insurance Company)**

Students are urged to subscribe to the school accident insurance protection plan offered at the beginning of the year. Students participating in interscholastic athletics, band, cheerleading are covered for that sport only under Athletic Accident Insurance. **Chemistry, driver education, physical education 2 and 3, and all career and technology courses where safety is a major factor are required to have school time accident insurance.** Students may also purchase 24-hour coverage. Accidents should be reported immediately to a teacher or to the main office, and all claims must be filed within thirty days from the date of the accident.

- | | | |
|-----------------------|--|----------|
| a. Basic Coverage | | |
| a. School-time (only) | | \$ 17.00 |
| b. 24 hour coverage | | 64.00 |
| b. Preferred Coverage | | |
| a. School-time (only) | | \$ 27.00 |
| b. 24 hour coverage | | 125.00 |
| c. Optional Dental | | |
| a. Both plans | | \$ 5.00 |

SWANSEA ATHLETICS

Swansea High School offers a comprehensive athletic program for male and female student-athletes. Sports include football, cheer, cross-country, volleyball, baseball, softball, basketball, wrestling, soccer, golf, and track.

The mission of Swansea Athletics is to provide an atmosphere for our student-athletes to reach their full potential and to

represent our school and community in a positive manner. Extracurricular activities such as sports draw public interest and media attention and will highlight the positive as well as the negative images that are portrayed through student behaviors. Our athletic teams and their members are obligated to create and maintain a positive image through their actions and words. Athletes are expected to serve as role models at all times for their peers through their appearance, dress, manner, and conduct.

All extra-curricular activities are a privilege, not a right, and will be treated as such. Unethical behavior may carry school sanctions as well as athletic department sanctions. Athletes are expected to uphold standards of honesty, integrity, and teamwork at all times. All school rules as stated in the handbook will be adhered to at all meetings, practices, and games. The following regulations apply to all student-athletes of Lexington School District Four.

<p style="text-align: center;">EXPECTATIONS OF STUDENT- ATHLETES</p>

The following list will be adhered to for all athletic teams. It is hoped that these attributes will be retained throughout the student-athlete's life as they are traits of successful people in all facets of life:

1. Be a solid citizen. Be a person with strong character – do what is right and avoid what is wrong. People will know they can trust you if you do.
2. Have class. Earn people's respect by the way you conduct yourself.
3. Be loyal to your teammates, coaches, and school in actions and words.
4. Do the best you can in academics and athletics. Be a hard worker in everything you do. People will know that you are committed to excellence.
5. Put the needs of others before your own. The team is more important than you.
6. Be mentally tough enough to maintain your poise in times of adversity.

7. Have a winning attitude. Learn from the negative – do not dwell on it. Build on the positive. People do not know how much you care until you help them succeed.
8. Treat others the way that you want to be treated. People will know that you care about them if you do.
9. Have self-discipline. Do what is required because others are counting on you. Be willing to study and train when you do not want to – this will separate you from the ordinary.
10. To reach your full potential you must set goals and have a plan of how to achieve them. Perseverance is the key to success.

<p style="text-align: center;">STUDENT-ATHLETES CODE OF CONDUCT</p>
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In an effort to live up to the expectations as stated, the following code of conduct will ensure that all members of the athletic department will be viewed as positive and productive participants. Coaches reserve the right to impose sport related consequences for violations.

1. Dress like a Champion.
 - A. Wear team issue only and as prescribed by coaches.
 - B. No jewelry may be worn while participating in athletics.
2. Act like a Champion.
 - A. Have class.
 - B. Do not showboat or try to bring attention to yourself.
 - C. Do not taunt, point fingers, or talk trash to your opponent.
 - D. Do not fight or get personal fouls.
 - E. Remember that actions speak louder than words.
3. Be courteous to officials.
 - A. Show them the proper respect.
 - B. Do not complain about a call or beg for one to be called.
4. Shake opponent's hand after the game.
 - A. Be humble in victory and hold your head high in defeat.
5. Act the same after a game whether we win or lose.
 - A. No excessive celebration or cooler dumping – don't act like winning is something new to us.

- B. Never blame others for losses – we win and lose together.
- 6. Never engage in conduct detrimental to the team.
 - A. Do not say or do something that would undermine the team.
 - B. Inform the head coach of concerns or grievances.
 - C. Barring criminal activity, conduct detrimental to the team is the worst act an athlete can commit.

<p style="text-align: center;">STUDENT ATHLETE ELIGIBILITY REQUIREMENTS</p>
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Listed below is a brief summary of eligibility rules for the South Carolina High School League and Swansea High School. Refer to www.schsl.org for more specific information:

1. A contestant must furnish the athletic director with a certified copy of his/her birth certificate.
2. A contestant must not turn nineteen years of age before July 1st of the upcoming school year.
3. A contestant must not participate under an assumed name.
4. A contestant must be a full time student at Swansea High School and reside in the attendance area of Lexington District Four with his/her parents or legally appointed guardian.
5. A contestant must not have received a high school diploma or its equivalent.
6. A contestant must be academically eligible as mandated by state law. An overall passing average is required in addition to: for Fall and Winter sports, a contestant must have passed a minimum of five Carnegie units (two of which were earned in the spring semester or summer school). For spring sports, a contestant must be passing four subjects from the first semester of the current school year. If the contestant was not eligible the first semester, they must be passing five subjects.
7. A contestant may use a maximum of two credit recovery or summer school units that are applicable as credit toward a high school diploma. To be eligible for recovery credits, a contestant must have received a minimum grade of 60.
8. A contestant who attempts to recover credits must have completed the course(s) by **July 31 for the Fall and Winter**

sport season(s) and by February 13 for the Spring sport season or they will be ineligible for that respective season(s).

