



SPRING HILL
HIGH SCHOOL

CAREER PATHWAYS MAGNET

Student and Parent Handbook
2019-2020

Spring Hill High School
11629 Broad River Road
Chapin, SC 29036

803-476-8700

School Hours: 8:35 am – 3:30 pm
Wednesday Delayed Opening: 9:35 am – 3:30 pm

Mission Statement

Spring Hill High School is a collaborative learning community which embraces diversity and unity while cultivating innovative thinkers prepared to meet the challenges of the 21st century. The school's culture is rich in personal connections, supporting a learning environment where students pursue coursework designed to foster creativity, uniqueness in thought, and intellectual development. Spring Hill students explore and master educational pursuits which prepare them to strive and lead in an interconnected world.

Vision

Spring Hill High School encourages students to discover their passion, developing independent and innovative thinkers who continually strive for excellence.

Non-discrimination Policy

School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination inquiries regarding students should be addressed to the Director of Special Services/504 & ADA Student Coordinator. Non-discrimination inquiries regarding employees and adults should be directed to the Chief Human Resources Officer/ Title IX & 504/ADA Employee Coordinator. Either can be contacted at 1020 Dutch Fork Road, Irmo, South Carolina 29063, [\(803\) 476-8000](tel:8034768000).

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ACADEMIC IMPROVEMENT STRATEGIES

At Spring Hill High School, we want every student to be academically successful. Research has demonstrated that the following will help increase the likelihood that a student will be successful:

- 1) Establish high achievement goals. Go for the "A" or "B," rather than making a commitment to "just pass."
- 2) Attend school every day unless an illness occurs that makes attendance impossible.
- 3) Do homework every day that it is assigned.
- 4) Attend Academic Assistance when needed. Every teacher has a minimum of one morning and one afternoon when they stay to assist students. This is a free service, and the day of Academic Assistance is included in the syllabus.
- 5) Write assignments on your calendar.
- 6) Communicate with teachers. Let them know when you are struggling or have things that are bothering you.
- 7) Seek the help of your guidance counselor.
- 8) Prioritize: SCHOOL FIRST; job second; etc.

ACTIVITIES

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ACTIVITIES AT ZONED HIGH SCHOOL

Interscholastic activities include all activities involving school-sponsored competition between and among schools for students in grades 9-12.

The athletic department determines academic eligibility at the beginning of each semester and bases the eligibility on the previous semester's record of courses taken and grades achieved.

A student, while participating, must be a full-time student as determined by guidelines set forth by the State Department of Education. A student who is repeating a course for which he has previously received credit cannot count this course as one required for eligibility; this is considered as monitoring a course.

To participate in interscholastic athletic activities, students in grades 9 – 12 must achieve an overall passing average in addition to the following:

- 1) To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school. To be eligible during the second semester, the student must meet one of the following conditions:
 - a. If the student met first semester eligibility requirements, then he or she must pass the equivalent of four, ½ units during the first semester.
 - b. If the student did not meet first semester eligibility requirements, then he or she must pass the equivalent of five, ½ units during the first semester.
- 2) Students must satisfy eligibility requirements in the semester preceding participation.
 - a. Credits earned in a summer school approved by the State Department of Education may apply for first semester eligibility. A maximum of two units per year may be used.
 - b. Students eligible for a first semester sport will be permitted to complete that sport even if it extends into the second semester. Under the current League program, this will apply to participants in basketball and wrestling in the high school and middle school programs.
- 3) Handicapped students:
 - a. Students diagnosed as handicapped and being served in a non-diploma program shall be considered eligible for participation in interscholastic activities if he/she is successfully meeting the requirements of his/her Individual Education Plan.
 - b. Students diagnosed as handicapped and being served in a program leading to a state high school diploma must meet all eligibility requirements previously stated for participation in interscholastic activities.

The athletic director must certify each athlete as eligible. Additional regulations do apply. For more information, please talk to the coach or Athletic Director.

If interscholastic activities are connected with curriculum experiences in a regular classroom situation, such as band, or a vocational course, a student determined to be ineligible may continue as part of the class and earn the grade and credits for that course.

LISTING OF CLUBS AND INTRAMURALS

Spring Hill High School strongly encourages all students to get involved in an extra-curricular or co-curricular activity. Clubs and Activities will be developed based on student interest. A listing of clubs can be found on our SHHS website under Parent & Student Information.

Fees and Dues – Many clubs require dues for participation.

STUDENT COUNCIL

Student Council's primary responsibility is to serve as a liaison between the student body and our school administration, staff, and the larger community. Business meetings are held with agendas and minutes available at the school Web site. Business meetings are open to any person who would like to be an observer. An item of business may be submitted to the corresponding or recording

secretary prior to a business meeting for inclusion in the agenda. Student Council is responsible for various school and community projects. Student Council must charter all organizations and clubs annually. Members also serve on school and district committees such as SIC and SAC. Student Council is affiliated with the National Association of Student Councils, Southern Association of Student Councils and the South Carolina Association of Student Councils.

ASSEMBLIES

Assemblies will be held at designated times during the school year. The administration expects students to exercise self-discipline and adhere to school rules and regulations. All students are expected to attend assemblies and sit as assigned. Presence in any other location may result in disciplinary action.

ATTENDANCE

Students who arrive late on campus must sign in at the attendance office. Likewise, students who leave campus early must have a written parent note and sign out at the attendance office. Failure to comply with the sign-in/out procedure may result in disciplinary action determined by the administration. Students who miss more than one half of an instructional block will be marked absent for that block of instruction.

Absences

According to state law, to receive a Carnegie unit for a course taken, a student must be present 170 days out of the 180 days in a school year. To receive one half Carnegie unit, a student must be present 85 days out of 90. This means that on an A/B schedule **a student is allowed ten (10) absences per class if the class is for a full unit of credit (85 of 90 class periods) and five (5) absences if the class is for one half unit of credit (42 of 45 class periods). (Policies JE and JH) Should the number of absences exceed 10 per a full Carnegie unit course or 5 per ½ Carnegie unit course, students must recapture time to receive credit. There are limited recapture opportunities.**

Students are expected to attend school regularly and must present a written excuse for each absence whether the absence from school is considered "lawful" or "unlawful". **In addition to passing grades, a student must attend school regularly to receive credit.** An absence after the 5th in a yearlong course or the 3rd in a semester course must fall into the category of "lawful absences".

Excuses for Lawful and Unlawful Absences

A note from a physician, dentist, or other recognized licensed certified medical practitioner or legal officer is required for each lawful absence. **Medical notes or notes from legal offices must be turned in within three (3) days of the absence.**

These should be hand delivered or faxed to attendance. These notes must be dated and include the date(s) of absence(s). **If the note is not presented to the attendance office by the student's third day back in school, it will be recorded as a parent note.**

Parent notes are considered documentation for unlawful absences and must also be dated and must include the date(s) of absence(s) the reason(s) for the absence(s), the telephone number of the parent/guardian, and the required signature. The reason for the absence given on the note determines whether it will be recorded as a lawful or unlawful absence

Lawful Absences

Lawful absences are:

1. Illness of the student to the degree that attendance in school would endanger her/his health or the health of others with a written excuse provided by medical practitioner.
2. Death in the student's immediate family.
3. Observance of recognized religious holidays of the student's faith accompanied by a written request from parents.
4. Appearances in court or an appointment with a legal officer with legal documentation provided.
5. Appointments with a physician, dentist, or other recognized licensed/certified medical practitioner with a written excuse provided.
6. Participation in school-related activities that have received prior approval by the principal or designee.
7. Unusual or unexpected mitigating circumstances as determined by the school principal.
8. Seniors will be given two additional lawful absences and juniors one for an authorized college visit that is validated by the college. A parent note will not be accepted. Seniors who wish to make additional college visits will have to recapture time missed if the total absences exceed three for a semester course or five for a yearly course.

Unlawful Absences

Unlawful absences are those in which a student is:

1. Willfully absent from school without the knowledge of her/his parent or guardian.

- Absent from school without acceptable cause with the knowledge of her/his parent or guardian.
- Trips taken with parents as an "educational experience" are considered unlawful, and absences will need to be recaptured if the total student absences exceed five for a semester course or ten for a yearly course.

For Consequences for Unlawful Absences

Intervention

When a student accrues the 4th unlawful absence in a yearly course or the 2nd unlawful absence in a semester course he/she is "advised" of their attendance status. After 10 unlawful absences in a yearly course or 5 unlawful absences in a semester course, the student will not receive course credit unless absences are recaptured.

Recapture for Excessive Absences

Students with more than 10 lawful or unlawful absences in a yearlong course and/or 5 lawful or unlawful absences in a semester course **will not receive credit unless they recapture all absences** over these state mandated limits. Students may only recapture a total of 24 blocks total which is equal to 3 blocks per class. Each absence (meaning each CLASS period missed) requires 90 minutes of Recapture time and a fee of \$15 per class.

Per board policy, seniors may not walk at graduation if all requirements for graduation have not been met. This includes meeting the attendance requirements for receiving credit.

EARLY DISMISSAL

Students are expected to attend all classes each day of the school year except for medical and family emergencies. In cases where the student must leave school before the end of the school day, please follow the procedures as described below. A student's request for an early dismissal is NOT an excuse for the absence. The student should bring the appropriate excuse back to school upon his/her return (example: doctor's appointment followed by doctor's excuse; court appearances followed by a court note).

- A student should present a note for early dismissal, written by a parent or guardian, to the attendance office BEFORE first period. Notes presented after first period may not be honored.
- Each note should include the student's full name (as it appears in student records), reason for the early dismissal, a phone number where the parent/guardian can be reached for verification of the early dismissal and parent/guardian signature.
- Dismissal notes for the end of class periods are encouraged to avoid class interruptions. **No early dismissal requests for times after 3:00 p.m. will be honored. Students may not leave during exam periods as this is a disruption to the testing environment.**
- Students must sign out at the attendance office before leaving school grounds. If a student returns the same day from an early dismissal, **he/she must bring a medical excuse and sign in through the attendance office immediately upon returning to campus. This also includes students who leave during non-instructional times.**

Steps #1 and #2 must be completed before a student is allowed to sign out. Once a student arrives on campus, he/she is present for the school day and shall not leave unless properly dismissed.

