

# WADE HAMPTON HIGH SCHOOL



## Parent / Student Handbook

2018-2019

# WADE HAMPTON HIGH SCHOOL HANDBOOK

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### 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.

*Eric Williams*

## 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.



## **WHHS 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.

## **WHHS MISSION** **Educate, Inspire, Empower**

### **WHHS 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.

## **2018 – 2019 SCHOOL DISTRICT CALENDAR**

August 13-17	Professional Development/Employee Workdays
August 20	FIRST ATTENDANCE DAY for STUDENTS
September 3	LABOR DAY HOLIDAY
TBD	MAP Testing (Grades K-12)
September 17	Interim Progress Reports
October 22	Prof. Dev. /Emp. Workday/ Exchange Day #1 - Student Holiday
October 23	End 1 <sup>st</sup> Quarter Attendance and Grading Period (45 <sup>th</sup> day)
October 30	Report Cards Issued
November 5	Prof. Dev. /Emp. Workday/Exchange Day #2 – Student Holiday
November 6	Election Day – Student Holiday
November 21-23	THANKSGIVING HOLIDAYS
November 27	Interim Progress Reports
December 21	Half Day for Students
Dec. 24-Jan. 4	WINTER BREAK HOLIDAYS
TBD	EOC Testing (End of Course)
TBD	EXAMS (Full School Days)
January 15	End 2 <sup>nd</sup> Quarter Attendance and Grading Period (90 <sup>th</sup> day)
January 21	MARTIN LUTHER KING HOLIDAY
January 23	Report Cards Issued
February 13	Interim Progress Reports
February 18	PRESIDENT’S DAY HOLIDAY
March 21	End 3 <sup>rd</sup> Quarter Attendance and Grading Period (135 <sup>th</sup> day)
March 22	Snow Day Make-up #3 / Holiday if not needed
March 25	Snow Day Make-up #2 / Holiday if not needed
April 2	Report Cards Issued
April 15-19	SPRING BREAK HOLIDAY
April 22	Snow Day Make-up #3 / Holiday if not needed
April 30	Interim Progress Reports
May 15 – June 5	EOC Testing (End of Course)
May 27	MEMORIAL DAY HOLIDAY
May 31 – June 5	EXAMS – High School Exam Days
June 3-5	High School Graduations
June 5	Last Day for Students; End 4 <sup>th</sup> Quarter Attendance (Half Day)
June 6	Employee Workday
June 7	Report Cards Issued
June 7 and 10	Employee Workdays (7 <sup>th</sup> is Exch. Day #3; 10 <sup>th</sup> is Exch. Day #4)

### Calendar Development

The calendar is approved each year by the superintendent after considering a recommended calendar from a committee of PTA representatives, other parents, teachers, principals, and central office staff. The Calendar Committee develops its recommendations after receiving input from parent groups, school faculties, and departments.

# WADE HAMPTON HIGH SCHOOL DIRECTORY

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. Burke Royster

## ADMINISTRATIVE PERSONEL

Principal:	Eric Williams	355-0110	<a href="mailto:elwillia@greenville.k12.sc.us">elwillia@greenville.k12.sc.us</a>
9 <sup>th</sup> Grade Assistant Principal:	Ashley Wardlaw	355-0377	<a href="mailto:awardlaw@greenville.k12.sc.us">awardlaw@greenville.k12.sc.us</a>
10 <sup>th</sup> Grade Assistant Principal:	Charles Barnett	355-0113	<a href="mailto:cebarnett@greenville.k12.sc.us">cebarnett@greenville.k12.sc.us</a>
11 <sup>th</sup> Grade Assistant Principal:	Greg Wynder	355-0376	<a href="mailto:gwinder@greenville.k12.sc.us">gwinder@greenville.k12.sc.us</a>
12 <sup>th</sup> Grade Assistant Principal:	Stephanie Smith	355-0114	<a href="mailto:stsmith@greenville.k12.sc.us">stsmith@greenville.k12.sc.us</a>
Assistant Principal, Educational Support	Ginger Stuart-Walker	355-0116	<a href="mailto:gstuart@greenville.k12.sc.us">gstuart@greenville.k12.sc.us</a>
Freshman Academy Coordinator:	Suzanne Carter	355-0228	<a href="mailto:scarter@greenville.k12.sc.us">scarter@greenville.k12.sc.us</a>