9. A contestant may not practice or try out for a team if he/she is academically ineligible.
10. If practice has begun and credits are still being recovered, a contestant is subject to “make-ups” during his/her absence for each practice that is missed.
11. A contestant will be ineligible at the end of the fourth school year from the time that he/she first entered ninth grade.
12. A contestant may not play on a team in outside competition if more than seventy-five percent of the allowable starters appeared on the eligibility list of his/her school during the previous sports season.
13. A contestant who transfers from another school is eligible if:
 - A. The student was eligible to represent the school from which he/she transferred and B. The student and his/her parents have a bona fide change of residence into the attendance area of Lexington District Four. *See the athletic director for appropriate paperwork.*
14. A contestant must not violate amateur status.
15. A contestant must not have transferred as a result of recruiting or undue influence.
16. An athlete may tryout for the next season’s sport after he/she has finished the current sport season. An athlete who quits a team is not eligible to practice or play the next sport season until the current season has been completed including playoffs.
17. If there is a “tryout” for a sport, all contestants must meet the same tryout criteria in order to be a member of that athletic team.
18. All contestants must have a completed physical form on file with the Head Coach and Athletic Director before participating in any practice or competition. A physical examination is valid from April 1 of the current school year through the following school year.
19. Sport fees will be collected at the beginning of each sport season. They are \$20 for each varsity sport, \$15 for each junior varsity sport, and \$10 for each middle or “B” team sport played.
20. An athlete must attend a minimum of four classes in order to be eligible to practice or compete in a game that day unless

the absence is excused by a doctor, clerk of court, and/or death in the immediate family.

**STUDENT ATHLETE
EQUIPMENT ISSUE**

It is the student-athlete's responsibility to maintain and keep up with equipment and materials that are issued to her/him. Failure to return items in the condition they were issued or to not turn them in will result in a debt slip written on the student. The amount of money owed will be in proportion to the amount of money required to replace the item(s).

**STUDENT ATHLETE MISSING
ALL OR PART OF PRACTICE**

Coaches reserve the right to assign "make-up" work for players who miss all or some of practice. Athletes should inform their coach if they will miss any length of time at a practice. It should be understood that athletes are not punished for missing practice but are merely given a chance to make up the time missed to their teammates. Athletes who owe make-ups will not be allowed to participate in games until all make-ups are cleared.

**STUDENT ATHLETE QUITTING
OR REMOVAL FROM A TEAM**

Any student-athlete who misses two consecutive practices, attends school and does not inform the head coach of their absence is considered to have quit the team. Equipment that was issued to the student will be collected from their lockers. Coaches may reinstate the student-athlete using "make-up" work as previously stated. A student athlete can be removed from a team through inappropriate behavior in school which results in a suspension, by violating training rules, or by committing "conduct detrimental to the team". In all cases, the athletic committee will convene and take necessary actions.

**STUDENT ATHLETE
INSURANCE**

In the event an athlete is injured and needs medical attention, he/she will receive an insurance claim form from the head coach. School insurance will serve as secondary insurance after the parents' primary provider is submitted. Please have the Doctor make a copy of the form for your records as well. If the coach is unaware that an athlete sought medical attention after a practice or game, it is her/his responsibility to ask the coach for an insurance claim form.

**STUDENT ATHLETE LOCKER
ROOM RULES**

1. For safety concerns, no "horse play" is allowed.
2. Staph-infections are becoming a nationwide problem. Wash your practice clothes often for your and your teammates' safety.
3. Organize your locker to your coach's specifications.
4. Do not keep or store valuable items in your locker. Lexington School District Four is not responsible for items stolen from lockers.

**STUDENT ATHLETE TRAINING
RULES**

1. All athletes are subject to the Swansea High School Athletic Policy and the Student Code of Conduct Discipline Policy found in the Student Handbook and are bound to the consequences as they are stated.
2. Unacceptable behavior involving but not limited to theft, vandalism, fighting, harassment, hazing, and tobacco will carry penalties which will result in dismissal from the team or athletic probation as determined by the athletic committee.
3. The use of alcohol and drugs is a nationwide epidemic. Both are illegal and will prevent you from reaching your full potential. It takes a courageous person to abstain.
4. The use or possession of illegal drugs or alcohol is an expulsion offense and would result in suspension from an athletic team.

5. Any player that has legal charges filed against them will have to meet with the Athletic Committee to determine their status before their trial or hearing date.

**STUDENT ATHLETE
TRANSPORTATION RULES**

1. No food or drinks are allowed on the buses.
2. All occupants will be seated while in route.
3. Take all trash and belongings with you as you exit the bus.
4. Do not leave any valuables unattended on the bus.
5. Players may not ride home with a parent after an event – they must return on the bus.

**STUDENT ATHLETE
SUSPENSIONS**

Any athlete suspended from school during his/her sport season is suspended from practice and games during the time of the suspension. The Athletic Committee will meet and at that time the student-athlete will be dismissed from the team or put on “athletic probation” for the duration of the season. Each case will be reviewed by the athletic director, principal, and coach of the sport involved. Any suspension received by the student-athlete after the beginning of the probationary period will result in dismissal from that team during that particular sports season (fall, winter, and spring). After the conclusion of that sport’s season, if the player was to receive another suspension, he/she would be dismissed from all athletic programs the remainder of the school year.

**STUDENT ATHLETE APPEALS
PROCESS**

Any decision made by the athletic committee can be appealed as long as notification of the appeal has been made within five days. An appeal may be made by contacting the athletic director. The athletic

committee will meet with the parent(s) and/or athlete to discuss the case.

**STUDENT ATHLETE CONDUCT
DETRIMENTAL TO THE TEAM**

Any athlete who exhibits conduct detrimental to the team will be immediately suspended from the team. This is the most serious offense an athlete can commit with the exception of criminal conduct. Examples include A. Insubordination and B. Words, actions, or deeds that create dissention. It is the responsibility of the athlete to report any grievance or concern to the head coach. Infractions of this nature will result in a meeting of the Athletic Committee where appropriate action will be taken. This type of inappropriate action or behavior is not limited to the academic school year or to the grounds of Lexington School District Four. All incidents which occur on school grounds will be subject to the school discipline policy. Coaches reserve the right to impose sports related "make-ups" for such infractions.

**STUDENT ATHLETE CRITERIA
FOR PLAYING TIME**

All members of a team are important and are needed for the team to reach their full potential. When all other factors are equal, the student-athletes that give our team the best chance of winning will receive the majority of playing time. Please see respective sport for more information concerning criteria for playing time.