BELL SCHEDULE

Mon, Tues, Thurs, Friday A/B

Late Wednesday A/B

1 and 5	8:35 – 10:03
cc	10:03 – 10:08
2 and 6	10:08 – 11:35
Lunch	11:35 – 12:25
cc	12:25 – 12:30
3 and 7	12:30 – 1:57
cc	1:57 – 2:02
4 and 8	2:02 – 3:30

1 and 5	9:35 – 10:50
cc	10:50 – 10:55
2 and 6	10:55 – 12:10
Lunch	12:10 – 12:50
cc	12:50 – 12:55
3 and 7	12:55 – 2:10
cc	2:10 – 2:15
4 and 8	2:15 – 3:30

BICYCLES, MOPEDS AND SKATEBOARDS

Bicycles and mopeds will be parked in an area designated by the administration. No wheeled vehicles will be permitted inside the building. **Skateboards and skates are not permitted on school grounds at any time.**

BUILDING HOURS FOR STUDENTS

Classrooms will be available for students from 8:15 a.m. to 4:00 p.m. The Learning Commons (library) is open for the use of study/research at 8:00 a.m.

For safety and security reasons, students are not to loiter about the buildings after their daily programs are finished. Students must have valid reasons for staying in school after their classes are over (Academic Assistance, etc.). After 4:00 pm, all students must be in the lobby if not with a supervised activity.

BULLETINS AND ANNOUNCEMENTS

- Anyone who wishes to have an announcement made regarding school-related activities must submit the announcement to the main office one day prior to the date of the announcement. The Pledge of Allegiance and a moment of silence will be observed each day. Students should read/listen to all announcements because many of them refer to scholarship information, club meetings, athletic events and other pertinent information beneficial to individual students.
- All student-initiated posters must be approved by Administration before being displayed. Unauthorized posters will be removed.
- Students and parents are encouraged to routinely check the school's Web site, Facebook, and Twitter for announcements and information about upcoming events.
 - Web: www.lexrich5.org/shhs
 - Facebook: [@SHHSLexRich5](https://www.facebook.com/SHHSLexRich5)
 - Twitter: [@SpringHillHS](https://twitter.com/SpringHillHS)
 - SHHS App: Download from the app store - Spring Hill High School

BUS TRANSPORTATION INFORMATION

Safe & Secure School Bus Transportation

The safety and security of students, staff, and schools is the first priority for the Transportation Department of School District Five. In an effort to ensure a safe bus ride for all students, the school district has made the following provisions:

The school bus is an extension of school activity. Therefore, students must conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. The bus driver has the responsibility for supervision of students on the bus. The driver may stop the bus at any time or return to the school when misbehavior or threatened misbehavior hinders the safe operation of the school bus. The driver will report students who create a disturbance on school buses, and the Transportation Supervisor may suspend bus transportation to a student whose conduct is persistently and/or flagrantly detrimental to safety and order on the bus.

GENERAL RULES

TO AND FROM THE BUS

- Parents or guardian are responsible for the safety and conduct of children traveling between their home and school bus stop.
- If a student has to walk along the highway in approaching the bus stop, he/she should always walk on the shoulder.
- Students should walk, not run, when crossing the highway. Students should wait on their side of the roadway and await the signal to cross from the driver. Students should not run alongside the bus when the bus is moving. They should wait until the bus stops and then walk to the door.

WAITING FOR THE BUS

- Students should leave home and be at the stop at least 5 minutes before the bus arrives.
- Students are allowed to only ride their assigned bus.
- While waiting, the student must respect the property of the residents and wait in a quiet and orderly manner and stay out of the street.
- Line up in an orderly fashion when the bus arrives and refrain from pushing or charging the bus when it arrives.

SAFE SCHOOL BUS LOADING PROCEDURES

- Be at the bus stop at least 5 minutes before scheduled arrival.
- Never run to catch the bus.
- Stay 6 to 8 giant steps (10 feet) away from the road while waiting for the bus.
- Move toward the bus only when the driver signals it is safe to do so.
- When crossing the road to board a bus, remain on the left side of the road until the driver motions that it is safe to cross. Check traffic. Walk straight across the road 10 feet in front of the bus.
- Go directly to your seat upon boarding.

RULES FOR RIDING THE SCHOOL BUS

- 1) No glass containers on the bus.
- 2) No spitting, eating, or drinking on the bus
- 3) No profanity, verbal abuse, harassment of any kind, obscene or sexual gestures.
- 4) No standing while the bus is in motion,
- 5) Keep your feet, body, and bags out of the aisle – it serves as an emergency exit.

- 6) Band instruments, projects, and other objects cannot take up seating space or block the aisle.
- 7) Students may not ride a bus that they are not assigned to, without permission from the Transportation Department.
- 8) Do not ride any bus during a suspension of bus privileges.
- 9) No hanging any part(s) of your anatomy out a window.
- 10) No throwing or shooting any type of object.
- 11) No play fighting or horse playing.
- 12) Do not vandalize the bus or ignite any flammable object.
- 13) Do not hold onto the bus from the outside.
- 14) Do not possess weapons, explosives, laser pens, or laser pointers.
- 15) Do not tamper with any bus equipment or controls.
- 16) Do not make excessive noise or engaging in disruptive behavior.
- 17) Students must obey and respect the directions of the driver.
- 18) Students must not exhibit behavior that could disturb the other students or the driver.
- 19) Students may talk quietly, but **avoid loud, boisterous behavior**, including singing, clapping, stomping, yelling or anything that could distract the driver.
- 20) Spraying of cologne, deodorant, body spray or any other types chemicals or aerosols, pump spray, or lotion while on the bus
- 21) Students must never tamper with the emergency exits or any other part of the bus equipment, including fire extinguishers and first aid equipment unless there are reasonable grounds to believe that an actual emergency situation exists.
- 22) Students may **only board and exit** the bus **at their designated stop**.
- 23) Students must be at the bus stop **5 minutes** prior to their scheduled pick-up time.

SAFE SCHOOL BUS UNLOADING PROCEDURES

- Stay in your seat until the driver signals it is okay to stand.
- Before stepping off the bottom step of the bus, look to the rear of bus to make sure no vehicle is trying to pass on the right side.
- Once you are off the bus, move at least 10 feet from the bus immediately. Students planning to cross the road should walk forward 10 feet toward the front side of the bus.
- Wait for the bus driver's signal to cross the road.
- When the driver signals, walk forward and stop again in front of the bus where the driver can see you, but near enough to the road that you can see in both directions.
- Wait for the bus driver's signal again.
- Walk, never run, across the road keeping watch on the traffic.
- Never walk behind the bus.
- Never get closer than 10 feet to any side of the bus.
- Never try to pick up something you have dropped on the outside of the bus. Tell the driver, so he or she can pick it up for you.
- Help to look after the safety of small children.
- After unloading from the bus, go home immediately, staying clear of traffic.

STUDENT BEHAVIOR

From the time a school bus arrives at a bus stop in the morning, until the bus returns to that bus stop after school, students who ride the bus are, by law, under the control of school officials while on a school bus, the bus driver is the school official that has control of the students. In 1979, South Carolina passed a law against misbehaving on school buses and disobeying the instructions of school bus drivers. Students who misbehave on school buses will be punished according to the rules in the Student Behavior Code, this book and the laws of this state. The bus driver is authorized to give directions, issue directives, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's decision is subject to review by the District's Department of Transportation. When necessary a student may be removed from the school bus in order to prevent or determine inappropriate behavior.

GENERAL SCHOOL BUS PROCEDURES

- The School District of Lexington and Richland Counties must safely transport all bus riders to and from school. Students will be denied the privilege of riding the bus if their behavior is unacceptable or infringes on the rights of other bus riders. It will be the responsibility of the parent or guardian to see that the student is transported to school during this time.
- The parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school.
- The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.
- To ride a different bus or get off the bus at a different stop or to have a friend ride your bus requests must be given to the Transportation Department. If space is available and parental permission given, the Transportation Department may approve request.
- Students may not load or unload at school other than their assigned school unless prior approval is given to the parent or guardian and the school administrator.

- The Transportation Supervisor (or designee) has the authority to remove a student from the bus if the student or bus becomes uncontrollable. The student may not board the bus again until granted permission by the Transportation Supervisor.
- Situations may arise in the operation of the school bus are a concern to parents or other community members. These concerns should be resolved at the lowest possible level of decision making by the individuals closest to the concern; therefore, are best dealt with through communication with the appropriate Area Transportation Supervisor.
- Students and parents should not attempt to discuss bus rule violations or suspension matters with the bus driver at a bus stop. Any student who attempts to board the bus while suspended or interfere with the operation of the bus, may be prosecuted under applicable South Carolina law.
- Rather than trying to solve disagreements with drivers or students or at school bus stops, parents should contact the Area Transportation Supervisor.

BUS DISCIPLINE

To ensure the safety of students who ride school buses, School District Five of Lexington and Richland Counties has trained bus drivers in the Assertive Discipline Program. This program is based on bus riders' adherence to rules for appropriate conduct and certain consequences that will follow if these rules are not followed. No disciplinary action shall be taken without all procedural rights being afforded to students and their parents as provided by Federal law, State law, S.C. Board of Education regulations, and the policies of the District. However, it may be necessary to remove a student(s) from the bus in order to maintain good order and discipline. This includes suspending a student for up to three days while an investigation is being conducted.