## COUNSELING DEPARTMENT

Director of Counseling:	Lorraine Holeman	355-0118	<a href="mailto:holeman@greenville.k12.sc.us">holeman@greenville.k12.sc.us</a>
9 <sup>th</sup> Grade Counselor:	Anna Passyn	355-0396	<a href="mailto:apassyn@greenville.k12.sc.us">apassyn@greenville.k12.sc.us</a>
10 <sup>th</sup> Grade Counselor:	Anjail Salahudin-Bolden	355-0121	<a href="mailto:asbolden@greenville.k12.sc.us">asbolden@greenville.k12.sc.us</a>
11 <sup>th</sup> Grade Counselor:	Laura Tolbert	355-0229	<a href="mailto:ltolbert@greenville.k12.sc.us">ltolbert@greenville.k12.sc.us</a>
12 <sup>th</sup> Grade Counselor:	Hamadi Brown	355-0117	<a href="mailto:hlbrown@greenville.k12.sc.us">hlbrown@greenville.k12.sc.us</a>
College Counselor:	Lauren Tingle	355-0196	<a href="mailto:ltingle@greenville.k12.sc.us">ltingle@greenville.k12.sc.us</a>
Registrar:	Marianne Childers	355-0104	<a href="mailto:mchilders@greenville.k12.sc.us">mchilders@greenville.k12.sc.us</a>

## FACULTY, STAFF, and OTHER DIRECTORY

Name	Telephone	Name	Telephone	Name	Telephone
Agee, Cynthia	0161	Leavitt, Beth	0165	<i>Athletic Director</i>	
Aviles, Jayson	0174	Lemere, Shannon	0238	Choplin, Reggie	0125
Babb, Erin	0152	Mancuso, PJ	0148	<i>Athletic Trainer</i>	
Beese, Janet	0132	Mangle, Charnese	0157	Harris, Brandon	0129
Benjamin, Bekki	0134	McCrary, Zachary	0151	<i>Attendance Office</i>	
Hudgins, Andy	0168	McFarlane, Cara	0192	Smith, Patti	0101
	0138	Mitchell, Debbie	0139	<i>Cafeteria Mgr</i>	
	0137	Monroe, Jodi	0153	Rothrock, John	0108
Bounds, Larry	0140	Moyer, Amy	0180	<i>Curriculum Resource</i>	
Burrow, Eric	0243	O'Meara, Bill	0392	Pyle, Eva F102	0120
Casey, Leslie	0144	Pace, AJ	0162	<i>9<sup>th</sup> Grade Transition</i>	
	0122	Ramey, Corey	0244	Webb, Brenda	0128
Cochran, Jeff	0160	Ravenell, Roy	0185	<i>Health Room</i>	
Cook, Abigail	0146	Reichardt, Kaylee	0172	Ippolito, Ellie	0107
Cook, Melissa	0394	Rhodes, James	0197	<i>In School Suspension</i>	
Davis, Brianna	0372	Ricker, Ann	0389	Jerdan, Kathy	0312
Duryea, Amy	0147	Rushton, David	0939	<i>Maintenance</i>	
Eatman, Col Matt	0124	Saldivar, Rebecca	0190	Finley, Rick	0109
Eckhardt, Amy	0163	Sanson, Joanna	0142	<i>Media Center</i>	
Ellerbe, Anjoshia	0176	Satterfield, Kim	0143	Fansher, Andrea	0106
Eshenbaugh, David	0149	Schnaars, Dan	0115	Amyette, Amy	0105
Faircloth, Deanna	0368	Serina, Danielle	0155		0393
Fipps, Detra	0156	Serina, Justus	0141	<i>Mental Health (GHS)</i>	
Fowler, Andrea	0135	Shealy, Mary E	0150	Johnson, Rebecca	0223
Gehrt, Katherine	0926	Shinpooh, Jonathan	0167	<i>Office Personnel</i>	
Gray, Michelle	0166	Smith, Meredith	3034	Neil, Ruth-Secretary	0111
Grieve, Marion	0380	Solomon, Matt	0379	Peterson, Anne- Bkpr	0112
Hall, Stephanie	0938	Stewart, Patti	0390	Peters, Elaine Front Office	0102
Harmon, Adrienne	0171	Stockwell, Daniel	0145	Horan, Gretchen	0371
Harper, Cara	0178	Swindall, Nathan	0246	Trembly, Sue	0367
Hedrick, Ellen	0927	Tavernetti, Krystal	0173	<i>School Resource (SRO)</i>	
Hennicken, Daisha	0154	Thomas, Steven	0130	Mstr Deputy Owens	0123
Howell, Lisa	0169	Thompson, Katie	0136	<i>Testing Coord/ StuCo</i>	
Hudgins, Andy	0168	Tisdell, Kerri	0175	Brooks, Sandy C103	0186
Hunter, Grant	0131		0183	<i>Career Centers/FAC</i>	
Isakson, Adam	0126	Tyler, Leila	0391	Bonds	8080
Johnson, Kendall	0158	White, Charlotte	0170	Enoree	7400
Jopling, Becca	0181	White, Kristen	0177	FAC	2550
Kelsey, Jill	0394	Whitlock, Jamie	0179	Sullivan	5183
King, Kimberly	0182	Wike, Jennifer	0127	<i>Central Office</i>	
Klatt, Marc	0245	Willey, James	0188	Taylor's Bus Center	7330
Klemm, Carrie	0388	Williams, Debra	0189	Transcripts (14-present)	0104
Kushner, Kristen	0184	Wines, Susan	0159	Prior to 2014	7671
Large, Matthew	0387	Wofford, Lisa	0378	<i>Other Numbers</i>	
Lavelly, Anne	0164	Wright, Logan	0397	Herff-Jones	244-0110
Lawhorne, Landri	0492	Zeller, Rick	0191		

