

# WADE HAMPTON HIGH SCHOOL



## Parent / Student Handbook

2011-2012

## WHHS HANDBOOK TABLE OF CONTENTS

School Seal .....	3
Alma Mater, Logo, Mission and Vision .....	4
District Calendar .....	5
Faculty and Staff Phone Numbers .....	6
Student Expectations.....	7
School Rules .....	8-13
Dress Code.....	13
Schedule of Discipline .....	14
Acceptable Use Policy .....	15
General Student Information.....	16-19
Senior Information .....	20
Attendance Regulations .....	20-22
Academic Information .....	23-27
Grade Point Conversion Scale .....	25
Graduation Requirements .....	26
Rewards, Incentives, Special Organizations .....	28
Athletics.....	29-30

### **Principal's Message**

The administration, faculty, and staff of Wade Hampton High School are excited about the endless possibilities for this school year. As principal, I want to welcome all students to Wade Hampton High School for another exhilarating and academically challenging school year.

I would like to take this opportunity to introduce both students and parents to our handbook. The student handbook is a vital tool. This handbook is published to make students and parents aware of expectations, procedures, and daily operations of the school. It is extremely important that both students and parents read the contents of this handbook in order to have a better understanding of the rights and responsibilities they have.

Information contained in this handbook will help students make informed decisions that impact their education. On behalf of the faculty and staff of Wade Hampton High School, I trust that this school year will be a most productive one. Again, we are excited and look forward to working with all students.

***Lance Radford***

## THE WADE HAMPTON HIGH SCHOOL SEAL

Our seal represents who we are and what we stand for at Wade Hampton High School. This seal references the four areas in which we strive for excellence: scholarship, heritage, involvement, and values. It is these four character traits we feel the former General, Governor, and Senator Wade Hampton exemplified in the course of his life and that we try to emulate during our four years at Wade Hampton.

Scholarship is represented through a lamp and graduation diploma. The lamp is a symbol for the knowledge gained while in school. The diploma signifies the culmination of the education received at Wade Hampton High School. We take great pride in high academic achievements and consistently strive to attain such honors.

As much as we appreciate academic achievement, we also take great pride and honor in our school's heritage. The top of the diamond shaped seal displays the hat of General Wade Hampton, our school's namesake. A stripe through the center of the diamond seal has three stars on each side of the "WH" logo. These three stars designate the General's three-star rank and, thus, give us our school's nickname and mascot, "The Generals."

Along with our emphasis on academics and the pride we have in our citizenship and leadership heritage, our extracurricular involvement is symbolized in the bottom of the diamond seal. Our outstanding athletic program is represented by the winged shoe. The theatre masks of comedy and tragedy symbolize our exemplary fine arts program. Student participation and involvement in clubs, school government, athletics, and fine arts are key features at Wade Hampton High School. Through this involvement in these extracurricular activities, students learn to achieve and assimilate character traits necessary for productive citizenship in our American culture.

The values of Wade Hampton are expressed in the seal located on the front of the handbook. The State and American flags are representative of General Hampton's loyalty and service to state and country as a governor and senator, respectively. Likewise, we strive to serve our fellow man through selfless service and loyalty to our state and nation. The State flag also stands for Wade Hampton's devoted loyalty to South Carolina through all of its turmoil and strife, eventually becoming its governor and senator. We, here, will always remain loyal to our alma mater, state and nation. Finally, the gavel in the seal symbolizes leadership. Leadership is the ultimate aim of all the training and experiences we offer at Wade Hampton High School. By holding on to these values—exemplified by Wade Hampton—we create loyal students ready to be citizens who will serve and lead their community in the future.

Located behind the shield are two swords, the tools of General Wade Hampton. Surrounding the shield are phrases that exemplify our school. *Cum Audacia* is the school motto meaning "with audacity." *Leading like Generals* is the slogan of our school. It is this motto and slogan that we strive to embed in the minds of all students who attend and graduate from Wade Hampton.

Our scholarship, heritage, involvement, and values—the four areas in which we strive for excellence at Wade Hampton—are represented on the seal. Our seal signifies who we are and what we stand for at Wade Hampton High School.

## **Alma Mater**

We love Wade Hampton High, Our Alma Mater Dear  
The Red and Gray are colors; That we always will revere;  
The dusty web of time, Shall never dim her light;  
For it is held aloft by those, Who cherish truth and right.

As years may come and go, Our love will here remain;  
Re-echoing throughout the halls, The glory of her fame.  
Our hearts will swell with pride, And ever grateful be;  
We pledge anew, Wade Hampton High; Our love and loyalty.



### **WH Athletic Logo**

The “WH” athletic logo is used in all sports, school stationery, and many of the clothing items sold in the school store. It is also the main visual piece on the school’s basketball floor and center of the football field. It is the focal point of the School Seal.

This keenly designed, popular and well-used logo was designed by Toriano McKinney, a graduate of the Wade Hampton High School class of 1995. Toriano was a wrestler and football player. He was inspired to design a new logo by former head football coach Dave Farnham who was seeking assistance in giving the athletic teams a new image in which the students would take pride. Toriano’s imagination and leadership is exemplary of the outstanding ideals we envision for all Wade Hampton graduates.

## **Mission**

# **Educate, Inspire, Empower**

## **Vision**

Our vision centers on a shared philosophy that we must serve our diverse student body with a personalized plan for all students beginning at their current academic level and guiding them to graduation and beyond, fully prepared and confident to contribute to society.

## **2011-2012 SCHOOL DISTRICT CALENDAR**

August 10	Professional Development/Employee Workday
August 11	Professional Development/Employee Workday
August 12	Professional Development/Employee Workday
August 15	Professional Development/Employee Workday
August 16	Professional Development/Employee Workday
August 17	First ATTENDANCE DAY for STUDENTS
September 5	LABOR DAY HOLIDAY
September 6	MAP Testing Begins (Grades K-12)
September 19	Interim Progress Reports
October 13	Prof. Dev. /Emp. Workday - Student Holiday
October 14	Prof. Dev. /Emp. Workday/Exchange Day #1 – St. Holiday
October 18-20	Fall Exit Exam (HSAP)
October 21	End 1 <sup>st</sup> Quarter Attendance and Grading Period (45 <sup>th</sup> day)
October 31	Report Cards Issued
November 23-25	THANKSGIVING HOLIDAYS
November 28	Interim Progress Reports
Dec. 19-30	WINTER BREAK HOLIDAYS
Jan. 4-6 & 9-12	EOC Testing (End of Course)
January 9-12	EXAMS (Full School Days)
January 12	End 2 <sup>nd</sup> Quarter Attendance and Grading Period (91 <sup>st</sup> day)
January 13	Prof. Dev. /Employee Workday – Student Holiday
January 16	MARTIN LUTHER KING HOLIDAY
January 19	Report Cards Issued
February 15	Interim Progress Reports
February 20	PRESIDENTS' DAY HOLIDAY
March 1	MAP Testing Begins (Grades K-12)
March 12	Make-up Day #3/Student Holiday
March 20	End 3 <sup>rd</sup> Quarter Attendance and Grading Period (135 <sup>th</sup> day)
March 27	Report Cards Issued
April 2-6	SPRING BREAK HOLIDAYS
April 9	Make-up Day #1/Student Holiday
April 17-19	Spring Exit Exam (HSAP)
April 30	Interim Progress Reports
April 30 – May 11	AP Testing
May 14 - 25	EOC Testing (End of Course)
May 25	EXAMS – Full Day Attendance
May 28	Prof. Dev. /Emp. Workday/Exchange Day #2 - St. Holiday
May 29	EXAMS – Half Day Attendance
May 30	EXAMS – Half Day Attendance
May 31	EXAMS – Half Day Attendance – Last Day for Students
May 30 & 31	High School Graduations
June 1	Make-up Day #2
June 4	Report Cards Issued; Employee Workday/Exchange Day#3

**WADE HAMPTON HIGH SCHOOL**

100 Pine Knoll Drive ★ Greenville SC 29609

Telephone: (864) 355-0100 ★ Office Fax: (864) 355-0194 ★ Guidance Fax (864) 355-0195