The bus driver has responsibility for supervision of all students on his or her bus. The driver may stop the bus at any time that misbehavior or threatened misbehavior offers a hazard to safe driving. Students creating or being involved in activities causing discipline problems on a school bus, including while entering, exiting, or waiting for a bus, will be given appropriate disciplinary action pursuant to the District's Behavior Code procedures. In addition to disciplining students according to the District's Behavior Code procedures, the Transportation Supervisor may suspend a student from riding the bus. Bus suspensions do not run concurrently with out of school suspensions nor do they include weekend or holidays.

If a student damages a school bus, the student will be charged the assessed repair rate set by the State Department of Education. The student responsible for the damage will be suspended from riding the bus until restitution is made. Appropriate action for disabled students who violate bus rules will be taken by the principal and may involve other intervention as indicated by the student's Individual Education Plan (IEP) Committee or as required by law.

VIDEO/AUDIO MONITORING ON SCHOOL BUSES

In order to promote the safety and welfare of students and staff members while they are on school buses, the Transportation Supervisor or his/her designee is authorized to place video cameras on State and District buses. Therefore, while inside a State or District bus, all occupants are subject to video and audio monitoring. The following procedures are to be followed: Students and parents are hereby notified that students are subject to being videotaped on a school bus at any time and are the property of School District Five.

The Transportation Supervisor may periodically review randomly selected videotapes to ensure proper school bus conduct. The videotapes may be viewed by staff members with a legitimate need for access or used as training for school bus drivers. Requests for viewing by parents and other persons must be made to the appropriate Transportation Office who may permit a parent to view that portion of a bus videotape which concerns his/her child. Copies of video tapes will not be given to person or persons outside School District Five.

Parents:

- Review safety tips with your child on riding in the bus. This will help your student to ride smart and stay safe.
- Have your children put everything they carry in a backpack or school bag so that they won't drop things along the way to the bus stop.
- Make sure they leave home on time so they can walk to the bus stop and arrive before the bus is due. Running can be dangerous.
- Have them wear bright, contrasting colors so they will be more easily seen by drivers.
- Walk your young child to the bus stop and have older children walk in groups.
- There is safety in numbers; groups are easier for drivers to see.
- Practice good pedestrian behavior. Your children should walk on the sidewalk; if there is no sidewalk, they should stay out of the street.
- If they must walk in the street, they should walk single file, face traffic, and stay as close to the edge of the road as they can.
- Tell your child to stop and look left, right, and then left again if he or she must cross the street. Your child should do the same thing at driveways and alleys. Exaggerate your head turns and narrate your actions so your child knows you are looking left, right and left.
- Don't let your child play running games or push and shove at the bus stop. It is dangerous near traffic.
- Make sure your child stands at least 10 feet (5 giant steps) from the road while waiting for the bus. The child will then be out of the way of traffic.
- Have younger children practice taking 5 giant steps to become familiar with 10 feet.

- Warn children that if they drop something, they should never pick it up. Instead, they should tell the driver and follow the driver's instructions.
- If they bend over to pick up a dropped object, they might not be seen by the driver and could be hurt if the driver pulls away from the stop.
- Remind children to look to the right before they step off the bus. Drivers in a hurry sometimes try to sneak by buses on the right.
- Teach your children to secure loose drawstrings and other objects that may get caught in the handrail or door of the bus as they are exiting.
- Children should talk quietly, be courteous to the driver and follow the driver's instructions.
- Children should stay seated during the entire bus ride and keep the aisles clear.

SCHOOL BUS RULES

School District Five of Lexington and Richland Counties must ensure that the bus ride to and from school is a safe one. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in consequences according to the Student Behavior Code. The Student Behavior Code applies to the bus, and the following regulations govern the conduct of students on school buses. The bus driver shall assure that his/her passengers abide by them. On July 1, 2000, a proviso in the state Appropriations Act for fiscal year 2001 affirmed parental or guardian responsibility for the safety and conduct of children traveling between their home and school bus stop. Immediately after the parental responsibility proviso was adopted, the South Carolina Department of Education (SCDE) advised school districts of its existence. This memorandum is to remind school districts of the parental responsibility proviso and of related communications since its adoption.

VIOLENCE AGAINST BUS DRIVER OR OTHER TRANSPORTATION EMPLOYEE

In cases involving an alleged intentional act of physical violence by a student against a school bus driver, or other transportation official, the student shall be suspended pending an investigation. A student found by a tribunal to have committed an intentional act of physical violence against a school bus driver or transportation employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public-school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education.

EXPECTATIONS OF STUDENTS WHO RIDE THE BUS

Behavior Code

The District recognizes that rules of student conduct and consequences for violations are necessary for the orderly operation of its schools. Generally, it is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Ultimately, though, the Superintendent is in charge of ensuring that sound disciplinary practices are followed throughout the District.

Interfering with the safe operation of a school bus including, but not limited to, inappropriately messaging through the use of a cell phone, a camera cell phone, a paging device, or any other electronic device; such devices are to be turned off and out of sight upon a student's arrival at school until the student is dismissed from school and are never to be used in any area in which an individual has a reasonable expectation for privacy including, but not limited to, restrooms, locker rooms, and showers; in the event of a violation, school personnel are authorized to take the device from the student but must make it available to the student's parent in a reasonable amount of time.

Bus Conduct

In the vicinity of buses and on buses, students shall conduct themselves in a manner that does not endanger and does not contribute to the endangerment of themselves and/or other students. The District's Behavior Code procedures are applicable, also. Students must insure that all cellular phones remain turned off when being transported by district owned vehicles; i.e., school bus.

Persistent Disobedience - Any student who on at least two separate occasions violates the Student Behavior Code or these rules. In all cases of misbehavior on school buses, the student will be suspended and may receive additional school consequences for:

- **Disruption of School Bus.** A student may not intentionally disrupt or interfere with the driver's ability to operate the bus by use of excessive noise, force, throwing objects, being out of his assigned seat or any other behavior.
- **Failure to Follow Directions or Obey Safety Rules.** A student must follow and obey the instructions or the Safety Rules while on the bus at all times. This rule also applies where the directions or orders are directed towards a group of students.
- **Persistent Unruliness on the School Bus.** After at least two offenses, the student may be deemed "unruly" and recommended for suspension from the school bus.

Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other students, or damage to the bus. Such action could involve a longer suspension from the bus or other sanction.

CARE OF SCHOOL PROPERTY

We hope you share our pride in Spring Hill High School and will, at all times, help keep all of the buildings, equipment, and grounds at their best appearance. Students are responsible for the proper care of books, supplies, and furniture supplied by the school.

Students, who disfigure property, break windows or do other damage to school or personal property or equipment will pay for the repair or replace the item. The administration will take appropriate disciplinary action for willful acts of damage or destruction to property according to District Policy, state and local laws.

CELL PHONES/COMMUNICATION DEVICES

- Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege.
- A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. "Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated."
- Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal.
- Students are prohibited from using WCD's to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of WCD's to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy JICFAA – Harassment, Intimidation or Bullying.
- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
- Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian only after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the school building until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance to Policy JIH – Student Interrogations, Searches and Arrests. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for the remainder of the semester.
- Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damages, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.
- Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.
- Students may use school phones to contact parents/guardians during the school day with permission of the administration.

Students may use wireless communication devices such as cellular phones, or any other communications devices in Spring Hill High School:

- before and after school (before 8:40 a.m. and after 3:30 p.m.),
- during their lunch break,
- any time in "Free Zones" – cafeteria and commons area, and hallways
- as deemed appropriate by the teacher and approved by the principal for educational and/or instructional purposes ONLY.

Any other use of wireless communications is considered misuse and violations may result in disciplinary action. Cell phone etiquette will be reviewed at the beginning of school.

Consequences for Wireless Communication Device Misuse at SHHS:

First Offense: Warning / Return WCD to Parent

Second Offense: Student Assigned Lunch Detention/Return WCD to Parent

Third Offense: Student Assigned After School Detention/ Return WCD to Parent

Fourth Offense: Confiscate WCD through end of the semester

***If a student is found to be in violation of the cell phones / communication devices policy and refuses to give his/her cell phone

to the school administrator when asked for it, the student's parent/guardian will be contacted by telephone and the student will be assigned TWO DAYS of out-of-school suspension.

CHANGE OF ADDRESS

Inform the Registrar if you/your parents change your address or any telephone numbers including work numbers. Three proofs of residency must be provided to change the address in school records.

CLASS RANK

- Many colleges and universities use class rank as one of several criteria for admission of students. The other criteria are generally ACT or SAT scores, grades, types of courses taken, recommendations, essays by the applicant and interviews. The specific criteria used and the weight given to each in the admission decision varies from college to college.
- A student may attempt a course twice or more. The district counts all attempts and grades in calculating class rank; however, only one credit may be counted for a diploma. Class Rank is found by computing each student's GPA and ranking the GPAs of the members of the class from highest to lowest GPA. When students share the same GPA, they will be tied for the same rank.
- Rank in class is determined at the beginning of the 10th, 11th and 12th grades, on the 16th day of school and in June for Palmetto Fellows eligibility.
- The last day to drop a semester class without penalty is the fifth (5th) school day each semester; yearly courses may be dropped without penalty through the tenth (10th) school day.

CLOSED CAMPUS

Spring Hill High School operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. **Students are to remain on campus during lunch.** They may not leave campus while waiting for buses. A student may check out from the attendance office by following the guidelines detailed under early dismissals. Otherwise, once a student arrives on campus, he or she may not leave before the end of the day without being properly dismissed.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

When inclement weather occurs, district administrators will decide by 6:30 a.m. if school will open. The decision will be broadcast on area radio and television stations.

COLLEGE TESTING INFORMATION

The Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT) and the American College Testing Assessment (ACT) provide scores used by college admissions officers and scholarship committees as one of several indicators of a student's ability to do college level work. Because students in high school across the state and nation have taken different courses and because their transcripts reflect different grading practices, college admissions officers and scholarship committees need a common measure of ability such as SAT or ACT to evaluate potential success in college. The PLAN and PSAT are not used for college admissions. However, SAT and ACT scores are used for college admissions, and the scores are reported to the student's high school and to any college that the student designates. If a student takes the SAT more than once, all scores are reported including those from earlier testing dates.