1. Ability – physical and mental
2. Effort – in practices and game
3. Attitude – always positive - the team comes first
4. Behavior – at school and on the playing field or court
5. Attendance – present and on time for games, meetings, and practice

STUDENT ACTIVITIES

The activities program is designed to offer opportunities for exploring and developing a student's range of interests and to help the student develop leadership and poise. Participation in regular activities enables students to learn how to better plan and work with others.

Clubs meet before or after school. All clubs must have on file a constitution, list of officers, working budget, and membership roster. Each club should perform at least one service project per semester. All projects and fund raising activities must be approved by the principal and scheduled in advance on the school calendar. Involvement in organizations helps students develop skills in working together with other students toward a common interest or purpose. It also allows for the practical application of ideas and information gained in the classroom. Being involved is one way to ensure that time spent at Swansea High School is beneficial.

No school club or group meeting may be announced without the approval of the faculty sponsor in charge of the activity. No meeting will be held without the presence of the FACULTY SPONSOR. This includes meetings, practices, decorating, clean-up, or other group activities. Students must be supervised at all times for safety reasons.

No one may be president and/or chief officer of two clubs/organizations simultaneously.

ACADEMIC "JETS" TEAM.....Sponsor(s): Ms. Sharpe

Junior Engineering Technical Society Team (JETS) consists of the best academic math and science performers in the school. This highly select group prepares for competition with other high school teams throughout the state in problem solving situations involving math and science.

ANNUAL STAFFSponsor(s): Ms. Myers

Swansea High School's annual is published at the end of each school year. The annual serves as a permanent record of school events during the year. It contains individual student and faculty pictures as well as pictures of clubs, class activities, and senior superlatives. The Annual Staff is composed of students who have an excellent academic background, school spirit, and leadership abilities.

ART CLUB..... Sponsor(s): Ms. Dutton

The Art Club is composed of students interested in the various phases of the arts. Members work in the art room on extra projects, help with decorating for the prom and Christmas, and work on business displays.

BETA CLUB.....Sponsor(s): Ms. Porter

The Beta Club is a leadership/service organization for tenth, eleventh, and twelfth grade students. Its purpose is to stimulate effort, reward achievement, and encourage and assist members to continue their education after high school. To be eligible for the SHS Beta Club, students must maintain a cumulative grade average of 3.75. Any member whose GPA drops below a 3.75 will be placed on probation. If, at the beginning of the next year, the GPA is not back up to the 3.75 standard, the member will be removed. Attendance at all meetings is mandatory. Upon missing their third meeting, members will be dropped from the Beta Club membership.

COMPUTER CLUB.....Sponsor(s): TBA

The Computer Club is open to students interested in computers. Participants learn new programs and practice their expertise at the keyboard.

F C A (Fellowship of Christian Athletics)..... Sponsor(s): Mr. Lackey

Fellowship of Christian Athletics (FCA) is open to athletes (male and female) interested in non-denominational fellowship and is sponsored by the coaching staff.

FOREIGN LANGUAGE.....Sponsor(s): TBA

The Foreign Language Club is open to students interested in Spanish and French cultures and languages--not just to those taking French and Spanish. Students participate in events relating to Hispanic and French cultures.

FBLA.....Sponsor(s): Ms. Myers

The Future Business Leaders of America (FBLA) broadens awareness of opportunities in the business community. Membership is open to any student currently enrolled in at least one business course and to previous members.

NEW LIFE.....Sponsor(s): TBA

This club is open to all students (male and female) interested in non-denominational fellowship.

H O S A.....Sponsor(s): Mrs. Kemmerlin

Health Occupations Students of America (HOSA). To be eligible for membership students must be enrolled in a Health Science Technology course.

TIGER TIMES.....Sponsor(s): Ms. Myers

Swansea High School's newspaper is published once a month. This scholastic newspaper keeps students and patrons of SHS up to date on school news and often features human interest stories. It also provides experience in journalistic writing, editing, and business management.

SCIENCE CLUB.....Sponsor(s): TBA

The Science Club is open to students interested in scientific inquiry and science projects. The group attends special events on science topics and sponsors the Science Fair.

STEP TEAM.....Sponsor(s): Ms. Seawright

The Step Team is a group organized to represent the school. The team participates in rhythmic movement and dance. The team practices after school and performs at special events.

STUDENT COUNCIL.....Sponsor(s): Ms. Porter

The Student Council of Swansea High School continually strives to inform students/faculty/administration of the activities available and to involve as many members of the school "family" and community for the promotion of a strong Tiger Spirit. All members of the Student Council at Swansea High should be aware of their responsibilities to work and serve. Grade requirements are a 2.0 grade point average each semester and passing grades in all required courses.

TIGERS PAWS FOR CAUSE ..Sponsor(s): Ms. Jumper and Ms. Patterson

Tigers Paws for Cause was organized to be a liaison between the student body and the communities served by the district. Teams of students serve Meals on Wheels to shut-ins throughout the school year and participate in other projects to meet school and community needs.

III. Instructional Programs

<i>ACADEMIC EMPHASIS</i>

Swansea High School offers services designed to support the total educational process by addressing specific needs, problems, and concerns

of all students. Every staff member emphasizes academic achievement as the most important aspect of school life. In order to participate in school activities or athletics, students are required to maintain specified grade point averages. If a student is having difficulty in a class, he/she should advise the teacher, guidance counselor, administrator, or parent so that tutoring may be arranged.

ADVANCED PLACEMENT

The Education Improvement Act of 1984 recommends that all Advanced Placement students take the free AP Exams in May. Advanced Placement courses offered at Swansea High School are: **AP Literature, AP Language, AP Calculus, AP Statistics, AP Biology.**

EXIT EXAMINATION [HSAP]

HSAP (for second year students who entered high school in 2008-2009)

In addition to earning appropriate credits for graduation, students are required to demonstrate reading, mathematical, and writing abilities. This demonstration of skills will be demonstrated on an Exit Examination through the **High Skills Assessment Program**. This test taken by second year students is called the EXIT EXAM. Students who do not meet established standards on the ELA and/or Math portion will be required to take those parts of the test again in the eleventh grade and in the twelfth grade, if necessary.