Website: [www.greenville.k12.sc.us/whhs](http://www.greenville.k12.sc.us/whhs)

Greenville County Schools Central Office Info Line 355-3100

Superintendent: Dr. Phinnize Fisher 355-8860

**ADMINISTRATIVE PERSONNEL**

Principal:	Lance Radford	355-0110
9 <sup>th</sup> Grade Assistant Principal:	Jada Kidd	355-0113
10 <sup>th</sup> Grade (A-K) & 11 <sup>th</sup> Grade Asst. Principal:	Terry Carnes	355-0114
10 <sup>th</sup> Grade (L-Z) & 12 <sup>th</sup> Grade Asst. Principal:	Ginger Stuart	355-0116
Freshman Academy Coordinator:	Suzanne Carter	355-0228

**GUIDANCE DEPARTMENT**

9 <sup>th</sup> Grade Counselor:	Anjaïl Salahudin-Bolden	355-0121	<a href="mailto:asbolden@greenville.k12.sc.us">asbolden@greenville.k12.sc.us</a>
10 <sup>th</sup> Grade Counselor:	Angela Massingille	355-0118	<a href="mailto:amassing@greenville.k12.sc.us">amassing@greenville.k12.sc.us</a>
11 <sup>th</sup> Grade Counselor:	Andrea Babajko-Brown	355-0117	<a href="mailto:ababajko@greenville.k12.sc.us">ababajko@greenville.k12.sc.us</a>
12 <sup>th</sup> Grade Counselor:	Louise Jordan	355-0196	<a href="mailto:lojordan@greenville.k12.sc.us">lojordan@greenville.k12.sc.us</a>
CDF:	Elbert Parks, Jr.	355-0184	<a href="mailto:eparks@greenville.k12.sc.us">eparks@greenville.k12.sc.us</a>
Registrar:	Tonya Vaughan	355-0104	<a href="mailto:tvaughan@greenville.k12.sc.us">tvaughan@greenville.k12.sc.us</a>

**FACULTY, STAFF, and OTHER DIRECTORY**

Name	Telephone	Name	Telephone	Name	Telephone
Addison, Janet	0238	Neal, Jeff	0372	9 <sup>th</sup> Grade Transition	
Alewine, Kay	0132	Nedescu, Janet	0389	Webb, Brenda	0492
Atkins, Janet	0134	Oates, Jennifer	0172	Health Room Nurses	
Aviles, Jayson	0171	Pittman, Col. Ben	0124	Hazen-Pope, Bobbie	0107
Babb, Erin	0152	Rexroad, Eddie	0174	In School Suspension	
Bagwell, Shannon	0170	Rollins, Krystal	0173	Lynch, Austin	0312
Baker, Bill	0135	Rushton, David	0190	Maintenance	
Bamonti, Ann Marie	0136	Russell, Linda	0176	Finley, Rick	0109
Barrier, Daniel	0168	Sayers, Ed	0177	Media Center	
Bastoni, Margaret	0143	Serina, Justus	0141	Walker, Cheryl	0106
Blackmon, Mike	0138	Shealy, Mary E	0150	McCutcheon, Lindsay	0105
Bounds, Larry	0140	Sinclair, Ben	0167	Office Personnel	
Brooks, Sandra	0186	Smits, Aubrie	0166	Huffman, Z Bookkeeper	0112
Cannon, Karla	0244	Stelling, Jane	0180	Neil, Ruth Secretary	0111
Casey, Leslie	0144	Swindall, Nathan	0246	Peters, Elaine Front Office	0102
Clere, Kenneth	0122	Thomas, Ryan	0126	PTSA	
Cochran, Jeff	0160	Varghese, Kathy	0183	McKinney, Jane- Pres	
Cook, Abigail	0146	West, Andrea	0394	Forrester, Cindy-Pres	
Corley, Randi	0157	Wiley, James	0188	School Resource	(SRO)
Craig, David	0179	Williams, Debra	0189	Officer Buchanan	0123
Craig, Nathan	0387	Wilson, Vicki	0130	SIC Chair	
Dickerson, Shawn	0147	Zeller, Rick	0191	Bill Allen	
Duncan, Amanda	0244	TBA Science	0388	Student Council	
Duryea, Amy	0397	TBA LD/R	0133	Brooks, Sandy	0186
Eshenbaugh, David	0149			Storage Room	0377
Finlay, Kellyn	0243			Career Centers/FAC	
Gibson, Jennifer	0154			Bonds	8080
Gibson, Kelley	0145			Enoree	7400
Goff, Kimberlee	0153			FAC	2550
Halley, Ashleigh	0182			Sullivan	5183
Hallman, Andy	0245			Central Office	
Haltiwanger, Kent	0127	Assignments		ETS (Parent Portal)	3131
Hamock, Jamie	0178	McCutcheon, Lindsay	0105	FARMS (Free/Red Lunch)	
Hennicken, Daisha	0156	Athletics		Farb, Michael	1251
Hunter, Grant	0131	AD-Nance, Darryl	0125	Staples, Eileen	1246
Jackman, Lindsay	0161	Trainer	0129	Info Line	3100
Johnson, Kendall	0158	Male Coaches	0378	Taylor's Bus Center	7330
Johnston, James	0159	Female Coaches	0128	Ed Robinson	7342
Koontz, Jessica	0142	Attendance Office		Transcripts (06-present)	0104
Ladd, Jeremy	0162	Smith, Patti	0101	Prior to 2006	7671
Lancianese, Anna	0163	Cafeteria Manager		Other Numbers	
Lavelly, Anne	0164	TBA	0108	Piedmont Portraits	834-4261
Leavitt, Beth	0165	CRT		Jostens (Rings/Senior Items)	292-8238
Leonard, Christina	0175	Pyle, Eva	0120	Lost Ring Info 1-800	854-7464

## EXPECTATIONS

It is an expectation that all WHHS students exhibit good citizenship at all times. Wade Hampton students have a duty to:

- Know and obey all school rules
- Obey any requests from adult staff
- Respect the rights of others to learn
- Respect the property rights of all
- Assist in keeping rooms/school clean & tidy
- Be punctual to all classes and activities
- Arrive in classes prepared
- Strive for success in each class daily
- Engage in class activities from bell to bell
- Make a positive contribution to WHHS
- Act at all times with honor, dignity, and integrity

### STUDENT RESPONSIBILITY for HANDBOOK

Students are responsible for reading this handbook and knowing its content. **ALL** students at Wade Hampton HS are instructed to show this handbook to their parent/guardian. Any parent/guardian wishing a copy of this handbook should contact the main office. All contents of this handbook can be accessed on the school's website. This handbook also serves as a student planner, homework assignment recorder, and hall pass when dated and initialed by a teacher or administrator. Each student is issued a handbook/planner at the beginning of the year. **ALL STUDENTS MUST HAVE ONE!** If lost, students may purchase another handbook for \$5.00 from the school's bookkeeper.

### DISCLAIMER

**Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the students, parents, and faculty of Wade Hampton High School. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.**

**Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August.**

## **SCHOOL RULES—STANDARDS OF CONDUCT**

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. **However, it is the student who is responsible for establishing and maintaining respect** in any classroom. The general responsibility to exercise discipline rests with every WHHS teacher. **ALL** WHHS teachers, regardless of whether they are your personal teachers or not, are given this authority at **ANY** place on the WHHS campus and at **ALL** school activities.

WHHS's mission is to **EDUCATE, INSPIRE, and EMPOWER**. The WHHS faculty and staff are proud to serve the students in this honorable mission. Students come to WHHS to **LEARN**. They follow the rules set up to ensure that their school is safe, orderly, and that the environment is optimal for **LEARNING**. As mentioned above in the **EXPECTATIONS**, students have a defined duty to follow all school rules. Simply put, when rules are not followed, the **LEARNING** environment is compromised. For students who do not follow rules, the following section explains consequences if rules are broken.