If a student has any plan of continuing his education beyond high school, particularly a four-year college, he should plan to take the appropriate test in the spring of his junior year. Students planning to attend Midlands Tech should take the ASSET test. The guidance department will assist any student or parent on a decision to take these tests or not take them as well as when the tests should be taken.

The guidance department encourages students to take the PSAT prior to taking the SAT. The PSAT is also the qualifying test for the National Merit Corporation, which sponsors the National Merit Scholarship Qualifying Program. Students interested in competition for the National Merit Scholarship Program should note that semifinalists and finalists are selected on the basis of scores from the PSAT taken in the junior (11th grade) year in high school. The PSAT will be given at Dutch Fork High School and a student may sign up for testing through the Guidance Office. Guidance will provide complete information after school begins about the test date and signing up for the PSAT. All sophomores are required to take the PSAT and PLAN.

Before taking the SAT, students should complete Algebra I, geometry and Algebra 2. Enrollment in a Test Preparation class is strongly recommended.

TAKE THE TEST THAT IS RIGHT FOR YOU!

COMPUTER/ REGULATIONS CONCERNING USE

Spring Hill High School and School District Five Lexington and Richland Counties are pleased to be able to offer Internet Access for student use. Our goal in offering this access is to enhance the educational experience for our students. The Internet offers access to worldwide information in text and media form that, if properly used, will stimulate student learning. It can be a particularly powerful motivational tool for students because of the richness of the format and the depth of information resources not available through conventional means.

The Student Behavior Handbook specifies guidelines for what is and is not permissible with technology systems. This agreement specifically addresses the privilege of using the Internet on district network systems.

INTERNET USE

The Internet is an electronic highway connecting millions of computers and people around the globe. Students and teachers will have access to: electronic mail communication with people all over the world; current news; research and information databases; downloadable software and discussion groups. The District's purpose for using the Internet is to support instruction by providing access to unique resources consistent with educational objectives and the opportunity for collaborative work. School District 5 of Lexington and Richland Counties uses a technology protection measure that blocks or filters Internet access in compliance with the Children's Internet Protection Act (CIPA). This filtering device is not 100% accurate and can misclassify internet sites. Staff will monitor students' use of the Internet through software means and/or direct supervision. Students may not use the resources of School District 5 of Lexington and Richland Counties for entertainment purposes.

Students agree to:

- Be polite and use appropriate language (no swearing or use of vulgarities).
- Practice proper system use and observe security restrictions.
- Understand that electronic mail (E-Mail) is NOT guaranteed to be private.
- Respect all electronic communications and information as private property.
- Use technology resources for educational purposes as appropriate to instructional assignments.
- Take good care of the computer (no objects on the computer or food or drink near the computer).

Students agree not to:

- Engage in any form of Cyber Bullying while using district technology resources. Cyber bullying is defined as the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone.
- Reveal his/her personal address or phone number or those of others.
- Use chat rooms, instant messaging, and personal e-mail is prohibited except for designated classroom activities.
- Use the network in ways that would cause disruption of the use of the network by other users.
- Use the computer to create, use or download materials which would not be permissible in District Five's classrooms in any other form (i.e., obscene, profane, or pornographic materials).
- Use the computer, programs or files without permission.
- Delete programs, systems or data files without permission.
- Login to the computer or programs as any other person or allow anyone to login with your account. Will not share district provided user name or password with other students.
- Deliberately tamper with a computer system (examples: switching cables, disabling fans, introducing a virus, removing or changing keys, putting magnets on the computer, etc.).
- Steal or vandalize any part of the computer or network.
- Use the computer to tamper with, change or alter records or documents of the district.
- Use district computers for personal use or gain, product advertisement or political lobbying.
- Use public domain software and shareware beyond the provided evaluation period without properly registering and paying for same.

ENFORCEMENT OF POLICY

1. School District Five of Lexington and Richland Counties uses a technology protection measure that blocks or filters Internet access in compliance with the Children's Internet Protection Act (CIPA). This filtering device is not 100% accurate and can misclassify sites.
2. School District 5 staff will monitor students' use of the Internet through software means and/or direct supervision.

RESPONSIBILITY:

District: School District 5 of Lexington and Richland Counties makes no warranties of any kind for the technology resources it is providing. The District will not be responsible for any damages the student incurs including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruption. Use of any information obtained via the Internet is at the student's own risk. The District specifically denies any responsibility for the accuracy, quality, or cost of information, goods, or services obtained through the Internet.

Student: Students may utilize technology resources for educational purposes as appropriate to instructional activities. Activities that are acceptable include classroom activities, career development, and high-quality research. Students may not use the resources of School District 5 of Lexington and Richland Counties for entertainment purposes. Students should practice proper system use and observe security restrictions. Security on any computer system is a high priority, especially when the system involves many users. If a student feels he/she can identify a security problem he/she should notify a school administrator.

Examples of Improper Use:

1. Using a computer/district issued mobile device to create, use or download materials which would not be permissible in District Five classrooms in any other form (i.e. entertainment, obscene, profane, or pornographic materials.)
2. Using chat rooms, instant messaging, and personal e-mail is prohibited except for designated classroom activities monitored by the teacher.
3. Authorized accessing or duplication of computer programs, systems or data files.
4. Unauthorized storage and/or loading of a computer program, system or data files. This may also be a copyright violation and as such is subject to federal copyright laws. Computer programs and manuals are copyrighted property and are not to be copied or altered in any form.
5. Deliberately deleting/destruction of any computer programs, systems or data files.
6. Using any computer access accounts other than those assigned to the individual. This includes misrepresenting self through the use of another person's ID or use of an anonymous ID.
7. Providing system access to unauthorized individuals, especially non-employees of the district.
8. Deliberately tampering with a computer system (examples: switching cables, disabling fans, deliberate virus introduction, etc.)
9. Theft or vandalism of any computer, printer, port, fileserver or computer accessories.
10. Using restricted computer equipment without authorization.
11. Failure to care for computer equipment: Objects should not be placed on monitors, computers, or keyboards; Food and beverage should never be used in vicinity of computers.
12. Using computers which are school or district property for commercial or personal use or gain.
13. Using computers or mobile devices which are school or district property for product advertisement or political lobbying.
14. Using public domain software and hardware beyond the provided evaluation period without properly registering and paying for the same.
15. Transmitting any material which is in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or material copyrighted by trade secret.

Student Pledge for Use of the District Issued Mobile Device

1. I will take proper care of the District Issued Mobile Device.
2. I will not loan the District Issued Mobile Device or charger and cords to others.
3. I will be accountable for the District Issued Mobile Device at all times.
4. I will charge the District Issued Mobile Devices battery daily.
5. I will not leave the District Issued Mobile Device in an unlocked vehicle.
6. I will keep food and beverage away from District Issued Mobile Device.
7. I will not disassemble any part of the District Issued Mobile Device nor attempt repairs.
8. I will not remove district-required applications.
9. I will protect the District Issued Mobile Device by carrying it in the case provided.
10. I will not stack objects on top of the District Issued Mobile Device.
11. I will not leave the District Issued Mobile Device outside or near water.
12. I will save data to the network directory. (District Five of Lexington and Richland Counties will at time re-sync District Issued Mobile Device. All files not saved to server or other storage media will be deleted during these processes. Students are ultimately responsible for saving all their personal files.)
13. I will not place decorations (such as stickers, markings, etc.) on the District Issued Mobile Device or district-issued protective case.
14. I will not deface the serial number, manufacturer labels or district labels on any District Issued Mobile device.
15. I will follow district policies outlined in District Issued Mobile Guide and the district's Acceptable Use Agreement.
16. I will file a police report for theft, vandalism or other violation.
17. I will be responsible for all damage or loss caused by neglect or abuse.
18. I agree to return the District Issued Mobile Device case and power cords in good working order.
19. I agree to return the District Issued Mobile Device, case and power cords when I transfer or leave the district for any reason.
20. I will not leave my device unattended in the classroom, lunchroom, restroom, or hallway.

I agree to the stipulations set forth in the District Issued Mobile Device Guide, School District 5 of Lexington and Richland County Acceptable Use Agreement and the Student Pledge for Use of the District Issued Mobile Device. I understand my District Issued Mobile Device Guide is subject to inspection at any time without notice and remains the property of School District 5 of Lexington and Richland Counties.

CONFERENCES

Students who wish to see the administrators or counselors should make these arrangements prior to the time they wish the appointment. Waiting for a conference that has not been arranged is not an acceptable excuse for missing a class. Parents may

make appointments for conferences with teachers by telephoning 803-476-8729. A complete directory of phone numbers for SHHS is available on the school Web site and SHHS app. Parents are encouraged to use email and voice mail for contacting teachers. Messages may be left at any time, and teachers will respond as soon as possible.

COURSE LOAD

Students are expected to be in school four blocks daily. All students in grades 9, 10 and 11 are expected to be enrolled in at least seven credit bearing courses. Students may graduate early when all graduation requirements are completed. Students are encouraged to choose a balance of core academic and elective courses. Students who are considering graduating early must complete an early graduation plan with their guidance counselor by June 30 prior to their early graduation. Students enrolled in college courses concurrently must be enrolled in school.

DIPLOMA REQUIREMENTS

Students who graduate must earn at least 24 units. The South Carolina Department of Education specifies that these units must be distributed as follows:

Language Arts	4 Units
Mathematics*	4 Units
Science	3 Units
Biology -1	
Social Studies:	3 Units
U.S. History -1	
American Government -1/2	
Economics -1/2	
Other Social Studies -1	
Computer Technology	1 Unit
Foreign Language/CATE	1 Unit
Physical Education or ROTC	1 Unit
Electives	7 Units
TOTAL UNITS REQUIRED	24 Units

* One unit of an approved Computer Science course can be applied to Math requirement.