FACULTY ADVISORS

Upon entering Swansea High School, each student is assigned to a faculty advisor. The faculty advisor, during the advisement period, will help students with academic and personal problems, registration, and career counseling. The intent of this program is to have someone to whom a student can turn for advice, suggestions, or just simple conversation. Students are encouraged to get to know their advisor.

HONOR ROLL

An honor roll is compiled at the end of each year. There are two areas of recognition. They are: PRINCIPAL'S HONOR ROLL and "A/B" HONOR ROLL. The criteria for each area of recognition is listed below.
Principal's Honor Roll..... All "A's"

"A-B" Honor Roll.....A's and B's only

HOMEBOUND

1. Students who cannot attend school because of mental or physical illness, an accident, or pregnancy should apply for homebound instruction through their medical doctor. Forms for applying for homebound instruction should be secured from the director of special services.
2. This means the student will **not** have their absences count against them if they complete all academic requirements.
3. Any questions regarding homebound instruction should be directed to the assistant principal for instruction or director of special services.

PLANNING FOR CAREERS

Many students plan to seek employment or enter military service following high school. Appropriate course selection is critical for these students. Planning for the future by taking the most rigorous and challenging courses possible helps prepare students for the job market by increasing the number of options available after graduation. Developing good work habits and attitudes; good attendance habits; and a sense of responsibility for self, others, and the property of others are as important to students as the information learned in specific courses. Students should view materials made available in the guidance waiting room.

***PLANNING FOR COLLEGE,
UNIVERSITY, OR TECHNICAL
COLLEGE***

Students who plan to attend a college, university, or technical college after graduation should plan their high school academic programs carefully. Those planning to attend a postsecondary institution in South Carolina must pay close attention to specific admission requirements. Guidance counselors have information regarding the admission requirements to most four-year and technical colleges. Additional information is available from the South Carolina Occupational Information System (SCOIS) in the library.

Because admission requirements for postsecondary schools are very specific, knowing about them in advance can be of great help to students in planning high school programs. Successful completion of the course requirements prescribed for admission to college will not guarantee admission. Most institutions continue to use admission criteria such as class rank, aptitude, and achievement test scores to determine admission.

Good grades and strong preparation are essential to admission to college in the increasingly competitive area of postsecondary admissions.

IV. Parent/Citizen Involvement/Information

CONFERENCES

Parent conferences with teachers are strongly encouraged. Teachers will notify parents of a need for a conference by telephone, mail, or through comments on report cards.

Parents may request a conference at any time. All parent \ teacher conferences are arranged through the guidance secretary. Conferences can be arranged with a single teacher or with all the teachers of a single student. Conferences with all teachers of a single student are best held in the afternoons. **FACULTY MEETINGS WITH SCHOOL STAFF MEMBERS ARE HELD ON MONDAYS; THEREFORE, CONFERENCES WILL NOT BE ARRANGED ON MONDAYS.** *A personal conference or phone conference should be held with parents following every suspension.*

DISTRIBUTION OF LITERATURE

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

OUT OF SCHOOL PROGRAMS

All requests for student groups to present programs and to render other services outside of school must be referred to the principal for approval.

PARTIES/SHOWERS

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

***TRANSFERRING OR
WITHDRAWING FROM
SCHOOL***

1. Students withdraw through the guidance department.
2. Any student who withdraws during the school year is responsible for returning books, ID card and clearing all fees. Only "Unofficial" transcripts will be sent to the receiving school if the student leaves with outstanding financial obligations
3. Books and other school property should be returned to the appropriate subject area teachers.
4. Completed forms are returned to guidance department.

VISITORS

Visitors must report directly to the main office. It is unlawful for any non-student to be on school grounds or in the building without a visitors pass from the front office.

Students who are absent or suspended are not to be on school premises and/or any property that belongs to Gaston Swansea School District Four of Lexington County. They will be charged with trespassing.

Students from neighboring schools will not be permitted to visit. This rule also applies to school dances held throughout the school year.

STUDENTS ARE NOT ALLOWED TO HAVE VISITORS AT SCHOOL; THEREFORE, VISITORS' PASSES ARE NOT ISSUED TO STUDENT VISITORS.

V. School Safety/School Climate

Student Code of Conduct
DISCIPLINE POLICY

Caring about Every Student's Success and Future

The Swansea High School faculty and staff strive to create a positive academic atmosphere that enhances student learning. Schools are more successful when student behavior is orderly, safe, respectful, and purposeful. Each student at SHS is responsible for helping create an atmosphere that is positive and conducive to learning. Students that choose to disrupt the learning environment or infringe on the rights of others will be held accountable in accordance with state law, school board policy, and school rules. The entire school community is encouraged to do their parts to help establish an atmosphere where all students can learn.

Copies of this policy are transmitted to students and parents/guardians at the beginning of school in the student agenda. This policy lists a schedule of offenses (Categories I through IV), who handles them (teacher, administrator, law enforcement) and the codes for actions required to be taken (detention, suspension, expulsion).

DISCIPLINE PROCEDURES

1. The following pages explain the discipline procedures, discuss the behavior expected at Swansea High School, list the offenses by categories that result in disciplinary action, and indicate the consequences to be received by those students who choose not to follow the rules. It is our hope that all the students at Swansea High School will abide by the rules and regulations set forth in this Code of Conduct.
2. The Board believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, this definitive policy on student discipline was developed with the assistance of students, teachers, and administrators from the high school.
3. This policy will be in effect at bus stops, on school buses, at school, and at all school-sponsored activities, both on and off campus. To help clarify some problems that might occur with students who are on their way to and from school, the following will be observed: The school's jurisdiction may extend within sight and sound of the school building or if the student's conduct reaches into the school and is detrimental to the good order and best interest of the school.
4. Copies of this policy, or a summary thereof, will be transmitted at the beginning of school to parents/guardians of each student attending high school in the district. High school staff, students and bus drivers will be trained in this discipline system each year.