Unacceptable behaviors, whether listed or not, will not be tolerated. South Carolina law permits disciplinary actions, including suspension and expulsion, for commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or violation of written rules and regulations of the school board or State Board, and when the presence of the student is detrimental to the best interest of the school.

In addition to the consequences of misbehavior listed below, school officials shall use all available school and community resources to diagnose and deal effectively with students who have persistent or severe behavior problems. Students whose offenses may also constitute a violation of criminal law will be reported to appropriate law enforcement officials.

The expression "on school property" includes school buses and off-campus school sponsored activities. **Behavior off school property, at any time or in any place, may also subject a student to disciplinary action.**

**Any activity that results in an out of school suspension will require a parent conference. Students cannot be readmitted to school without a parent/guardian bringing the child back for a conference with an administrator.**

**STUDENT RIGHTS**—If a student is accused of an offense, the student or parent/guardian must be given oral or written notice of the charges against him/her. If he/she denies them, he/she must be given an explanation of the evidence against them. He/she must be given an opportunity to present the version of what happened. Greenville County Schools supports the right of individual students to express their religious beliefs as long as the expression does not interfere with the rights of others or the operation of school.

**ID BADGES** - For safety and identification, all faculty, staff and students must wear a school issued ID badge and school-issued lanyard (issued the current school year) when on school grounds. This ID must be clearly visible at all times (can not be inside jacket or shirt). Wearing another persons ID will result in suspension. If an ID is lost, cracked or defaced, a student must replace it immediately. The cost is \$5.00. If a student does not bring the ID badge to school, a temporary ID badge must be obtained before school begins, or immediately upon returning from a Career Center or Fine Arts Center. After the 3<sup>rd</sup> temporary ID badge is issued, the result will be a detention or a fine. After eight temporary ID badges are obtained, a student will be placed in ISS until the parent can come to purchase a new ID for the student. Failure to have an ID badge when school starts will cause the student to be placed in ISS at any time during the day that the offense is discovered. **Range of Consequences:** Parent notification, detention, ISS, and suspension.

**DISOBEDIENCE, DISRESPECT, or DISRUPTIVE** - ALL teachers are given the authority over ALL students at ANY place on the WHHS campus and at ALL school activities. Students are required to obey school rules. Failure to do so will result in a disciplinary offense. At no time may a student be rude or disrespectful to a teacher or any faculty or staff member. **Range of Consequences:** Parent notification, detention, ISS, counseling, suspension, recommendation for expulsion and other sanctions.

**PROFANITY** - Profane, abusive, vulgar expressions (oral, written, or nonverbal gestures), including those communicated or displayed on books, book bags, clothing, are forbidden on school property. **Range of Consequences:** Parent notification, detention, ISS, suspension, and expulsion recommendation.

**THREATS, HARASSMENT, HAZING, INTIMIDATION, BLACKMAIL, BULLYING or DISPLAY OF GANG SIGNS OR SYMBOLS** - Threats of force, threats of injury, harassment, intimidation, bullying, blackmail, and hazing are forbidden and may violate state law. Hazing is any activity that humiliates, degrades, abuses or endangers another person, regardless of the person's willingness to participate. Gang activity will not be tolerated. This includes gang related signs, symbols and paraphernalia. **Range of Consequences:** Parent notification and suspension. The administration will take disciplinary action which may include a recommendation for expulsion.

**THREATS/ASSAULTS AGAINST TEACHERS AND STAFF** - Any student who commits a non-aggravated assault and battery on school grounds or at a school sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined up to \$1,000, imprisoned for not more than one year, or both. Information concerning convictions of these crimes will be included in the student's permanent record. **Range of Consequences:** Suspension with recommendation for expulsion, Criminal Charges.

**SMOKING, POSSESSION of TOBACCO PRODUCTS or SMOKING PARAPHERNALIA** - Smoking, possession, or use of tobacco products or smoking paraphernalia (lighters, matches, pipes, etc) is prohibited on school property. *Range of Consequences:* Suspension and possible fine by SRO.

**DRUGS and ALCOHOL** - the following violations are prohibited:

\*Possession, sale, or distribution of alcoholic beverages, illegal drugs, or narcotics, any other controlled substances, or drug paraphernalia

\*Unauthorized possession, use, or distribution of a controlled substance or medication

\*Coming onto school property at any time after use of any alcoholic beverage, illegal drug, or toxic substance, **AS EVIDENCED BY SCENT, ACTIONS, OR ADMISSION.**

*Range of Consequences:* Suspension with recommendation for expulsion, criminal charges.

**WEAPONS** - Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, blackjacks, dirks, brass or other metal knuckles, razors, bludgeons, box openers, slingshots, paint ball guns, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. **NOTE:** Chains, necklaces (over 18" in length), or lanyards with metal objects on them may also be defined as weapons. *Range of Consequences:* Suspension with recommendation for expulsion, criminal charges.

#### **DRUGS AND WEAPONS CHECKS**

The School District of Greenville County, in cooperation with the Greenville County Sheriff, will conduct drugs and weapons checks with dogs during the school year as a part of a program to ensure Safe and Drug Free Schools. Additionally, the school will conduct locker checks and visual car checks randomly throughout the year. Students who drive cars should be aware that illegal items found in cars are considered the same as his/her personal items.

**FIGHTING**—Any hostile physical conflict between individuals is forbidden on school property. *Range of Consequences:* **Automatic suspension (up to 10 days), possible recommendation for expulsion, and/or criminal charges, such as disturbing school and assault and battery.**

#### **LYNCHING/GANGING**

When two or more persons act together for and with the purpose of committing an act of violence against another person, it is called ganging or lynching. Participating as a member of a gang in inflicting a violent act, however slight, upon another person will not be tolerated. *Consequence:* Suspension with recommendation for expulsion, criminal charges.

**SEXUAL HARASSMENT/MISCONDUCT OF A SEXUAL NATURE** - Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. Any student (or the parent/guardian of a student) who believes he/she has been subjected to such behavior should immediately contact the school principal, assistant principal, guidance counselor, or a teacher to report the behavior. **Range of Consequences:** The administration will take appropriate disciplinary action, including possible criminal charges.

**INCITING A FIGHT** - This is defined as loud, argumentative, and boisterous talking/yelling or any other threatening communication between two or more individuals that causes a disruption in the classroom or hallway and may lead to a fight. **Range of Consequences:** Suspension from school.

**DAMAGING SCHOOL PROPERTY** - Vandalizing, damaging, or destroying of school property, including books, materials, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is forbidden. **Range of Consequences:** Parent/guardian will be informed, and restitution for the damage will be **REQUIRED**. Failure to pay the district for damages could result in court action by the district. The student may lose privileges, be suspended, be recommended for expulsion, be arrested, or receive other disciplinary sanctions, including criminal charges.

**THEFT** - Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district. **Range of Consequences:** Restitution and parent notification are **REQUIRED**. Additional disciplinary action may be taken, including suspension, recommendation for expulsion, being arrested, and criminal charges.

**GAMBLING or CARD PLAYING** - Any participation in games of chance for money or other items of value is forbidden on school property. Likewise, playing cards or dice are not allowed on the campus at anytime. Cards, dice, and any gambling paraphernalia will be confiscated and disposed of immediately. **Range of Consequences:** Parent notification, detention, suspension, or recommendation for expulsion.

**CHEATING or PLAGIARISM** - Copying the work of others and submitting it as one's own and securing or providing answers in a dishonest way are forbidden. Plagiarism from the Internet is included in this offense. **Range of Consequences:** No credit will be given for the assignment or the test/exam. The student will be counseled by the teacher or other school personnel. Parent notification is **REQUIRED**.

**FOOD and DRINK** – Food and drink items are confined to the cafeteria/commons area and outside eating area. Food and drink are not allowed outside these areas and will be confiscated. Students may have water and the water must be in a clear water bottle. Vending machines are off limits to students except during lunch.

**CUTTING CLASS/LEAVING SCHOOL GROUNDS/UNAUTHORIZED WALKOUT**—Failure to attend school all or part of the day without a lawful excuse is prohibited. During school hours, students are not allowed to leave classrooms, the school building, or campus without school permission. **Range of Consequences:** Parent notification, detention, ISS, or suspension.