## STUDENT 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 and parents 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.

## GENERAL STUDENT INFORMATION

**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.**

**BUILDING HOURS** - The building will be open for student access from 7:45 a.m. to 4:15 p.m. each school day.

**STUDENT MESSAGES and/or DELIVERIES**—Only messages from a parent or guardian that are an immediate emergency will be given to students. Packages, flowers, birthday gifts and lunches will not be delivered to students. Students should make sure that parents/guardians know this policy.

**FUND RAISING**—Any fund raising by a school organization must have the written approval of the principal and club sponsor.

**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 to the front office clerk. It is strongly recommended that students not bring money or expensive items to school. Items left for a lengthy period of time will be donated to charity.

**HANDICAP or DISABILITY**—It is the responsibility of the parent and student to bring to the attention of the school (counselor and/or Administrator) any serious physical, mental, or emotional handicap/illness a student may have. Please arrange a conference to discuss appropriate accommodations. Use of the elevator is only permitted with a confirmed doctor's note.

**BOOKS, UNIFORMS, or SCHOOL-ISSUED MATERIALS**—Students are responsible for textbooks, 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. These must also be accounted for at the end of the school year or when the student withdraws or graduates.

**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 of address to the Guidance Office. Proof is required.**

**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 is posted in each area of the school building. 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.



**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.**

**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 will be completed.

**LOCKERS/LOCKS**—When 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 confidential 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.

**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 (cannot be inside jacket or shirt). Wearing another person’s 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. For the first three temporary ID badges, there is no charge. For the 4<sup>th</sup> and 5<sup>th</sup> offenses the student may purchase a temporary ID for \$1.00 or be assigned a one hour detention. After five temporary ID badges are obtained during the school year, the student must purchase a new ID Badge or the 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.

# **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 Wade Hampton High School teacher. All WHHS teachers, regardless of whether they teach a particular student 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 sections explain 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, 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.**

**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 Regulations.**

**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.

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

**DISOBEDIENCE, DISRESPECT, or DISRUPTIVE BEHAVIOR** - 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, or recommendation for expulsion.

**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.

**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 will be handled by the Assistant Principal. The administration will take additional disciplinary action which may include a recommendation for expulsion.