Refer to the course catalog for promotion requirements for students to move from one grade to the next. Please educate yourself so that you will make good choices.

LIFE SCHOLARSHIP PROGRAM

Students are eligible to receive the Life Scholarship if they meet two of the following criteria:

1. have a 3.0 average,
2. score at least 1100 on the SAT or 24 on the ACT,
3. are ranked in the top 30% of their graduating class.

Students attending a two-year in-state college only need a 3.0 average. (The SAT or ACT is not required.)

EXTENDED STUDIES PROGRAM

- Students are encouraged to elect a program of studies that will prepare them for success in college and satisfy recommendations the South Carolina State Board of Education.
- An optional School District Five diploma shall be awarded to those students who pursue an extended program of studies to include completion of at least 28 Carnegie units of credit as listed below and at least 10 hours of community service each year in grades 9-12.
 1. Four units of English and one unit of Physical Education or JROTC.
 2. At least four units of mathematics including Algebra 1, Algebra 2, and Geometry;
 3. At least four units of laboratory science;
 4. At least three units in the same foreign language;
 5. Four units in social studies including U.S. History, American Government, Economics, and two others;
 6. One unit of computer science;
 7. One unit of CATE or Visual/Performing Arts
 8. 6 additional electives selected by the student

DIRECTORY INFORMATION

According to school board policy JRA, Public Use of School Records, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA), as amended. Information that the District has

designated as "directory information" regarding a student may be released to outside organizations upon request and without prior written consent from the parent/eligible student. The District defines directory information as a student's name, address, telephone number, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the No Child Left Behind Act requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings.

If you do not wish Spring Hill High School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

DRESS CODE

STUDENT DRESS JICA-R

The following regulations on student dress shall apply in all schools and shall be administered uniformly throughout the district. The Administration will make final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in the disruption of the school environment.

Individual schools may have more specific and restrictive dress codes if recommended by the School Administration and the School Improvement Council and approved by the superintendent or his/her designee.

1. Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive shall not be permitted. This includes bare midriffs, halter/tank tops, see-through shirts/tops/blouses and bike shorts.
2. No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
3. Clothing or accessories, i.e., book bags, jewelry, hats, etc., that display alcohol, tobacco or other drug symbols are not permitted.
4. Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
5. Hats, head stockings or kerchiefs may only be worn during the school day for special occasions when approved by the principal.
6. Proper shoes must be worn at all times.
7. Special dress or costume may be worn during the school day for special occasions when approved by the principal.
8. Wearing accessories or clothing that could pose a safety threat to one's self or others is not allowed. This includes heavy chains, not made as jewelry, fishhooks, multiple-finger rings, studded bracelets or collars, nose/lip to ear chains, etc. Unusual body piercing that is disruptive to the order of the school or is a distraction to the learning environment will not be allowed.
9. Pants must be worn at the natural waistline and undergarments are not to be visible.
10. Hats may be worn at the school bus stop or while on the bus during periods of cold weather. Hats must conform to all of the above requirements and must be removed before departing the bus onto school grounds.

CONSEQUENCES FOR VIOLATING THE DRESS CODE

If the violation is corrected, the student will be allowed to return to class and discipline consequences will be assigned. For all offenses, the student will be issued a Minor Behavior Infraction. After the 3rd offense, the student will receive a discipline referral.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

1. The right to inspect and review a student's education records within 45 days of the day the school receives a request for access

Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.

2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA

Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

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

FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

The name and address of the federal agency that administers FERPA is as follows:

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

**An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.*

FIRE DRILLS AND OTHER EVACUATION PLANS

Each classroom teacher will rehearse fire drills and other evacuation plans with his/her classes. Students and teachers should walk and stay with designated group. Teachers will check attendance after exiting the building.

NOTE: Because of the seriousness of emergency procedures, anyone found tampering with the fire alarm system will be subject to expulsion.

FOOD AND DRINKS

Food and drinks are permitted in classrooms with the teacher's approval. Students are not permitted to order or have food delivered during the school day to include lunch. Food purchased in the cafeteria must be consumed there. Students are expected to clean up after themselves. Administration reserves the right to alter this policy if deemed necessary. Vending machines are only available during class changes. Students are not permitted to use vending machines during instructional time.

FUNDRAISING

Fund-raising activities are restricted to clubs and organizations of Spring Hill High School. The school prohibits sales by individuals for their own profit or for outside groups on school property. Items not approved for sale at Spring Hill High School will be confiscated and may not be returned. An Assistant Principal, must approve all fund-raising activities.

GRADE POINT AVERAGE (GPA)

Grade Point Average, GPA, is based on a weighted 4.0 scale using the SC Uniform Grade Scale. Spring Hill High School provides the GPA to colleges upon request and uses the GPA to determine scholastic eligibility and honor roll. A student will receive quality points for courses in computing and reporting GPA, which are based on the numerical grade received and the classification of the course taken. Please refer to the chart in the uniform grading policy at the end of the handbook.

GRADE REPORTING

Spring Hill High School uses a computer for grade reporting and issues report cards at the end of each nine weeks' grading period.

Numerical grades are reported on report cards and permanent records. Subject teachers use numerical grades when averaging students' grades. See the UNIFORM GRADING SCALE POLICY at the end of the handbook.

GRADING PROCEDURES & SYSTEM

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

Posting grades in PowerSchool:

5 school days for minor assignments

10 school days for major or extended assignments

Minor assignments include quizzes, formative assessments, simple answers and/or multiple choice assessments

Major assignments include unit tests, chapter tests, summative assessments, lab reports, extended projects, essays, tests with written essay responses, and complex written or mathematical responses.

GUIDANCE SERVICES

The guidance office hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday. On Wednesdays, the offices open at 9:30. The guidance program at Spring Hill High School is an integral part of the total educational process. Focusing on the needs of high school students, guidance services include individual and small group counseling, classroom guidance and crisis intervention. Additionally, Spring Hill counselors coordinate parent workshops, college planning, career information, special assembly programs, referrals to community agencies, and represent the school on various district committees.

Each student at Spring Hill is assigned to a counselor alphabetically for grades nine through twelve. Assignments are, as follows:

<u>Last Name</u>	<u>Grade Level</u>	<u>Counselor</u>
A – D	9 th – 12 th	Allison Johnson
E – Le	9 th – 12 th	Robin Lowman
Li – R	9 th – 12 th	Brandi Canfield
S – Z	9 th – 12 th	Karen Fallaw

The counselors are available to help students with their academic and parental concerns. Students may come by before school, at lunch, or after school and see the receptionist to schedule an appointment with their respective counselor. For non-emergency situations, students will be scheduled so as to lose as little instructional time as possible. An appointment slip will then be given to the student that he/she will give to his/her classroom teacher. Parents and teachers may also request that a counselor meet with a student.

During the year, small groups of students who have similar concerns may be scheduled for a series of meetings. Students who wish to participate in a small group will sign up in guidance and have a signed permission form from their parents. These small groups may deal with topics such as time management, managing stress, decision-making, coping with divorce, loss and grief, or controlling anger. Small group topics will be determined by student needs.

Guidance offers large group guidance sessions to students to provide information about testing, college and career options, guidance services, financial aid, graduation requirements, and registration.

The guidance department at Spring Hill High School invites parents and students to get to know their assigned counselor and take advantage of the information available including: SCOIS (a computer program with information on careers, colleges and financial aid), college catalogs and a growing video collection and scholarship information.

Throughout the school year, the school guidance office receives information on enrichment, summer programs and scholarship opportunities. Counselors encourage parents and students to contact the guidance office for information about specific programs. The guidance department holds evening parent meetings to provide information on college admissions, financial aid and registration. Dates and times will be announced in the SHHS newsletter.

HARASSMENT, INTIMIDATION OR BULLYING

The district prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in the classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation with this policy is encouraged to file a complaint in accordance with procedures established by the district.

HEALTH RECORDS

All students must provide the school with a South Carolina Certificate of Immunization prior to admittance to class. This certifies immunization against diphtheria, pertussis, tetanus, measles, mumps, rubella and polio. The district requires a birth certificate on all transferring students. Health cards are kept for all students. Please notify the nurse of any medical concerns.

SCHOOL HEALTH ROOM OPERATIONS

The Health Room is operated daily under the supervision of a registered nurse. The school nurse is responsible for maintaining a health record on all students. The Health Room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider. There are times when a student should remain at home for his/her own welfare and for the protection of others. Please see DHEC's

"School Exclusion List" for students who are in 1st through 12th grade and DHEC's "Childcare Exclusion List" for students who are in K3, K4, K5, or who are medically fragile. These exclusion lists are on the district's Web site. If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert the teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs. In the event that a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up-to-date on any changes in phone numbers of those persons to be contacted in an emergency.

MEDICATIONS

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the ORIGINAL container with all labels intact. Over the counter medications should only be sent to school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications (including over the counter medications) must be accompanied by parental permission and written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products, and other items that do not have FDA approval also require a written order from a prescribing health care provider.

The permission for school administration of medication form is available at your child's school and through the district's web site. A record of all medications administered at school will be kept for each student. Only those students who have met all of the requirements to self medicate, will be allowed to keep medications on their person. All other medications will be kept at school and must be picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year.

Medications are not sent home with students. At the time a prescription is filled, ask your pharmacist to prepare a separate bottle labeled for school use.