**OFF-LIMITS AREAS**—Students may not be in any unauthorized areas, as:

- School grounds surrounding the school (areas outside the building)
- Parking lots (includes bus, faculty, and student parking areas)
- In hallway without an agenda pass

**Range of Consequences:** Detention, ISS, or Suspension.

**FAILURE TO PAY SCHOOL FINES or OBLIGATIONS**—Fines charged to students for lost or damaged textbooks, lost library materials, uniforms, or materials not returned must be taken care of in a timely manner. Failure to make payment when requested or return the lost books, uniforms, or material may result in the following **Range of Consequences:** Loss of privileges, restriction from activities (ex: cannot participate in graduation ceremony).

**PUBLIC DISPLAYS of AFFECTION (PDA)**—School is not an appropriate place for students to show affection for a boyfriend or girlfriend. Other than handholding, public display of intimate affections is in poor taste and will not be permitted. **Range of Consequences:** Parent conference, detention, suspension, or possible expulsion.

**USE OF CELL PHONES – If a cell phone is brought on campus it must always be out of sight and turned off between the hours of 7:45 and 3:45. Cell phones may not be used as a musical device. If so, they will be confiscated.**

**The discipline for violations of the cell phone policy will be as follows:**

**\*First Offense** – confiscation of the cell phone, and after a conference held the next school day with the parent/legal guardian, the cell phone will be returned to the parent/legal guardian. The parent/legal guardian must sign an agreement understanding Board Policy JDCA and the penalties for subsequent violations.

**\*Second Offense** – confiscation of the cell phone, and after a conference with the parent/legal guardian, the cell phone will be returned to the parent/legal guardian 30 calendar days after the confiscation.

**\*Third Offense and subsequent offenses** – confiscation of the cell phone, and after a conference with the parent/legal guardian, the cell phone will be returned to the parent/legal guardian 60 calendar days after the confiscation

**\*NOTE:** If a student refuses to give the cell phone to faculty or staff, the student will be suspended for refusal to obey. Repeated offenses will result in multiple days of suspension.

**EARPHONES/HEADPHONES, IPODS, CD PLAYERS, and other ELECTRONIC DEVICES** – These items are not allowed on campus. If these items are brought on campus, they will be confiscated (taken away) and not returned until May 21, 2012. This applies to before and after school.

**STUDENT DRESS and APPEARANCE** – The personal appearance of every student is an important step in raising the bar of academic expectations and environment. Personal appearance shall be such that it does not disrupt student work or safety. Students who do not meet the dress code will be placed in ISS. Students who continually violate the dress code will be suspended. The following are the minimum standards:

- Student dress and grooming will be appropriate, neat and clean.
- Shirts/blouses should be tucked in unless designed to be worn outside the pants/skirt. Due to safety issues involved with baggy jerseys and long t-shirts, they are deemed “designed to be worn inside.”
- No tank tops, spaghetti strap tops, halter-tops, or vests without shirts will be permitted. **Shoulder straps have to be a minimum of 3 inches wide.**
- At no time should the student’s midriff or lower back be visible while standing, sitting, or participating in normal school activities.
- No see through or mesh garments may be worn.
- **Pants, shorts, and skirts are to be worn at waist level (defined as within one inch of the crest of the ileum-top of hip bone). Excessively baggy clothing and pants that drag the ground are not permitted.**
- **Pants with holes above the knee are forbidden.**
- Shorts and skirts must be properly fitted in good taste and may not be shorter than mid-thigh or any length deemed inappropriate by teacher or school administrators. Because of the design, running shorts are inappropriate for school.
- **Thong-type shoes are not allowed regardless of the type of material or whether or not they have heels. Bedroom shoes and barefoot style shoes can not be worn. Any other footwear that may be deemed inappropriate for school is not allowed.**
- **Hats or head coverings of any type—to include sweatbands, headbands, bandannas, skullies and do-rags—are not allowed on the campus at any time.** These items will be confiscated and will not be returned until May 21, 2012. Shirts with hoods are allowed but hoods are not to be pulled up if in the building.
- No clothing or jewelry will be permitted that displays profanity, suggestive phrases, antagonistic or disruptive phrases or symbols, or advertisements for alcohol, drugs, or tobacco products.
- Non-human colored hair is not permitted.
- Facial jewelry is only permitted on the ears. This includes tongue piercing and grills. These items will be confiscated and kept until May 21, 2012.
- **Extraneous objects hanging from clothing, as chains, are not allowed.**
- **Excessively long necklaces (greater than 18 inches), medallions, and lanyards with hard objects such as keys will not be permitted.**
- Sunglasses can not be visible inside the building during the school day.
- And any other item deemed inappropriate by the school administration.

**STUDENT CONDUCT** – The rules regarding student conduct are in effect on the school grounds during, before and after school hours; or off the school grounds at a school activity, function or event. They also apply in route to and from school on a school bus or any other school vehicle, as well as at bus stop.

## **SCHEDULE OF DISCIPLINE for STUDENT OFFENSE**

**Level 1: AFTER SCHOOL DETENTION**—After-school detention (ASD) will be held after school in the ISS room or other designated room. Students assigned to this detention must be in their seats by 3:55 and stay until 4:55 or 5:55. To gain entrance students must wear their ID badge. Students are not allowed to communicate during the session nor are they allowed to put their heads down or sleep. They must come with work to do. **Offenses resulting in ASD include, but are not limited to the following:** First offenses for tardies, disrespect, disruptions, dress code violations, off limits, uncooperative, use of mild profanity, littering, lying, or no materials. If a student misses a one-hour detention, the detention will be doubled to a two-hour detention. If a student misses the two-hour detention, the student will be suspended.

**Level 2: IN-SCHOOL SUSPENSION**—In-School Suspension (ISS) will be held daily in the ISS room. Students assigned to the ISS room must arrive on time and be ready to perform work all day. They will have their lunch alone as a group (students are to either bring lunch or have money to buy a lunch from the food line - they will NOT be allowed to use vending machines or the school store). If a student is removed from a class for disciplinary reasons, the student will be placed in ISS.

**Level 3: OUT-OF-SCHOOL SUSPENSION**—Out-of-School Suspension (OSS) will be assigned to students for serious or excessive disciplinary violations. **Offenses resulting in OSS include, but are not limited to the following:** Refusal to obey school employee, cutting or leaving school or class, disrespect, disruptions, theft, fighting, inciting a fight, physical abuse, sexual harassment, profanity to staff, leaving school, bullying or intimidation, vandalism, tobacco products, fireworks, blackmail or extortion, excessive tardies, ID violations, and invasion of privacy.

**Level 4: RECOMMENDATION FOR EXPULSION**—Recommendation for Expulsion (RE) is the most serious level and is for extreme violations of the Student Code of Conduct. Students will be recommended for expulsion (full removal from school) for offenses that include, but are not limited to the following: aggravated assault, bomb threat, possession of or under the influence of any drug or alcohol, possession of drug paraphernalia, ganging, fire alarm, sexual activity of any type, possession or computer access of pornography, extreme sexual harassment, threatening a school official, and possession of any weapon of any type.