5. **The administration reserves the right to adjust and/or modify any of the recommended actions according to the circumstances of each situation.**

DISCIPLINE LEVELS AND INFRACTIONS

LEVEL I-A OFFENSES

Level I-A Offenses are defined as those activities, which tend to impede orderly classroom procedures, instructional activities, or orderly operation of the school. Teachers use the School Wide Management Plan for Level I-A offenses resulting in a warning conference, notification of parents, and teacher assigned detention. Repeated violation of Level I-A school rules will result in an office referral. (Repeated misbehavior and/or excessive disturbance of any class may lead to more serious disciplinary actions including recommendations for expulsion.) **The Administration is obligated to adjust discipline consequences based on the severity/nature of the offense.**

LEVEL I-A TEACHER SCHOOL WIDE DISCIPLINE ACTION STEPS

First Offense ...	Warning, Conference
Second Offense...	Notify Parents
Third Offense...	Teacher Assigned Detention
Fourth Offense...	Office referral

LEVEL I-A – ADMINISTRATOR ACTION STEPS

- 1st offense – Administrative Conference**
- 2nd offense – 1 day SS**
- 3rd offense – 1 days OSS**
- 4th offense – 3 days OSS**
- 5th offense –Suspension Pending Referral to District Hearing Officer for Expulsion.**

1. **Cheating on Tests, Examinations, Classroom Assignments or Plagiarism:**
1st offense – Take paper and give lowest recorded grade with Administrative Referral
Repeated offenses will result in similar academic consequences and escalating Administrative consequences.
2. **Dishonesty: Intentionally not telling the truth to faculty members.**

3. **Disorderly Conduct:** Disorderly conduct is any careless behavior and/or misbehavior such as **horse play, running, pushing,** or **throwing objects** that could result in the injury of another student(s) or damage to school property.
4. **Misbehavior:** Passive non-compliance with teacher instructions.
5. **Disruption:** Behavior in the classroom that interferes with other student's right to learn.

LEVEL I-A – TARDY PROCEDURE and Not Providing Appropriate Identification

Definition:

Tardy: Any student who reports late but does not exceed ten minutes.

Cutting Class: A student is considered cutting when they exceed the first ten minutes of any class period (unless student has pass from attendance office/administration-student should then be marked tardy).

Absent: Any student who is 20 minutes late to class.

TARDY and ID PROCEDURE

1ST OFFENSE - WARNING

2ND OFFENSE - WARNING

3RD OFFENSE - WARNING AND PARENT CONTACT

4TH OFFENSE - DISCIPLINE REFERRAL - 1 DAY After School

Detention

ADDITIONAL OFFENSES - REFERRAL - 1 DAY After School

Detention

- After School Detention will be held for 1 hour on Tuesdays, Wednesdays and Thursdays. Students should come prepared to do homework or read silently during this time. Students that are not prepared will be given reading material.
- Students not attending After School Detention will be served a Saturday School on the following weekend.
- Students not attending Saturday School will serve out of school suspension on the following Monday.
- Students receiving excessive Tardy or ID Violations may be referred for OSS and/or an expulsion hearing
- Students not attending Saturday School will serve out of school suspension on the following Monday.

LEVEL I-B OFFENSES:

Level I-B Offenses are defined as those activities, which tend to impede orderly classroom procedures, instructional activities, or orderly operation of the school. Students will be referred to an administrator on the first violation of a LEVEL I-B Offense.

LEVEL I-B ADMINISTRATOR ACTION STEPS

1st offense – Administrative Conference

2nd offense – 1 day SS

3rd offense – 1 days OSS

4th offense – 3 days OSS

5th offense – Suspension Pending Referral to District Hearing Officer for Expulsion.

1. Profanity, Inappropriate Language, or Obscene Gestures directed at another student:

2. In “Off Limits” Area of Campus:

The following areas are considered "off limits".

- Any extracurricular activity, if a student has been absent from school.
- Anywhere outside the campus during the school day unless a student has legally signed out to leave campus.
- Any classroom to which a student is not assigned unless the student has an official pass to be in that area.
- Any area that is not in a direct path to the destination on the pass or to the next assigned class. For example, if a student receives a pass to go to the restroom, he/she is to go to the closest restroom in respect of the classroom area he/she is leaving.
- Any gym or locker area unless assigned or if a teacher has given the student permission to be in the area.
- Behind gym and on the steps leading to the athletic field.
- Staff parking lot and/or student parking lot during the school day without permission from administrators.
- Track, softball, and baseball fields and dugouts during the school day.
- Stairwells and areas at the end of the occupational and academic buildings except during class changes.
- Area behind the occupational building and the bus parking lot during the school day.
- Departmental workroom areas and/or areas where copy machines are located.

3. **Student “Inappropriate Affection”**
4. **Leaving Class without Teacher Permission**
5. **Cutting School or Class**
6. **Blatant Refusal to Obey Rules or Instructions**
7. **Contraband – The Distribution, Possession, or Use of Unauthorized Materials (video games, CD players, skateboards, toys, etc.):**
Materials will be confiscated by the teachers and turned into the office. Items will only be returned to the students’ parents or guardians. If the materials are not claimed by the end of the school year, they will be disposed of by the office staff.
8. **Forgery**
9. **Computer Violation – The Wrongful Use of Internet/Network Systems**
10. **Failure to Stay for Teacher Detention**
11. **Phone Violation: Possession of cellular phones or paging devices**
The Board of Trustees of Lexington School District Four believes that the possession of communication devices by students, during the school day (7:30am-3:45pm), may have an adverse effect on classroom instruction. Students may not use cellular phones, electronic pagers, or any other communication devices within the school building during school hours. These items will be seized, in accordance with South Carolina Statute (Section 59-63-280) and Board policy. Students are determined to be in use of these items will be subject to the following disciplinary actions. Use is defined, for the purpose of this policy, as any visible or audible presence.
 - 1st Offense- confiscate phone and return to student at the end of the day, warning, notify parent/guardian.
 - 2nd Offense-confiscate phone and return to parent at the end of the week: 1 day SS
 - 3rd Offense-confiscate phone until the end of the year: 1 day OSS
12. **Failure to follow the code of conduct during Saturday School.**
 - 1st offense - Notify parents and day assigned to SS will be converted to OSS.