If medications are needed on a field trip, the parent/guardian is encouraged to provide the medication in the original pharmacy-labeled bottle with only the dosage(s) needed for the trip along with the consent form signed by the health care provider. The nurse cannot repackage any medications and will need to send the student's medication bottle containing all of their medication on the field trip if a bottle containing only the required dose is not provided. If over the counter medications are necessary, please purchase and send the smallest size available for this medication along with the consent form signed by your health care provider. If your student will require medication on the field trip that is not currently being given at school you will need to turn the medication, along with the required consent forms into the school nurse one week prior to the field trip. This allows time for the nurse to verify that there are not any problems with the medication and/or consent forms and to train the teacher to properly assist your student with their medication

HOMEBOUND INSTRUCTION

Homebound instruction is provided for a student who because of illness, accident, pregnancy or congenital defect cannot attend school. For a student to be eligible for Homebound Instruction, a licensed physician must certify that the student is unable to attend school, even with the aid of transportation.

A student may pick up an application for Homebound Instruction from the Homebound Coordinator. The Office of Programs for the Handicapped, State Department of Education must approve the application for the period during which instruction is received. In order for a student to be counted in membership in a Homebound Instructional Program, the student must:

1. be enrolled in Spring Hill High School,
2. complete the Homebound Instruction Form and have it signed by the student's physician,
3. receive approval for Homebound Instruction by the State Department of Education, and
4. receive the prescribed number of hours of instruction each week while out.

The Assistant Principal for Instruction will determine which courses can be supported by homebound. The number of hours of services provided will be determined by the homebound committee.

NOTE: Rules and regulations concerning Homebound Instruction will be given to the parents when the student is enrolled in the program. Parents are strongly encouraged to read the packet that is provided.

HOMEWORK POLICY

Homework is defined as any preparation for class to be written, read or reviewed outside of class. It is the teacher's responsibility to assign homework and the student's responsibility to complete the assignment in a timely manner. Homework is covered in each teacher's course syllabus. Students who do their homework will have a greater chance of academic success, and it should help students make schoolwork a top priority.

HONOR CODE

Statement of Purpose

Honor is one of a person's greatest attributes and most cherished traits. An honor system is based on the premise that a person upholds the highest standards in all that he or she does. Honor and integrity are related to our school's key characteristics. Without honor, students cannot achieve their maximum potential. Under the Honor Code at SHHS, it is expected that all students will demonstrate honesty and integrity in their conduct. Intentional lying, cheating, and stealing will not be tolerated under any

circumstances. Any person who violates the Honor Code must be held accountable for compromising the honor and trust of our community. Each student is responsible for upholding and enforcing the Honor Code. The SHHS Honor Code cannot work unless each student takes action when he or she believes anyone may have violated the Honor Code.

SHHS Academic Honor Code

1. I will take credit for my work. I will not cheat, help others cheat, or allow others to do my work for me.
2. I will not forge (fake/copy) signatures, records, information, or results.
3. I will not plagiarize. I will use quotations and cite sources when I use someone else's words or ideas.
4. I will be honest about my work with teachers, peers, and parent(s)/guardian(s).

Violations of Spring Hill High School Academic Honor Code

Plagiarism:

1. Using the words, work or opinions of someone else as though they were your own and not giving proper credit to the author(s). Example: You purchase an essay or piece of written work from an internet site and submit it as your own work. *Note: Even though you may share an idea with an author, if you find it in print, you must give that author credit.*
2. Copying the presentation, material, or patterns of thought of someone else without giving proper credit. Example: You structure your paper, or part of it, the way a certain author on your subject has also arranged his/her ideas. You must give this author credit. Example: You copy ideas and information from the Internet. You must then give this site credit.

Cheating:

Knowing and willingly giving or taking advantage of the work of another student. This unfair, dishonest, and unprincipled behavior includes, but is not limited to the following:

1. Copying from another student, using another student's work as one's own (fraud).
2. Pressuring another student to share his/her work for the purpose of copying.
3. Stealing work or tricking someone into giving away his/her information.
4. Use of signs or gestures to communicate information during a test.
5. Unauthorized use of study aides, notes, books, data, etc.
6. Any ATTEMPT at cheating will be considered cheating.
7. Forging – falsifying records, documents, and signatures (faking parent/guardian signatures, i.e. on permission slips, etc.).
8. Intentional aiding and abetting – helping someone cheat in any way.

Consequences:

- 1st offense – teacher will contact parent and assistant principal of instruction. Student will retake test or redo assignment with possible penalty.
- 2nd offense - teacher will contact parent and assistant principal of instruction. Teacher will complete discipline referral form. Student will retake test or redo assignment with penalty.
- 3rd offense - teacher will contact parent and assistant principal of instruction. Teacher will complete discipline referral form. Student will not have an opportunity to retake test or redo assignment.

HONOR ROLL

A student must maintain an average of 90, as designated by the State Uniform Grading Scale, for all subjects for which he/she is enrolled in order to be eligible for the honor roll. No student who is enrolled for fewer than six subjects is eligible for the honor roll. The Principal's Honor Roll recognizes students with a 4.0 grade point average. The registrar computes the Honor Roll at the end of each nine weeks' grading period.

ID BADGES

1. IDs must be worn at all times.
2. IDs must be visible and worn outside of clothing.
3. Picture, name and bar code must be visible.

With the rise of safety concerns on school campuses, the use of student, staff, and teacher ID badges make it easy to identify and authorize anyone on school grounds. These badges are also used to check materials out from the library, print documents, and pay for food. All **High, Middle and Intermediate** students must wear a current picture ID badge when on District Five property. ID cards are printed on both sides with the same information

ID badges must be clearly visible and worn in front above the waist and below the neck on a breakaway lanyard. In a pocket, or under a jacket is NOT clearly visible. The ID badge may not be marked on or altered in any way; if it is damaged, a new ID will need to be purchased. A defaced ID is any badge on which the picture, name, ID #, year, barcode or grade level has been changed, altered, or obstructed.

For Students, Staff and Teachers the first card is free. However, replacing lost, stolen or damaged cards costs **\$5.00**. Our budget accounts for giving students and employees their first ID cards each year. The replacement fee covers the cost of the materials used in reprinting and replacement lanyards.

INJURY AND ILLNESS

When an accident occurs, please report at once to the teacher in charge, who will then report it to the school nurse and any other necessary authorities. The nurse will make proper medical referrals when necessary. First Aid kits are located in the Health Room.

JOB SHADOWING

Job Shadowing is an opportunity for students to learn about a career during an actual work day. All students are eligible to job shadow twice a year: once first semester and once second semester. All job shadowing experiences should be completed prior to May 1st. A student may not repeat a job shadow site. Once all paperwork is completed, the absence will be excused. See Guidance for more information.

LIBRARY LEARNING COMMONS

The Learning Commons at Spring Hill High School serves students, teachers, administration, and staff by providing physical and online resources that support the curriculum, meet the informational and recreational literacy needs of all patrons, and prepare students for lifelong learning and service in the 21st century.

HOURS: Library Learning Commons hours are 8:00 a.m. until 4:00 p.m.

THE LEARNING COMMONS STAFF WILL:

- Provide instruction and assistance in accessing and using information, materials and equipment.
- Provide a quiet, attractive, and friendly place for study.
- Provide help and resources for assignments and personal information needs.
- Provide recreational books, information and materials.
- Purchase books, materials, and equipment to support SHHS educational goals.

STUDENT RESPONSIBILITIES

- Each student is expected to have a meaningful purpose for being in the Learning Commons. Good behavior, respect for others, care of materials and the facility are required.
- Each student is responsible for the material checked out in his/her name; therefore, for one's own protection, do not check out material for others to use. Student IDs are required to check out materials.
- While there is no limit to the number of books that can be checked out, students are expected to return materials in a timely manner for other patrons to use.
- In the event that library materials are lost, students should notify the Learning Commons staff as soon as possible. Students will be expected to pay replacement costs of lost materials. If the material is found and returned during the school year, a refund will be made.

CIRCULATION POLICIES

- Books are circulated for two weeks.
- Students may renew all books unless needed by another student.
- Students will receive overdue notices on a monthly basis.

PASSES

Students may come to the Media Center during the school day with a designated pass.

LOCKERS

Lockers are automatically issued for students in grades 9-11. Seniors may request the use of a locker by seeing Ms. Bruno in Guidance Reception. It is the student's responsibility to keep up with the locker number and combination. Administration reserves the right to search a student's locker if a search is deemed necessary to maintain the safety and integrity of the school. All lockers must be cleaned out by the end of the first half day at the end of the school year. Contents left in lockers may be given to charity.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where they can be claimed by the owners. Items that are not claimed in a reasonable time will be donated to a local charity.

LUNCH/BREAKFAST PROGRAM

Spring Hill High School serves nutritionally sound meals each school day. Breakfast is offered each morning from 7:45 - 8:40 (Wed. 8:45 - 9:40). The meal prices for a student lunch will be \$2.75 for secondary schools. Breakfast will be \$1.40 per meal. Reduced

lunch price is \$.40 per meal, and reduced breakfast price is \$.30 per meal. The cost of an adult lunch is \$3.50 and the cost for an adult breakfast is \$2.05. Students are encouraged to use the PIN system by scanning their ID badges (which is a debit system) in the cafeteria or they may bring lunch money daily. NO CHARGING IS ALLOWED in our cafeteria. Free and reduced priced breakfasts and lunches are available to those students from families meeting specific income criteria. Forms are online at www.LexRich5.org under Student Nutrition Services. Applying online is the fastest way to complete the process.

Students are expected to clean up after themselves and push chairs under the tables when leaving the area. Failure to do so may result in disciplinary action. Please be part of the solution...not the problem. All food purchased in the cafeteria must be eaten in designated areas. Please leave book bags and coats at the tables or in the classroom before entering the lines. Do not hand food from one line to the next. All food must be paid for before the student leaves the serving area. Failure to pay for food or concealing food will be considered shoplifting. The laws of South Carolina and Richland County DO apply at school, too.