### **CONFISCATED ITEMS**

**The following are items that should not be brought to school and will be confiscated (and will be returned on May 21, 2012): hats, sweatbands, headbands, bandannas, skullies, do-rags, IPODS, CD players, earphones, headphones, tongue rings, other facial jewelry (except earrings), grills, and skateboards.**

## **THE SCHOOL DISTRICT OF GREENVILLE COUNTY STUDENT ACCEPTABLE USE POLICY AGREEMENT**

The School District of Greenville County provides computer, network, e-mail and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student. GCS may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Website visits. The district retains the right to record or inspect any and all files stored on district systems. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files or electronic storage devices. "Acceptable use" of these systems is use that is consistent with the instructional goals of the District. If you break "acceptable use" rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. The District takes precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District does not supervise individual e-mail accounts, a Parent Portal is available that permits the supervision of your child's e-mail account. **Parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class.** Your child has agreed to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials. Parents, and guardians, by you and your child agreeing to this acceptable use policy you will insure that GCS computer equipment is handled with care and respect. Only GCS ETS personnel are allowed to repair or modify GCS computer equipment hardware and software. Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure. Do not perform unauthorized access; use or attempt unauthorized access or use of District information systems. "Hacking tools" which may be used for "computer hacking" as defined in the South Carolina Computer crime act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. This is an automatic recommendation for expulsion. Do not use a cell phone or PDA to access the Internet on school premises. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not bypass or attempt to bypass any of the District's security or content filtering safeguards. Do not use school computers for commercial purposes. Follow copyright laws at all times. If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist. Keep your password secret. You will be held responsible for all computer activities associated with your password. Do not allow another person to use the computer under your district login. All online communication must be polite and not threatening or offensive in any way. The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. Do not give out personal information or photos through online communications. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student's home directory. **Please contact your school if you do not want your child to have access to the Internet and e-mail.**

## **GENERAL STUDENT INFORMATION**

**STUDENT PARKING** - All vehicles must be registered. A "Mirror Tag" will designate official registration. The cost for registration and a parking tag is \$30. Students must register each car that may be used on campus on their registration form. The mirror tag may be transferred to and from each car that the student registers on the form. **CARS MUST DISPLAY A MIRROR TAG** in order to be parked in the student lot! All other parking areas (except the student parking lot) are unauthorized for student parking. Students should immediately park their cars in the student parking area upon arriving at school and entering the building. Students should take all needed materials for the school day with them when they leave their cars. **THEY WILL NOT BE ALLOWED TO RETURN TO THE PARKING LOT DURING THE SCHOOL DAY** unless they have permission from an administrator. Students are reminded to roll up the windows and lock their doors. The school makes every effort to protect students' cars and property. However, the school is **NOT** responsible for thefts and other vandalism to students' cars and property. The following are the traffic and parking rules:

- **Speed limit is 8 miles per hour & loud music is not allowed.**
- **Cars are to drive only in the driving lanes when arriving or departing (driving across parking spaces to gain an advantage when leaving is strictly forbidden.)**
- **Cars must be parked in a clearly marked parking place.**
- **Students parking in unauthorized areas adjacent to campus are subject to be towed.**
- **Students must exit their cars immediately upon arriving!**

**Parking in the faculty lot by any student is strictly forbidden.**

**Range of Consequences:** VIOLATIONS OF THE PARKING LOT RULES AND PROCEDURES WILL RESULT IN SUSPENSION or LOSS OF CAMPUS PARKING PRIVILEGES AND/OR DISCIPLINARY ACTION.

### **DRIVING TO VOCATIONAL CENTERS**

An application must be filled out and given to the senior class administrator for approval. No student will be authorized to drive to a career center unless he/she has written permission from their parent/guardian, the administrator, and the career director. Students will be allowed to ride with other students only after completing the proper paperwork and getting approval. Stops are not allowed while traveling between the locations. Students must report directly to the career center or to the school. Students that arrive to school before 3<sup>rd</sup> period begins must report to the cafeteria. Students and parents/guardians understand that the school is not responsible for any accident, vandalism, or stolen property that may occur while a student is driving or at the career centers. Violations of these rules may result in loss of permit and suspension.

### **TARDY (TIME OUT OF CLASS) POLICY**

A tardy consists of any time missed from a class. Three warnings are given on the first three class tardies. Tardy #4 and #5 will result in teacher assigned detentions. Tardy #6 will result in a detention assigned by an Administrator. Tardy #7 (and every tardy after) will result in suspension (refer to page 22).

**VISITORS**—Visitors are not allowed on campus unless permission has been granted from the office. Students are not allowed to invite family members, visiting relatives, or friends to school to visit classes. Parents are always welcome, and with permission from the office, they may visit the campus at any time. **ALL VISITORS MUST SIGN-IN AT THE MAIN OFFICE AND DISPLAY A VISITORS BADGE WHILE ON CAMPUS.**

**STUDENT MESSAGES and/or DELIVERIES**—Only messages from a parent/guardian that are an immediate emergency will be given to students. Packages, flowers, birthday gifts and lunches will **NOT** be delivered to students. Please inform your parents/guardians of this policy.

**FUND RAISING**—Any fund raising by a school organization must have the written approval of the principal and club sponsor. Any other fund raising cannot be done in the name of the school and should be carried out through the organization's support group.

**PROCEDURES FOR MAKE-UP WORK**—Students have 5 days after returning to school from an excused absence to make-up missed work or tests that were assigned while they were absent.

**VALUABLES**—Due to possible theft or loss, students are advised not to bring large sums of money or valuable items to school. Wall lockers and locker rooms in the gym cannot be completely secured. The school will not be responsible for student losses.

**LOST and FOUND**—A lost and found department is located in the front office. Found articles should be turned in so they may be returned to the proper owner and property losses should be reported immediately to the front office clerk. It is strongly recommended that students not wear expensive watches or jewelry to school—this is especially true for those students in physical education classes who must take their jewelry off for activities. Items left after the end of the school year will be donated to charity.

**CAFETERIA MEAL PRICES**— (subject to change by the School District)

- Breakfast: \$1.00/day, \$5.00/week (Reduced: \$.30/day, \$1.50/week)
- Lunch: \$2.00/day, \$10.00/week (Reduced: \$.40/day, \$2.00/week)
- Charging of items and borrowing will not be allowed in the cafeteria.

**CAFETERIA RULES**—The following rules were established by, and will be enforced by, the school administration and staff.

- Food and beverages purchased in the cafeteria must stay in the cafeteria.
- The only food item allowed outside of the cafeteria area is bottled water.
- Students are **NOT** allowed to leave campus for lunch for any reason.
- Line breaking will **NOT** be tolerated and will result in penalties.
- Students are **NOT** permitted to buy plates for other students.
- Students who do not pick up their trash will be suspended.
- Students who are loud and boisterous will be sent to ISS.

**WITHDRAWALS AND TRANSFER** — Any student who finds it necessary to withdraw from school or transfer must notify the counselors and secure withdrawal forms. Parents must come in to the Guidance Office to sign and complete withdrawal paperwork. The name and address of the school the student will attend must be provided. The forms must be completed in their entirety before students can be properly released. All debts must be paid and all books turned in. Permanent record information will NOT be sent to schools or agencies until all matters and obligations are cleared.

**SCHEDULE CHANGES** — Prior to the first day of school, an effort will be made to make changes that fall in the following categories:

- A teacher or counselor initiated change
- A computer or school originated mistake or error
- Classes scheduled for which credit had previously been granted
- Classes scheduled for which required pre-requisites have not been met (i.e. French II when the student failed French I)

**GUIDANCE or TEACHER CONFERENCES** — Parents are strongly encouraged to meet at least once each year with their student's counselor. Parents who want to confer with a counselor should contact the guidance department and arrange for an appointment. After each grading period, all teachers and counselors are available for parent conferences. Parents who want to meet with a teacher may call the teacher to leave a message or may e-mail the teacher directly. A list of teacher and phone numbers is on the school's webpage ([www.greenville.k12.sc.us/whhs](http://www.greenville.k12.sc.us/whhs)) and in this handbook. Parents who want to schedule a group conference should contact the appropriate counselor.

**HANDICAP or DISABILITY**—It is the responsibility of the parent and student to bring to the attention of the school (counselor and/or teacher) any serious physical, mental, or emotional handicap/illness their child may have. Please let us know should you have any special need. Use of the elevator is only permitted with a confirmed doctor's note.

**BOOKS, UNIFORMS, or SCHOOL-ISSUED MATERIALS**—Students are responsible for textbooks, workbooks, library books, and any other materials issued by teachers or coaches. Any lost or damaged book, lock, or uniform—regardless of the circumstances—MUST be paid for before another will be issued to the student. Additionally, all books, locks, uniforms, etc. **MUST** be accounted for at the end of the school year or when the student withdraws.