13. Any behavior that disrupts the school environment but does not fit another category.

Consequences as deemed appropriate by the administration.

14. Unsafe or dangerous activity in the school parking lot (Any conduct which puts students in danger may result in the use of law enforcement)

1st offense- warning

2nd offense-loss of parking privileges for one week

3rd offense-loss of parking privileges for the remainder of the school year

15. Loitering (school grounds) –any student who is not part of a school sponsored extra-curricular activity and remains on school grounds beyond 3:30pm

Consequences as deemed appropriate by the administration.

LEVEL II OFFENSES:

Level II offenses are defined as major disruptions of the school's educational environment, significant violations of the rights of others or insubordinate behavior with authority figures. Any student(s) involved in a fight or altercation on school grounds will be disciplined in accordance with the student discipline policy and can be arrested and charged by the Lexington County Sheriff's Department with public disorderly conduct or disrupting school environment. The Sheriff's Department will remove the students from the school environment, and parents will have to sign parental custody papers and pick their child up from the police station

At any time and in any place where student conduct has a direct and immediate effect on the school's ability to maintain an orderly learning environment, appropriate disciplinary action will be taken by the administration at the school and/or district levels.

LEVEL II – ADMINISTRATIVE ACTION STEPS

1. Act of Aggression I (Verbal confrontations which attracts attention from other students or an act such as hitting, kicking, biting, pinching, instigating, or spitting.):

1st offense – 1 day OSS

2nd offense – 3 days OSS

3rd offense –5 days OSS

4th offense –**Suspension Pending Referral to District Hearing Officer for Expulsion.**

- 2. Act of Aggression II (Fighting, physical blows are exchanged):**
1st offense – 1-3 days OSS
2nd offense – 3-5 days OSS
3rd offense – **Suspension Pending Referral to District Hearing Officer for Expulsion.**
- 3. Tobacco:** Students shall not be permitted to use or possess tobacco products or **paraphernalia** while on school grounds, in the school building, or buses, bus stops, during any other time that the student is under the direct administrative jurisdiction of the school, whether on or off the school grounds.
1st offense – 1 day SS
2nd offense – 1 day OSS
3rd offense – 3 days OSS
4th offense - **Suspension Pending Referral to District Hearing Officer for Expulsion**
- 4. Threat Against Other Students:**
1st offense – 1 day OSS
2nd offense – 3 days OSS
3rd offense – 5 days OSS
4th offense – **Suspension Pending Referral to District Hearing Officer for Expulsion.**
- 5. Inappropriate Language, Profanity, or Obscene Gestures Directed at School Officials: The consequence of this offense will be determined based on specific details of the incident. Severe cases will be enforced as Level III # 11.**
1st offense – 1-3 days OSS
2nd offense – 3-5 days OSS
3rd offense – **Suspension Pending Referral to District Hearing Officer for Expulsion.**
- 6. Pornography:**
1st offense – 1 day SS
2nd offense – 1 day OSS
3rd offense – 2 days OSS
- 7. Vandalism or Theft (Below \$50.00)**
1st offense – Restitution, 1 day OSS – Depending on the offense, law enforcement may be notified.
2nd offense – Restitution, 2-3 days OSS – Depending on the offense, law enforcement may be notified.
3rd offense – Restitution, 5 days OSS – Depending on the offense, law enforcement may be notified.
4th offense – Restitution, Recommendation of Expulsion – Depending on the offense, law enforcement may be notified.

8. **Sexual Harassment (verbal)– See description in handbook**
 - 1st offense – 1 day OSS
 - 2nd offense – 3 days OSS
 - 3rd offense –5 days OSS
 - 4th offense – **Suspension Pending Referral to District Hearing Officer for Expulsion.**
- A. **Sexual Harassment (Physical)**
 - 1st offense – 3-5 days OSS or **recommendation for expulsion** (deemed appropriate by administration)
 - 2nd offense – **Recommendation for expulsion**
9. **Any behavior that disrupts the school environment but does not fit into another category. An act that incites misbehavior or provokes a fight between other students.**

Consequences as deemed appropriate by the administration.
10. **Blatant refusal to obey a reasonable request of an administrator**

Consequences as deemed appropriate by the administration
11. **Refusal to show ID badges to staff members immediately upon request.**
12. **Gang Related Activities which show support to any gang affiliate or show symbols of violence.**

For example drawn or written symbols, lyrics, and/or propaganda.
(Consequences as deemed appropriate by the administration)

LEVEL III OFFENSES – Extreme breach of the Student Code of Conduct or Criminal Conduct

Criminal conduct is defined as any activity engaged in by a student or students in which, violence to oneself, or another person's property or which poses a direct and/or serious threat to the safety of oneself or others in the school is the result. These types of activities usually require administrative action, which results in the immediate removal of the student from the school and requires the intervention of law enforcement authorities, and/or action by the local school board.

Level III offenses will result in a five-day suspension from school, notification of law enforcement, notification of parents, and possibly a recommendation for expulsion.

Acts of criminal conduct may include, but are not limited to:

1. **Assault and Battery**
2. **Extortion**
3. **Bomb threat**
4. **Possession, Use, or Transfer of Dangerous Weapons** (knife, blackjack, gun, dog chains, chain, etc.) or any instrument, which may be used as a weapon. Knives are not to be brought to the school. (**This includes look-alikes.)
5. **Indecent Exposure or sexual violations.**
6. **Vandalism or theft** (over \$50.00). Student will be responsible for restoring the property.
7. **Arson.**
8. **Possession of or igniting fireworks** on school grounds.
9. **Pulling of fire alarm.** Notify Fire Marshall.
10. **Furnishing or selling unauthorized substances**, as defined by local school board policy.
11. **Verbal or physical assault** toward a faculty or staff member. This includes threatening.
12. **Gang related** flashing of hand signs, gestures, wearing of colors, or threats of gang related violence.
13. **Sexual Harassment Physical**
14. **Violation of the District Drug Policy. (Suspension or expulsion)**
 *The Board adopts the stipulations of the Drug Act passed by the South Carolina Legislature. This act states that it is unlawful for any person to knowingly or intentionally possess a controlled substance (depressant, stimulant, counterfeit or illegal drug). Any students who violate this act are subject to suspension and/or expulsion from school and prosecution by law enforcement officer. * Students are not allowed to knowingly possess, use, transmit, or to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, nor to knowingly possess, use or transmit paraphernalia related to the illegal use of drugs:
 - on the school grounds during and immediately after school hours;
 - on the school grounds at any other time when the school is being used by any school group;
 - OR, off the school grounds at a school activity, function or event.