MAKE-UP POLICY

Students are encouraged to attend school regularly. If, however, a student must be absent from school for any reason, it is his/her responsibility to make up all work missed. Since it is in the student's best interest to make up all missed work as quickly as possible, the following guidelines have been established for make-up work:

1. When a student misses a class meeting, all previously assigned work that was due the day of the absence is due no later than the beginning of the next class meeting in which the student is present. All work missed as a result of the absence should be obtained from the teacher and is to be completed by the beginning of the second class meeting from the absence.
2. When a student misses two consecutive class meetings, all previously assigned work due while the student was absent and all work missed as a result of the absence should be obtained from the teacher and completed by the beginning of the second class meeting from the absence.
3. When a student misses three or more consecutive class meetings, he/she must make specific arrangements for make-up work with each teacher the day he/she returns to class. The amount of time given for completion of work will be up to the teacher's discretion based on the amount of work missed and the level of difficulty of the material. Missed assignments may be obtained from Guidance.
4. Students are responsible for the work they miss while on a field trip or attending any other school event. Students should contact each of the teachers whose classes they will be missing to make specific arrangements with them regarding all make-up work. Teachers may choose for work to be submitted in advance. If the student does not follow the teacher's guidelines, the student will receive the academic penalty as assigned by the teacher.
5. Students must make every effort to complete all make-up work according to these established guidelines. If the student has not submitted his/her make-up work within the specified timeframes outlined above or as directed by the teacher, the teacher has the option of not accepting the work. Additional information may be contained in the teacher's course syllabus with regard to make-up work. As with anything, regular communication with the teacher is encouraged.

NON-STUDENTS ON GROUNDS

The principal or designee will take appropriate action against non-students who enter the building, grounds or other school property regardless of time of day. Such action will include the right to call in the police authorities and swear out warrants. Any person who is on campus and who has not obtained written permission from the main office to be on campus will be considered trespassing.

OPTIONAL DIPLOMA RECOGNITION PROGRAM

Spring Hill High School offers students opportunities for optional diploma recognition programs. These options for recognition include a Special Education Certificate awarded to students who have completed a specified curriculum as defined by their Individual Education Program required by PL-94-142. Further explanations about these recognition programs are found in the registration booklet or by contacting a counselor for details.

PARKING AND CARS

If you park on campus, you must have a properly displayed and current parking pass that was issued to you. The cost is \$50 per year. When you receive your parking pass, you will also get a copy of ALL rules and regulations concerning parking.

Parking privileges may be revoked at anytime without refund for those who violate the rules of Spring Hill High School and/or the parking lot rules. Students who park off school property do so at their own risk.

CARS THAT DO NOT HAVE CURRENT PARKING PASSES THAT ARE PROPERLY DISPLAYED WILL BE SUBJECT TO TOWING AT THE OWNER'S EXPENSE.

All students who are issued a parking a pass will agree to the following conditions:

- Students are permitted to park on school premises as a matter of privilege, not of right.
- The school district retains authority to conduct routine searches of the exterior of student vehicles parked on school property at any time.

- The school district retains authority to conduct searches of the interior of student vehicles whenever a school official has reasonable suspicion to believe that a student has violated Board policies, school rules, or state law.
- If the student fails to provide access to the interior of his/her vehicle upon request by a school official, he/she will be subject to school disciplinary action, including loss of all parking privileges.
- If the student does not display a school district parking permit in full view on each vehicle that is parked on school premises, his/her vehicle may be towed at the student's expense. The parking permits used in District Five hang from the rear view mirror.
- The student may park only in the assigned area and in the assigned parking space.

Each student is required to use district transportation when it is provided for school related activities *unless given prior permission by the Spring Hill administration.*

From the SC CODE OF LAWS:

59-63-1120. School administrators may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings with or without probable cause.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Spring High School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

PERSONAL PROPERTY

Spring Hill High School is not responsible for any books or personal belongings that are misplaced or stolen from any location on campus. This includes lockers, PE locker rooms, teacher's classrooms and vehicles. Do not leave your personal items unattended. We can share the sadness and frustration, but not the cost.

PROMOTION POLICY

Each year of high school (grades 9-12) students can earn 8 units of credit for courses. Spring Hill High School classifies students by grade according to the number of units earned from year to year in the following manner:

CLASSIFICATION	CREDITS EARNED
12th Grade	18 (English 1, 2 & 3, 3 Math, 2 Science and 1 Social Studies) credits earned
11th Grade	12 (English 1 & 2, 2 Math, 1 Science and 1 Social Studies) credits earned
10th Grade	6 credits (English 1 & 1 Math)
9th Grade	Must be promoted from 8th grade

Grade level status is established at the beginning of the academic school year. Only those students who meet the above requirements for 12th Grade are considered for senior status. Only seniors may participate in senior activities and have senior privileges.

RECORDS

According to School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA) of 1974. If a child transfers and enrolls in a school other than Spring Hill High School his/her records will be transferred to that school or school system upon request from the enrolling school. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

No one but authorized school personnel, parent (or legal guardian) and student shall have access to the permanent record without a subpoena or the written permission of students and/or parents. In addition, designated school personnel have the obligation to forward transcript of the permanent record upon request of students, parents (or legal guardians), former students, and educational institutions once application for admission has occurred. Transcripts are held if there are unfulfilled financial obligations to Spring Hill High School.

Any written request to the school principal by a student or parent regarding the accuracy of data recorded in the permanent record shall become a part of the record.

Final grades are recorded on the student's permanent record. Numerical grades for both semester courses and yearly courses are recorded on the permanent record. Units of credit are recorded for courses passed and units are added together at the end of the academic school year to determine classifications of students for the following school year.

REGISTRATION FOR COURSES

Initial registration will take place during the winter preceding the school year or when a new student enrolls in the school. All students will be given written information about courses and assistance in their selection; a five-year plan will be developed with all rising ninth grade students. Recommendations for enrollment in leveled courses will be based on the district's placement criteria.

SCHEDULE CHANGES

Much time and guidance are provided to students in the original selection of courses. Teacher assignments, balancing of class sizes, and instructional budgets are planned based on registration data. Therefore, only in rare cases will changes be possible.

Course changes will be considered if the following conditions are met:

- A. The change requested is in writing.
 - B. The proposed change will not result in a class having over the maximum number of students.
 - C. The proposed change is not in conflict with the master schedule.
1. Course change following initial schedule request: When requested by a parent or student by June 15, counselors will attempt to accommodate the request.
 2. Second semester course change following initial schedule request. When requested by a parent or student by December 1, counselors will attempt to accommodate the request.
 3. Students who withdraw from a course after five (5) school days in a semester course or after ten (10) school days in a yearly course will do so with penalty.
 4. Following schedule pick-up, all schedule conflicts and errors must be submitted by the fifth (5th) school day, except for those covered elsewhere in this policy. Elective changes may only be made on a period for period basis.
 5. Schedule errors: Corrections will be made as soon as guidance staff, parents, students, or teachers discover them. Efforts will be made to schedule changes within the same period. However, to accommodate the new schedule, changes in one or more periods may occur.
 6. If an alternate elective course is scheduled instead of first choice elective course, the course will not be changed.
 7. Scheduled course was passed in summer school: Counselors will make schedule changes as soon as summer school grades are completed or when student or parent provides copy of final summer school report card. These requests should be made before the start of the first day of school.
 8. Student fails required or prerequisite course: Counselors will make schedule changes as soon as end of year or when summer school grades are completed.
 9. Student fails required or prerequisite course during first semester: Seniors will have priority. Changes for other students will be on a space available basis. Students should request the change as soon as they know credit will not be awarded in a course.
 10. Students scheduled for a teacher from a previously failed course: Students will be allowed to change teachers. Requests should be made prior to the first day of school. Other requests for teacher changes must be made in writing and will be reviewed by the teacher, department chairperson, Assistant Principal for Instruction, and case manager, if applicable. A conference with both student and parent may be required.
 11. Changes in course level will be accommodated until the 53rd day of school. Level changes should present a clear misplacement of a student according to ability.

SCHOOL/HOME COMMUNICATION

Spring Hill High School is a family. We want to establish clear and accurate communication with all of our parents and students. The best way to get in touch with individual teachers is through e-mail. Teachers are expected to respond to voice mail within 24 hours and e-mail within 24 hours. Visit our Web site at <http://www.lexrich5.org/shhs>, SHHS app and use our links to teacher e-mail. To get detailed information about your student, access the Parent Portal in PowerSchool through the school's Web site; this will allow parents to view specific information about students' grades and attendance. Student progress is communicated through interim reports (every 4 1/2 weeks) and report cards every nine weeks. Other forms of communication include voice mail, the automated calling service, SHHS App, SHHS Facebook page, our marquee and many emails during the school year. Conferences with teachers may be made through the guidance department.

SCHOOL - SPONSORED TRIPS

All students must adhere to all rules and regulations as outlined in the district's discipline policy while on district-sponsored trips. Additional rules and regulations may apply. Questions about school-sponsored trips should be forwarded to the principal.

SENIOR EXAM EXEMPTIONS

Seniors can exempt exams in semester classes and yearlong classes if they meet the following conditions:

1. Grade of 80 or higher in the course.
2. Has not had an In-School Suspension or an Out of School Suspension.

SOCIAL EVENTS

No school-sponsored public dances or parties shall be permitted. However, such school groups as individual classes and approved school clubs may sponsor parties and/or dances; however, the principal retains the responsibility of selected and/or approving adults for supervising these activities. Only class or club members, class sponsors, and invited guests, approved by a committee appointed by the principal may attend. Any and all meetings of booster clubs and parent/teacher organizations shall be authorized and approved by the principal (following Board Policy KG/ "Use of School Facilities").

SOLICITATION AND ADVERTISING

Students may solicit or advertise for approved school activities sanctioned by the principal or superintendent. Outside solicitation or advertising is prohibited.

SPECIAL SERVICES PROGRAMS

Special Services provides testing, support and accommodations for students with special needs. Parents are involved in the entire process of referral, evaluation, placement, and the development of services. Once a student has been identified, an IEP is written and appropriate services and accommodations are provided. If students or parents need additional information, they can contact the Guidance Director.