**EMERGENCY EVACUATION PROCEDURES**—A planned program for evacuation of all personnel and students exists in our Emergency Preparedness Program designed for all emergencies. A chart showing the evacuation plan will be posted in each area of the school building. In addition, the procedures to be followed are listed in each teacher's handbook, and it is the teacher's responsibility to inform each student in each class. Students should ensure that they are familiar with fire drill instructions posted near doors in each room. When an emergency drill signal is given, students should rise quickly and go quietly and orderly in single file to the location for that emergency. Complete silence is required for additional safety instructions.

**SEARCH AND SEIZURE**—The school administration has the right to search a student's person and property if there is reasonable suspicion to believe that stolen or prohibited material is likely to be found. It is a legal duty for the school to enforce school discipline and protect the safety of its students.

**DISTRIBUTION OF LITERATURE**—Pamphlets, posters, or literature of any kind cannot be distributed on school grounds without the administration's approval. This includes the distribution of political material for public offices.

**FRATERNITIES, SORORITIES, GANGS, AND OTHER SECRET ORGANIZATIONS**—Secret organizations of any type and their activities are strictly forbidden at WHHS. This includes naming initiations and wearing of fraternity, sorority, or gang emblems or "colors" (bandannas, hats, etc.).

**HEALTH ROOM**—Any student who becomes ill should report to the health room with a pass from the teacher. If it becomes necessary to leave school, the nurse will contact parents to coordinate arrangements for dismissal. Students are not allowed to leave the Health Room without permission from the nurse, nor should they stay for an extended time. **A dismissal from the Health Room is NOT considered as a medical absence.**

**MEDICATION**—The only medication that can be given out by the school nurse are those brought by a parent. Parents are required to bring prescription medication to school and provide FORM MED-1. Before any prescription medication may be left at school. If your child must self-administer medication at school FORM MED-2 is required before medication is brought to school. A parent may provide written authorization for over-the-counter medication to be kept and administered in the health room using FORM MED-3. **Students are NOT permitted to keep any medication with them while at school.**

**CHANGE IN PERSONAL DATA or INFORMATION**—Accurate and up-to-date phone numbers and addresses are **CRITICAL** for the school to contact a student's parent/guardian should they become ill or get injured during school. **REPORT ALL CHANGES DURING THE YEAR TO THE GUIDANCE OFFICE. PROOF OF CHANGE OF ADDRESS IS REQUIRED.**

**INSURANCE**—Students are urged to consider the school accident insurance plan offered at the first of the school year. Any student who suffers an accident or injury during the school day or at any school-related event should report the incident immediately to the nurse. An accident report must be completed.

**LOCKERS/LOCKS**—Once lockers are assigned and combinations are known by students, they may not trade lockers. Students' lockers are only as safe as they keep them. Students should keep combinations to themselves and keep their lockers locked at all times. The administration reserves the right to search a student's locker when deemed necessary.

**SUBSTITUTE TEACHERS**—Substitute teachers are guests in our school and should be treated as such. A substitute teacher has the same authority as a regular classroom teacher at all times and with all students.

## SENIOR INFORMATION

**SENIOR PRIVILEGES**—Seniors assigned to senior homerooms are eligible for the following privileges:

- May be released 2 minutes early (at the teacher’s discretion) to attend lunch and to leave school if they do not have a permanent ED.
- May serve detention at the end of scheduled classes.
- May have a permanent early dismissal (must leave campus immediately).

**NOTE:** Each year a rumor is spread about a “*Senior Cut Day*.” This is to officially notify you that there is no such day. Additionally, “*Senior Trips or Cruises*” have also been known to occur from year to year. WHHS does not sponsor such trips and has no responsibility for trips of this nature.

**GRADUATION INFORMATION**—During the year, seniors will be notified on several occasions about graduation requirements, the purchase of caps and gowns, college applications, transcripts, etc. It is the senior and his/her parent/guardian who are responsible for knowing the requirements for graduation (see section on Academic Information), listening to and reading all announcements (all of which are posted regularly on our website), and ordering graduation materials (caps, gowns, invitations, etc.). Students who finish their coursework at the end of 1<sup>st</sup> semester may participate in graduation, but not in other senior activities during 2<sup>nd</sup> semester. Seniors may not participate in graduation activities if they are in debt to the school.

**TRANSCRIPTS**—Seniors are entitled to have three free transcripts sent to colleges with applications before they graduate. They will be charged \$2.00 for each additional transcript until graduation. Transcripts requested after graduation will require a \$5.00 fee.

## ATTENDANCE REGULATIONS

It is our belief that school and learning are inspiring and empowering activities. In today’s world, learning is now a lifelong activity and necessity. There is now a direct link between how much learning one has and the amount of happiness one will experience in his/her lifetime. Going to school is simply a formal and more intense learning phase of everyone’s life. Even though going to school requires hard work and is sometimes stressful, the value of learning must be seen as empowering, inspiring, and, therefore, worthy of attending school every day. All children (by SC State Law) are required to attend a public or private school beginning at the age of five and continuing until their 17<sup>th</sup> birth date.

**Students are counted present only when they are actually in school and in class, on homebound instruction, or present at an activity authorized by the school principal.**

Absences are defined as either lawful (excused) or unlawful (unexcused). Absences, either lawful or unlawful or a combination thereof, **MAY NOT EXCEED FIVE (5) days** per full unit on a 4X4 block schedule. Missing more than half of a class (45 minutes) constitutes an absence.

**ALL absences beginning with the 6th absence MUST be lawful and will only be excused if they fall within the following guidelines:**

**LAWFUL ABSENCE:**

1. **Personal illness of a child shall be verified by a statement from a physician. Medical notes are subject to verification by a high school official. The phone number of the physician must be on the note.**
2. **Serious illness or death of an immediate family member shall be verified by a statement from the doctor within two (2) days of the student's return to school.**
3. **Absences for religious holidays shall be requested in advance. Such requests must be made to the principal in writing.**
4. **Absences for extreme hardships may be approved by the principal. Such approval should be pre-arranged.**

**UNLAWFUL ABSENCE—Any student absent, with or without the knowledge of the parent, which does not meet the conditions for a lawful absence shall be counted as unlawful and will not be excused.**

**ABSENCE FROM SCHOOL and ADMISSION to CLASSES after ABSENCES—It is expected that a written note from the parent/guardian accompany the student upon their return to school from any absence. This note should be taken to the Attendance Office IMMEDIATELY upon arrival on campus from the absence. The note MUST contain the following items:**

1. The exact reason for the absence. Please be specific on illnesses... “upset stomach,” “severe headache,” “sore throat,” “nausea,” etc. We will not accept “...was not feeling well.”
2. Dates of the absence.
3. Signature of the parent/guardian WITH A PHONE NUMBER WHERE YOU CAN BE REACHED DURING THE DAY.

**If any item is missing, the note will not be accepted and the student charged with an unexcused and unlawful absence until a proper note is received. PLEASE NOTE: ANY “UNLAWFUL” ABSENCE BEYOND THE 5<sup>TH</sup> ACCUMULATED ABSENCE WILL RESULT IN THE STUDENT NOT RECEIVING CREDIT FOR HIS/HER SUBJECTS.**

This note must be taken to the Attendance Office to obtain an “Admission Slip” as soon as you arrive on campus from the absence. **NOTE: Students who are late to class because they are obtaining an “Admission Slip” in the Attendance Office will be charged with an unexcused tardy.**

**EXTENDED ILLNESSES**—Students and parents should be aware of the opportunity to obtain “Homebound” instruction should the student have to miss school for any extended length of time. Once a parent or student realizes he/she will be out for an extended length of time, he/she can apply for a “Homebound” instructor to visit the home 5 hours per week to keep the student abreast of his/her studies. The parent or student should **contact his/her counselor immediately** for information on procedures. Medical homebound instruction cannot be approved until a physician certifies that the student is medically unable to attend school, even with the aid of transportation, but may profit from instruction. Therefore, a note from the doctor specifying the need for the student to be out for extended time must be obtained and faxed with the proper paperwork to the homebound office. The superintendent of the school district, or his or her designee, must then approve or deny the medical homebound instruction request.