Drug Paraphernalia:

Possession is construed to mean on the person himself, in his locker, books, desk, book bag, or any other student property, which at the time is or was on school property. “**Paraphernalia**” means any instrument,

DEFINITIONS OF ADMINISTRATIVE CONSEQUENCES

TEACHER DETENTION

Teacher detention is one of the options available for classroom teachers to use as consequences for Level I classroom misconduct. Teacher detentions can be assigned before school, during break or after school. Teachers who assign detention after school must give the student at least 24 hours notice and must complete and have the student sign a teacher detention notice that specifies the reason for the detention as well as the date and time. Students should be reminded that prior to the detention being served, it is their responsibility to make arrangements for their transportation. Failure to report for Teacher Detention will result in 1 day of Saturday School (SS).

AFTER SCHOOL DETENTION (ASD)

After school detention is assigned by an administrator for tardy and ID violations. Failure to report to after school detention will result in 1 day of Saturday School.

SATURDAY SCHOOL

The Saturday School program is a discipline option that is designed to prevent the loss of instructional time. Students that do not attend Saturday School on the assigned date will be automatically suspended out of school on the following Monday.

Objectives:

- To reduce the number of out-of-school suspensions by providing an alternative program.
- To provide students community service opportunities.
- To assist the faculty in working with students with inappropriate behavior that infringes on the rights of others and disrupts the learning environment.

Procedures for SS:

- Report to school at the assigned time.
- Students not behaving or not following required rules will be picked up by their parent/guardian and suspended from school the following school day.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended from school will not be allowed to attend or participate in any school-sponsored activity on the day/days of the suspension.

Make-up Work for Suspension:

It is the student's responsibility upon return from a suspension to ask each teacher for the make-up work. Students suspended from school will receive 60's on all work missed unless made up within ten (10) school days following the last day of suspension.

Accumulated Suspensions

A student who is subject to suspension a fifth time in any given year may be recommended for expulsion.

EXPULSION

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

***EMERGENCY DRILL
PROCEDURES***

Fire Drill Procedure:

(A continuous blast from the alarm denotes a fire.)

- I. **When the fire alarm is sounded, students, teachers, and other staff should remain calm and follow the steps described below:**
 1. Close windows;
 2. Students will follow designated exit instructions, walk quietly in a single file, and proceed to a distance approximately 500 feet from point of exit;
 3. The teacher should be the last one out of the room, and should remain with his/her class;

4. The teacher will check attendance from the class roster located in the Emergency Response Handbook once the group has reached the proper distance from the building;
 5. The teacher will notify administration of students not accounted for;
 - If all students are accounted for teacher will hold up green card.
 - If all students are not accounted for teacher will hold up red card.
 6. When the all clear signal is given, everyone will return to their classrooms in the same orderly fashion.
- II. Fire drills are very important and serious exercises which may save lives. Teachers are expected to follow through on all directions.
 - III. If the alarm should sound between classes or at lunch, teachers should take charge of the group that is nearest to them and instruct students to go outside and move away from the building to a safe distance.
 - IV. All classrooms have a fire/tornado exit plan posted in the classroom and everyone should be made aware of the exit procedures in the event of a fire or tornado.

Tornado Drill Procedure:

(The tornado drill will be indicated by three short blasts of the school bell.)

- I. The first tornado drill of the year will be announced so teachers may instruct students of the proper procedure followed during the tornado drill or a real tornado alert. Subsequent drills may not be announced.
 - A. The body position described below is strongly recommended for your protection:
 1. Sit with your back against wall if possible, pull knees up close to face, lower your head against lower thigh and cover your head with a book;
 2. Do not open any windows or exterior doors;

3. Students may be in rows three or four deep as long as they are facing an interior wall;
- B. Teachers in all areas should instruct their students to move quickly to the assigned area and assume the correct body position as quickly as possible;
- C. Three rings of the bell will indicate an **ALL CLEAR SIGNAL** to return to class.

First Floor:

1. **Gym Classes:** Go to the visitors' dressing rooms. Weight lifting classes go to the P.E. classroom under the basketball goal.
2. **Auto Mechanics and Building Construction (Rooms 139 and 143):** Go to the classroom (141) joining the two shop areas.
3. **Rooms 138, 140, 142, 144, and 145:** Take shelter in your room close to the hallway wall.
4. **Room 146:** Students will remain in the classroom.
5. **Cafeteria Workers:** Go to the pantry or dishwashing area.
6. Any students in the **commons area:** Go to vocational hallway.
7. **Library and Office Personnel:** Go to the conference room (between the media center and office) or health room in the administrative office. If there is a class in the library, the class will go into the periodical room with their teacher and the media specialist.
8. **New Wing:** Take shelter in your room close to the hallway wall.

Second Floor:

9. **Rooms 205 and 209:** Go down the stairwell by the old canteen area and into gym dressing rooms. Room 205 will take shelter in the boys' dressing room and room 209 will take shelter in the girls' dressing room.
10. **Rooms 204, 206, and 208:** Go down the back stairwell by the old canteen area, into the gym and enter the wrestling room.
11. **Rooms 214, 216:** Go down front entrance stairwell, go in the gym and enter the wrestling room.