STUDENT RECORDS

As stated in School Board Policy JR, student records will be handled in a manner consistent with the Family Education Rights and Privacy Act (FERPA), as amended.

If a student transfers and enrolls in a school other than Spring Hill High School, his/her educational records will be transferred to that school or school system upon request by the school/school system. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

SUMMER SCHOOL

The purpose of the high school summer program is for remediation. Students should reserve their spots in summer school as soon as it becomes apparent that they will need to enroll. Summer School is funded by tuition that is collected from the student participants. Services beyond instruction are limited. For instance, bus service for high school students is not available in Summer School. Courses are offered based on student demand and teacher availability. Therefore, all courses that may be needed for graduation are not offered in Summer School. Criteria for credit allocation shall conform to guidelines established by the South Carolina Department of Education and the Southern Association of Colleges and Schools.

TARDY POLICY

Spring Hill High School feels that it is the responsibility of each student to be on time for school and to class. A tardy is defined as any student who is not in the classroom when the bell rings.

- 4th tardy – parent will receive an email
- 7th tardy – lunch detention
- 10th tardy – after school detention
- 13th tardy – In School Suspension

TELEPHONE CONSUMER PROTECTION ACT

Compliance with the Telephone Consumer Protection Act (TCPA) – Use of Automated Telephone Notifications

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact the Registrar at your child's school for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information / emergency.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within ten days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.

TEXTBOOKS

Textbooks will be distributed to students at the beginning of the school year. Upon receipt of the books, the students need to

assess books for damages and notify the textbook manager. When a student uses a book, the student becomes responsible for the care of that book. Students should write their names in ink in the front of their textbooks. Spring Hill High School requires students to pay for lost or damaged books. The school will not give a student course credit until the student returns or pays for any and all lost books. Students should not leave a textbook in a teacher's classroom. The book is the student's responsibility not the teacher's. The school will not sell, loan or rent textbooks during the summer months. Extra textbooks will be provided to students who need them for medical reasons, IEPs, 504s, etc. New copies of textbooks may not be issued until lost or damaged ones are paid for.

TITLE I PARENT INVOLVEMENT POLICY

School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning School District Five of Lexington and Richland Counties welcomes input and suggestions from our community and from our parents concerning Title I programs and funding. The following is a DRAFT of a District Parent Policy we are considering. We are asking parents and community members to review the document and give us feedback, suggestions and/or recommendations for revisions as we work to make this a document that reflects the climate and the needs of our community. Please forward your comments or suggestions to Sara R. Kearns, Coordinator of Academic Assistance and Professional Development, School District Five of Lexington and Richland Counties, 1020 Dutch Fork Road, Irmo, SC 29063; FAX to 803-476-8215; or, drop suggestions by the District Office.

Parent Involvement Policy – District Written Policy - DRAFT

District Five encourages, supports, and values the participation and involvement of parents and families in the educational experiences of their children. The District recognizes each parent as their child's first teacher and acknowledges the powerful influence of parents on their child's life. The District, therefore, is committed to developing family-friendly schools, offices, and programs to welcome and serve parents and families in positive and supportive environments.

Parents are involved in the development of the LEA (Lead Education Agency) plan and the process of school review and improvement by being part of a planning team that develops an overall Parent Involvement Policy. In addition, all parents are surveyed. This plan is distributed to all parents with children participating in Title I schools and to the community at large. An annual evaluation of the effectiveness of parent involvement will be conducted.

District Office staff provides technical assistance, coordination, and support to participating Title I schools. To assist these schools, District Office staff will be available to assist in the writing of the Title I grant, assist in procurement, attend school improvement/renewal team meetings, assist the schools in implementing effective parent involvement activities and Parent-Teacher organization meetings. Additional responsibilities will be to provide assistance in any area requested to bring about school improvement and increase parental involvement. The District will assist each school in the development of a school-level Parent Involvement Policy. District Office staff will also see that state and federal guidelines are followed.

The schools and parents will build the capacity for strong parental involvement by entering into School-Parent-Student Compacts with staff and families of students attending Title I schools. Compacts are signed by the Principal, Teacher, Parent, and Student. Efforts to increase parent involvement will also include annual conferences to accommodate varied family schedules. In addition, an annual meeting for parents/families of students served in Title I schools will be held to provide information on Title I legislation, instructional programs and the desired outcomes for students of Title I Targeted Assistance schools. Parents will impact policy-making via opportunities to serve on School Improvement Councils, completion of parent surveys, preview of Title I plans in each school Media Center and/or serving as mentors or through other volunteer efforts. Schools will provide a number of Parenting activities during the year such as Technology, Literacy, Math/Science, Fine Arts, Testing, Cultural Celebration, Academic Information, and other student performance/academic presentations.

The Parenting Program served through Title I will coordinate and join together with other programs by inviting parents to attend parenting classes, Adult Ed classes, workshops and seminars offered by the District and/or state. Additional efforts will be made to work with other community programs to provide information and assistance regarding Title I Targeted Assistance programs.

Regarding funding, the District will reserve not less than one percent (1%) of the total Title I allocation to carry out parental involvement to include family literacy and parenting skills. In addition, each school will reserve at least 5% of their Title I allocation for funding Parent activities.

TRANSFER STUDENTS

When a student enrolls in a district middle or high school and wishes to transfer one or more units of high school graduation credit, Spring Hill High School will accept the credit if awarded by a school accredited by the South Carolina Department of Education or the Southern Association of Colleges and Schools or affiliated with a regional accrediting agency. If the credit granting school is not so accredited, the student may take an examination for each course for which he/she wishes to transfer credit. The District Five School in which the student wishes to enroll will provide and administer these examinations. The assistant principal for Instruction

will inform the parents of the results of all examinations and the credit to be given.

Guidance counselors will assign levels of difficulty to transfer courses based upon information received from the school from which the student transfers. When the student or parent is not satisfied with the assigned level, it is her/his responsibility to obtain additional documentation from the previously attended school. When it is necessary to determine course averages for mid-year transfers, the school will use the midpoint of the numerical range equated to any letter grade received in accordance with the Uniform Grading Scale Policy.

USE OF METAL DETECTORS

When the administration has reasonable cause to believe that weapons are in the possession of identified or unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary and/or mobile metal detectors in accordance with procedures developed by the administration in conjunction with legal counsel. Any search of a student's person as a result of the activation of the detector will be conducted in private in accordance with the procedures.

The district's express intention for this policy is to enhance security by preventing students from bringing weapons or other dangerous objects into the schools. Any student who violates the provision of the district's rules and regulations, which provide that a student may not access, use or transfer dangerous weapons, will be disciplined in accordance with district policy.

UNIFORM GRADING POLICY

1. All report cards and transcripts will use numerical grades.
A=90-100; B=80-89; C=70-79; D=60-69; F=Below 60
2. Each final grade (numerical) will have different weighting for the basis of computing GPA. The chart below gives the weighting for each numerical value.
3. Extra weight is given to honors (.5) and AP (1.0) courses.

This policy also establishes that courses may not be dropped after the fifth (5th) day in a semester class or after the tenth (10th) day in a yearly class without penalty.

Students may only retake a class at the same difficulty under the following conditions:

- Only a course in which a D or F was earned may be retaken.
- The course must be retaken at the first opportunity within the next year.
- The student's record will reflect all courses taken and the grade earned, except for courses taken prior to the ninth grade. Only the ninth grade retake will show on the transcript and be used for computing GPR.

State Uniform Grading Scale Conversions

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

VISITORS POLICY

While visitors are encouraged it is essential that school visits do not disrupt instruction. And, it is important that parents know who is visiting their child(ren) during the school day. Therefore, only parents, legal guardians and grandparents can visit a student during the school day without advance permission and coordination. All other persons wishing to visit a student must receive written permission from the parent/legal guardian. The permission request must be given to the school office at least one school day in advance of the visit Any court order restricting parental visits to a child supersedes this policy.

Visit Limitations

There may be occasions when a school visit is not appropriate. When requesting to visit a student all visitors must state:

- The specific student being visited

- The intent of the visit
- The location of the visit
- The time period of the visit

Visitors must comply with their stated reason for the visit. Visitors cannot roam the school or visit other students for whom they do not have permission. The school principal may limit the school visit if he or she believes the visit will disrupt instruction or student assessments.

WITHDRAWALS FROM SCHOOL

If a student transfers and enrolls in a school other than Spring Hill High School, his/her records will be transferred to that school or school system upon request from the enrolling school. The parent/eligible student has the right to request a copy of the record that was disclosed. Parents/eligible students also have a right to request an amendment of the records if they believe the record contains information that is inaccurate or in violation of the student's right of privacy.

A student withdrawing from Spring Hill High School is required to furnish verification by a parent/guardian that he/she is to be withdrawn from school. The student should report to the Guidance Office as soon as he/she is aware that he/she must withdraw from Spring Hill High School. At the beginning of the next to the last full day he/she is enrolled in school a Withdrawal Form will be issued to the student to be carried to each teacher as he reports to each class period. Teachers will initial the Withdrawal Form and record grades. At the end of the school day, the Withdrawal Form must be taken back to the guidance Office after it has been initialed by all appropriate personnel. The records clerk will then sign it and a copy will be given to the student.

Students must return books to the book room. Any student who leaves school without formally withdrawing will have his record charged with the price of all his textbooks, any library books and any other fees owed.

YEARBOOKS

- Every effort is made by the yearbook staff to be accurate in both facts and spelling. Only photographs that are taken by the photographer contracted by the school will be used for the individual pictures in the class sections of the yearbook. This is necessary to ensure that pictures have a consistent quality about them.
- Yearbooks may be ordered at www.jostensyearbooks.com. Yearbooks are distributed in late May. If a student leaves Spring Hill High School, he/she is encouraged to leave a telephone number with the yearbook adviser so that he/she may be called and arrangements made for pick-up at the time of delivery.