**EARLY DISMISSALS**—In order to be dismissed from school early, a student must bring a written note from a parent to the Attendance Office at the beginning of the day. The note must have a phone number that is on file with the school. The student **will not** be dismissed if a parent can not be reached. An early dismissal slip will be written and the student should drop by the ATTENDANCE OFFICE during class change to pick up the slip. This slip authorizes the student to leave school at the designated time. **Students will be allowed to leave school for early dismissals at class change only.** **REMINDER:** Classes missed for an early dismissal count toward the first 5 days of allowable absences in any one class. Therefore, early dismissals after the 5<sup>th</sup> absence must be lawful (excused)—see section on “ATTENDANCE.” Any student returning from an early dismissal must bring the yellow dismissal slip to attendance to obtain an admit slip. Phone calls for an early dismissal **will not** be accepted (this includes parent phone calls).

**TARDINESS**—A student who arrives late to school or to class is tardy. At WHHS, all teachers will close their doors when the tardy bell rings. Students have five minutes to change classes. Any student who is tardy to school after 9:30 a.m. must go to the attendance office to obtain a pass. After 9:30, the student is counted absent for the class. Students who are not in class when the tardy bell rings will report directly to class. Students will be allowed three (3) tardies to class. On the fourth and fifth instances, students will be assigned detention by the teacher. Teachers will write a referral on the sixth instance. Tardies beyond the sixth will result in suspension from school. If a student does not attend at least half of a class, the student will be counted absent (not tardy) for that class period. **Consequences:** Parent notification, detention, suspension. The following are acceptable as “Excused Tardy”:

- Medical appointment (must have note from doctor)
- Court appearance (note from court summons)
- Administrative approval

## ACADEMIC INFORMATION

WHHS has as its mission to “*EDUCATE, INSPIRE, and EMPOWER*” all of its students. *The business of WHHS is learning.* Students **MUST** come to school with their main objective being to learn.

**HOMEWORK**—Homework is an integral part of the learning process and includes opportunities for students to reinforce, synthesize, and extend classroom learning. Homework should be meaningful and engaging, should purposefully support the curriculum, and should help students develop responsibility and good work habits. Homework is a natural extension of the school day and an important part of a student’s educational experience. Homework should be designed to be completed independently. The three generally recognized types of homework are practice, preparation, and extension. Students should be taught study techniques, including the wise scheduling and use of time for both daily and long-range assignments. Within five days of a student’s return from an excused absence, the student must work out provisions for making up missed work with the teachers. The principal must approve the make up of work missed during an unexcused absence after consultation with the teachers.

Students should spend some time each day reading independently. This time should not be considered part of **homework** and should include a variety of types of reading.

Recommended Time for Homework: 60 – 150 minutes per day in grades 9-12

**EXAMINATIONS**—The following are the rules regarding examinations:

- Under no circumstances can exams be given early or in advance of the regularly scheduled exam dates. The principal may grant permission for a delay taking an exam to a student who presents clear documentation of an unusual circumstance or critical need.
- Dates and times will be set for the make-up of any missed exams.
- See “COMPUTING GRADES” section for the percentage that examinations will count in the total for the final grade.

**REPORT CARDS and PROGRESS REPORTS**—Students will receive four report cards during the year, one for each nine-week grading period. **A student MUST achieve a grade of 70 to receive passing credit for any one course.** Progress reports are given out four times during the year, at the midpoint of each 9-week grading period. A progress report is indicative of a student’s current grade for a single four and a half week period.

## COMPUTING GRADES ON A 4X4 BLOCK SCHEDULE:

### **Semester-long courses (1 credit classes)**

Final Grade = 1st Quarter average = 40%

2<sup>nd</sup> Quarter average = 40%

Final or EOC Exam = 20%

If you have questions, please call or e-mail your Guidance Counselor.

### **REQUIREMENTS to MOVE on to the NEXT GRADE LEVEL**

The following requirements **MUST** be met in order for one to be promoted to the next grade level:

10<sup>th</sup> Grade: 5 total units—1 must be English and 1 Math

11<sup>th</sup> Grade: 11 total units—2 must be English, 2 Math, and 1 Science

12<sup>th</sup> Grade: 17 total units—3 must be English, 3 Math, and 2 Science

**GRADING SCALE**—The grading scale provides consistency across the District and the entire state of South Carolina. This is especially important for determining high school students' eligibility (based on grade point ratio) for college and for scholarships, including the state's LIFE scholarship (worth \$5,000 per year). High school students receive a numeric grade for each subject. The numeric grade and category of the course will determine the quality points earned for each subject. (**NOTE:** The total number of quality points divided by the number of courses taken gives the student his/her "Grade Point Ratio"). College Prep courses earn the base weight of quality points. Honors, Dual Credit, and Advanced Placement courses have higher values. Please refer to the "Grade Point Conversion Chart" on the next page.

**PLEASE NOTE that on the "Grading Scale" partial quality points are awarded for grades below 70 and down to 61. STUDENTS AND PARENTS MUST UNDERSTAND THAT GRADES BELOW 70 ARE STILL CONSIDERED FAILING ANY COURSE. Credit for passing the course will NOT be given for grades below 70.**

### **ACCESSING STUDENT INFORMATION:**

Beginning second quarter of this school year, parents will be able to access a new version of the Parent Portal. More information will be given from the guidance office about how to access that information (discipline, grades, attendance) at that time.

### GRADE POINT CONVERSION CHART

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

**GRADUATION REQUIREMENTS for ALL STUDENTS—The following represents definitive information from the State Department of Education concerning diploma requirements:**

<b>GRADUATION REQUIREMENTS</b>	
9 <sup>th</sup> through 12 <sup>th</sup> Grade	Required Units
English/Language Arts	4.0
Math	4.0
Science (one must be Biology)	3.0
Social Studies	
US History and Constitution	1.0
US Government	0.5
Economics	0.5
Other Social Studies	1.0
Physical Education or JROTC*	1.0
Career and Technical Ed. or	
Foreign Language	1.0
Computer Science	1.0
Electives	7.0
Total Units Required	24.0
*Physical Education requirement MAY be fulfilled with 1 unit JROTC.	
Additionally:	
<ol style="list-style-type: none"> <li>1. The student must demonstrate computer literacy before graduation.</li> <li>2. The student must pass the Exit Examination (HSAP)</li> <li>3. Beginning with the 2011-2012 school year, every student must pass one unit of Biology by the time they graduate. It must be taken the first time before the end of the 10<sup>th</sup> grade year.</li> </ol>	

**GRADUATION CERTIFICATE**—Students who meet the unit requirements but are unable to pass the South Carolina exit exam will be awarded a state certificate. Students receiving certificates will not be ranked.

**REQUIREMENTS FOR SOUTH CAROLINA PUBLIC COLLEGES AND  
UNIVERSITIES beginning with the 2012 Graduates**

**ENGLISH: Four units** with at least two having strong grammar and composition components, at least one in English Literature, and at least one in American Literature (completion of college preparatory English I, II, III, and IV will meet these requirements).

**MATH: Four units** including Algebra I, II, and Geometry. A fourth unit in a higher level mathematics course should be taken in the senior year.

**LABORATORY SCIENCE: Three units** – Two units must be taken in two different fields, and selected from among biology, chemistry or physics. The third unit must be from the same field as one of the first two, or from any lab science for which biology and/or chemistry is a prerequisite (physical science is suggested.)