12. **Rooms 210, 212, 214, 216:** Go down front entrance stairwell and take shelter in the Jr./Sr. Dining Hall away from windows.
13. **Rooms 215, 217, 219, 221, 218, and 220:** Go down second stairwell, come out by library and take shelter in the first floor vocational hallway.
14. **Rooms 224, 232, 231, 233, 226, 227, 239, 237,238, 241, 242,243, 244, 246, 245:** Go down third stairwell and take shelter in the first floor vocational hallway.
15. **Portables go to the vocational wing of the high school.**

EMERGENCY ALERT PROCEDURE

Because Swansea High School has a large number of exterior doors, trespassers have ample access to the building. All exterior doors except the front doors should remain locked and closed at all times.

Teachers who encounter a stranger without a visitor's badge should do the following:

1. Call the office or send a student to the office to notify an administrator
2. Approach the stranger and ask if you can direct him/her to the office. Inform him/her that visitors must sign in at the office or leave the building immediately.

“YELLOW”

In case of a dangerous situation, an office representative will announce over the public address system, "**Teachers please observe a code Yellow**" Code **YELLOW** (Caution) should alert all personnel to close and lock their doors and continue to teach. Teacher will not allow anyone out of their classroom while code yellow is in effect.

In the event that the Fire Alarm sounds during a Code Yellow you are to remain in your location unless otherwise notified

“RED”

If a dangerous intruder is present on campus an office representative will announce over the public address system, "**Teachers please observe a code Red**" Code **RED** (Danger) should alert all personnel to close and lock their doors, turn out the lights and move students to a portion of the room out of view from the door.

In the event that the Fire Alarm sounds during a Code Red you are to remain in your location unless otherwise notified

V. Graduation/Ceremonies

<i>GRADUATION</i>

No student will be allowed to participate in graduation unless they meet all of the requirements for a State High School Diploma, State Certificate, and/or District Special Education Certificate and/or Occupational Diploma. Students who plan on graduating after summer school (needing only 1 or 2 credits) WILL NOT be allowed to participate in the Commencement Exercises for graduates. Graduation (ie, the Commencement Exercises) is for those students who are truly graduating, *not those who are completing their requirements through summer school.* Before participating in graduation:

1. All debts must be paid before a degree is issued.
2. A senior must participate in graduation rehearsal in order to participate in graduation exercises. It is the student's responsibility to know the time and place of rehearsal.
3. No final transcript or evidence of graduation will be sent for a senior who owes fees.

A. VALEDICTORIAN

The honor of Valedictorian is bestowed upon the senior with the highest cumulative grade point average earned over eight semesters of high school course work. The recipient must have attended Swansea High School for the last two consecutive academic years.

B. SALUTATORIAN

The honor of Salutatorian is bestowed upon the senior with the second highest cumulative grade point average earned over eight semesters of high school course work. The recipient must have attended Swansea High School for the last two consecutive academic years.

C. HONOR GRADUATE

The top 12 seniors will be recognized as Honor Graduates. They will be given a gold Honor Cord to wear for graduation and "Honor Graduate" will be announced after their name is read during commencement service. Honor Graduates will be announced after all final grades are entered at the end of spring term based on eight semesters of high school course work. The selection is based on the

top 12 cumulative GPAs figured through the end of the senior year. The recipients must have attended Swansea High School for their entire senior year.

D. JUNIOR MARSHAL

The top 14 juniors will be recognized as Junior Marshals. Selection is based on five (5) semesters of high school work. The junior must have attended Swansea High School for the last two consecutive academic years. Students, classified as juniors, trying to graduate early that have less than 5 semesters of work will not be considered for junior marshal. The first and second ranked juniors who meet the above requirement will be classified as Chief Marshals. Junior Marshals assist in all graduation ceremonies.

E. USHERS

Swansea High School selects from the top 20 to 25 ranked juniors to serve as ushers during the graduation commencement exercises. Ushers are used to help distribute graduation programs to the graduates and invited guest. Ushers sit in the audience with the invited guest and not on the coliseum floor.

CLASS RINGS

1. Only juniors or seniors may order school rings.
2. A ring may be ordered on specified days.
3. Ring orders require a minimum deposit of \$40.00; \$60 on 14k.
4. Balance due on a ring must be paid within 48 hours of the ring ceremony if the student wishes to participate in the ceremony.
5. Rings not picked up will not be kept at the school; however, a make-up delivery date will be announced.

PROM

The junior class will host a "SENIOR PROM" for members of the senior class. It will be the responsibility of the junior class officers and the juniors selected to be on the prom committee to organize the "Senior Prom" with the monies raised by the seniors when they were juniors. Junior prom committee members will be allowed to attend the prom as a worker in order to setup, serve, and take down decorations. (Exception: juniors who are dates of a senior class member).

Seniors participating in Prom fundraisers will be given [free-of-charge] a ticket for them and their date to attend the "Senior Prom". Tickets are non-transferable to anyone else. Seniors may ask anyone of their choosing to the "Senior Prom".

CONTEST

HOMECOMING

Homecoming is an annual activity designed to promote positive school spirit. All students are encouraged to engage in the events sponsored by the cheerleaders and the Student Council.

HOMECOMING QUEEN

1. Any senior football player, manager, or trainer may sponsor a senior girl for Homecoming Queen.

2. Only candidates who are currently passing all subjects (cumulatively averaged) and who have attended Swansea High School for at least one full year are eligible.
3. Candidates must not have been referred with a Level 3 offense or suspended with a Level 2 offense during the current school year.
4. The Homecoming Queen will be elected by the student body.

MR. TIGER

1. Senior football players, managers, or trainers are eligible for consideration as Mr. Tiger.
2. Only candidates who are currently passing all subjects (cumulatively averaged) and who have attended Swansea High School for at least one full year are eligible.
3. Candidates must not have been referred with a Category I or II offense or suspended with a Category III or IV offense during the current school year.
4. Mr. Tiger will be elected by the student body.

MISS SWANSEAN

1. Only female students who are currently passing all subjects (cumulatively averaged) and who have been in attendance at Swansea High School or the middle school (freshmen) for at least one full year are eligible.
2. Candidates must not have been referred with a Level 3 offense or suspended with a Level 2 offense during the current school year.
3. Miss Swansean and her court are selected by a diverse panel of judges using points accumulated from interviews and pageant competition.