**WORLD LANGUAGES: Two units** of the same foreign language. Some universities require three.

**SOCIAL STUDIES: Three units** including one unit of US History, ½ unit of Economics, and ½ unit of Government.

**PHYSICAL EDUCATION: 1 UNIT**

**FINE ARTS: 1 UNIT**

**ACADEMIC ELECTIVES: One academic unit must be taken as an elective. Computer science is strongly recommended. Other acceptable electives include English, fine arts, foreign language, social science, humanities, laboratory science, or higher level math.**

**ACADEMIC HONORS AWARD**

For a student to receive an Academic Achievement Honors Award, the student must: (1) complete twenty-four units of credit as prescribed; (2) meet the standard on all subtests of the Exit Examination; (3) receive a minimum grade of “B” for each semester course in grades 9-12 through the seventh semester; and (4) achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, or an ACT score of 30 on English or 33 on mathematics – **OR** – (1) Each student shall have completed twenty-four units of high school credit; (2) be eligible for graduation with a state high school diploma; (3) have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31. Of the twenty-four units earned, eighteen units must be college preparatory course work, four units in additional electives, and two units in one or more of the following: English, science, social studies or mathematics. College preparatory course work includes: English [English I or above] (four units); Mathematics [Algebra I or above] (four units); laboratory science (three units); social studies [United States/South Carolina studies, Economics/Government, and one unit of global studies/world history, global studies/world geography or western civilization] (three units); computer science (one unit); physical education (one unit); and foreign language (two units).

## **REWARDS, INCENTIVES, SPECIAL ORGANIZATIONS**

### **GRADUATION:**

**Valedictorian and Salutatorian**—These are the highest and second highest ranking seniors after the seventh semester. They receive numerous honors and awards. They are also two of the main speakers at the graduation ceremony.

**Senior Speaker**—Elected by his/her fellow classmates; this honored person is the other main speaker at the graduation ceremony.

**Junior Marshalls**—The top ranking juniors each year are selected as Junior Marshalls. They act as official escorts for the graduation exercises and are allowed to take their final exams a few days earlier with the seniors.

**Cords/Ropes and Stoles**—Graduation cords/ropes are worn at graduation by seniors who have been members of the following organizations: National Art Honor Society, Teacher Cadet program, Student Government, German National Honor Society. Members of the National Honor Society wear stoles.

**AWARDS NIGHT:** The following awards are a few of the annual awards given to students at one of the Awards Night ceremonies held a few weeks before graduation in May.

**Spirit of Wade Hampton**—One of the top honors awarded each year to a senior that exemplifies the leadership, loyalty, and service to his/her fellow students and school. This is considered the top award presented.

**Subject Awards**—Each core subject at every grade level gives a medal to the student with the highest average.

**ACES Athletic Awards**— the “ACES” awards are given for outstanding academic achievement during his/her sports season.

**RENAISSANCE PROGRAM AND RENAISSANCE CARDS**—Each year, students with high academic averages, perfect attendance, and students selected as “Best” student by their teachers are given special recognition “Renaissance Cards” that allow them (at teacher discretion) special privileges such as homework passes, tardy passes, and free admission to athletic contests.

**Wade Hampton High School conducts its programs and activities involving admission and treatment of students, employment, teaching, research, and public service in a non-discriminatory manner as prescribed by Federal Law and Regulation**

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES** – Student participation in extracurricular activities is a privilege that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating when the student’s conduct is not consistent with District Policy; the District’s Behavior code and/or academic standards; the conduct expectations and/or academic standards of Wade Hampton High School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include athletic teams, academic clubs/teams, prom, graduation, and attendance at any extra school function.

## **ATHLETICS AT WADE HAMPTON HIGH SCHOOL**

The information in this section contains vital information about participation in interscholastic athletics at WHHS. Please NOTE: The U. S. Supreme Court has ruled that participation on athletic teams and in extracurricular clubs and organizations are a privilege and not a right. Indeed, the Court has interpreted this privilege even more in declaring that it is expected when one joins such an organization or team, he/she actually relinquishes some of their personal rights. Furthermore, one should understand that participating on a school team or in an organization places the student in a position of representing his/her school and in essence a public relations ambassador for WHHS. It is an expectation that student conduct on the field or court in a WHHS uniform be exemplary. However, conduct off the field or court, regardless of the time of year – whether in or out of season – is also expected to be worthy of your school and, most importantly, yourself. One should realize that conduct that brings dishonor upon yourself, your school or team – regardless of where or when – will be addressed by your coach or sponsor, the Athletic Director, or the school. Dishonorable action off school grounds may indeed result in the following range of consequences: counseling, extra work, suspension for the activities of the team or club, or expulsion from the team or organization.

The following should acquaint all prospective and active student-athletes and parents with the academic requirements, attendance policies and other requirements as set forth by the State of South Carolina and the South Carolina High School League (SCHSL), and the policies governing student athletes on the local level. Students and parents should make themselves familiar with this information. Should one desire, complete access to the full Handbook of rules of the SCHSL (the governing agency for high school athletics in the state) and a wealth of other information (including playoff brackets) can be viewed at [www.schsl.org](http://www.schsl.org). Wade Hampton athletic programs and schedules can be accessed by visiting the school's website, [www.greenville.k12.sc.us/whhs](http://www.greenville.k12.sc.us/whhs).

Wade Hampton High School believes that it is an honor and privilege to participate on any athletic team. It is significant that you are made aware of the rules and regulations of the material below which is relevant to your participation from the standpoint of eligibility as well as the policies as set forth

**SPECTATOR CODE OF CONDUCT**—Teams shall be supported with enthusiasm and dedication, for strong spectator support is a vital part of the high school competition experience. We expect good sportsmanship from players and coaches, and they have a right to expect the same from spectators. Therefore, we urge students, alumni, and friends to cheer their teams to victory while upholding those ideals our school has nurtured during the long history of Wade Hampton High School.

**Our spectators should be courteous, judicious in choice of expression, and mannerly to all others. The scoreboard will reflect the quality of the teams in competition. The kind of support given by the spectators will showcase the character of our school's fans.**

**EXPECTATIONS OF THE ATHLETES**—WHHS athletes have a duty to:

1. Achieve maximum academic performance in all of their classes.
2. Follow all the rules established by the coach for their sport, the athletic department, the school, the School District, and the SCHSL.
3. Make a full commitment to their team and teammates as evidenced by
  - Hard work
  - Cooperation and conscientious practice and play
  - Mental and physical preparedness
  - Regular attendance at practices and games
  - Winning attitude, achieved by incorporating team play, ethical conduct, sportsmanship, and fairness into one's participation.
4. Encourage players to offer their opinions at appropriate times and places as part of their learning experience.

**ACADEMIC REQUIREMENTS:**

**First Semester Eligibility**—To be eligible 1<sup>st</sup> Semester, a student must:

1. Have passed a total of 5 full-unit courses the previous school year,
2. Have passed at least 2 courses the previous (2<sup>nd</sup>) Semester.
3. Maintain an overall passing average (1.0 GPA).

**Second Semester Eligibility**—To be eligible 2<sup>nd</sup> Semester, a student must:

1. If eligible 1<sup>st</sup> Semester, he/she must pass 2 courses on the block schedule.
2. If not eligible 1<sup>st</sup> Semester, he/she must pass 2 ½ or 3 courses on the block schedule.
3. Maintain an overall passing average (1.0 GPA).

**NOTE:** Once the athlete becomes eligible, he/she will remain eligible during that sport season regardless of any report card during the season.

**REQUIRED FORMS**—Before one can compete, he/she **MUST** turn in:

1. State certified birth certificate (one time only) - Originals must be provided to school to be copied and kept on file. Foreign birth certificates will be interpreted by school officials.
2. Physical examination (each year)
3. Parental permission (each year)
4. Purchase athletic insurance (each year)

Exception: While items 2, 3, and 4 are required before participation of any nature (practice or game), item 1 is required before active competition.

**PARTICIPATION**—An athlete is encouraged to participate in more than one sport. Participation in a sport shall not hinder the athlete's chance of participating in another sport. However, an athlete who quits or is removed from a sport will become ineligible for any other sport, or that sport's conditioning program, until the end of the original sport's season. For example: a player who quits a fall sport shall not be allowed to participate in a winter sport until the fall season for the original team has ended. Additionally, if an athlete quits or is removed from one sport, he/she cannot participate on another sport team within the same season. An athlete may participate on two different teams in the same season provided both coaches mutually agree.