**REPORTING BULLING, DISCRIMINATION, HARASSMENT AND INTIMIDATION** - The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

### **Investigations and Consequences**

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student. The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### **Appeals**

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision to the Superintendent or his/her designee.

## Appeals (continued)

For a complete copy of the District's Policy, Administrative Rule, and report form above, see the link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request: <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

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

**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, brass or other metal knuckles, razors, box openers, paint ball guns, airsoft guns, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. **Range of Consequences:** Suspension with recommendation for expulsion, criminal charges.

### DRUG AND WEAPONS CHECKS

The School District of Greenville County, in cooperation with the Greenville County Sheriff, will conduct drug 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.

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

**LYNCHING / GANGING** - When two or more persons act together to commit 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. **Range of Consequences:** Suspension w/recommendation for expulsion, criminal charges.

**DAMAGING SCHOOL PROPERTY** - Vandalizing, damaging, or destroying school property, including books, furniture, buildings, computer hardware or software, the computer network, grounds, cars and buses, is not allowed. **Range of Consequences:** Parent/guardian will be informed, and restitution for the damage required. Failure to pay the district for damages could result in court action by the district. In addition, there may be loss of privileges, suspension, an expulsion recommendation, and 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, suspension, recommendation for expulsion, and criminal charges.

**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 student safety.

**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 any time. Cards, dice, and any gambling paraphernalia will be confiscated and disposed of immediately. **Range of Consequences:** Parent notification, detention, suspension, or recommendation for expulsion.

**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, and suspension.

**CHEATING or PLAGIARISM** - Copying the work of others and submitting it as one's own, securing or providing answers in a dishonest way, and plagiarism from the Internet are forbidden. **Range of Consequences:** A failing grade will be given for the assignment or the text/exam. Parent notification is to be made by the teacher and a conference will be held by the teacher to make the parent aware of the nature of the cheating. Following the parent conference, a referral may be written.

**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 in a transparent water bottle. Vending machines are off limits to students except during lunch. No outside food should be delivered at lunch.

**OFF-LIMITS AREAS**—Students may not be in any unauthorized areas, including but not limited to: 1) Faculty parking lot, student parking lot, fire lane, and behind the school building. 2) Unsupervised areas inside the school, as offices, closets, teacher workrooms, and storage areas. **Range of Consequences:** Detention, ISS, or Suspension.

**CUTTING CLASS/LEAVING SCHOOL GROUNDS/UNAUTHORIZED WALKOUT**—Failure to attend school, all or part of the day, without a lawful excuse is prohibited. After a student arrives on campus, they are not allowed to leave campus without permission from an Administrator. **Range of Consequences:** Parent notification, ISS, or suspension.

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

**EARPHONES/HEADPHONES**– Earphones and headphones should not be visible inside the school during the school day except at the discretion of the teacher inside the classroom. Due to safety concerns earphones and headphones are not to be worn on campus during arrival or dismissal (7:30 until 4:00). *Range of Consequences:* Warning, Detention, or Suspension.

### **CELL PHONES /APPROVED ELECTRONIC DEVICES**

If a cell phone or other approved electronic device is brought on campus it must be out of sight from 8:30 (when leaving cafeteria) until 3:45. Students are also allowed to use their cell phones in the cafeteria at lunch (but not in the hallway going to lunch and leaving lunch). Cell phones may be used in a classroom only if it is being used as part of a “Bring Your Own Device” lesson. *Range of Consequences:* One-hour detention, two hour detention, or suspension.

**PUBLIC DISPLAYS of AFFECTION (PDA)**—School is not an appropriate place for students to show affection. Other than handholding, public display of affection is not appropriate for school and will not be permitted. *Range of Consequences:* Parent conference, detention, or suspension.

**CAFETERIA RULES** - The following rules are enforced by Administration and staff:

- The only food item allowed outside the cafeteria is bottled water.
- Students are not allowed to leave campus for lunch for any reason.
- Students who are loud and boisterous will be sent to ISS.
- No outside food should be delivered during lunch.
- Charging of items will not be allowed in the cafeteria.

### **COLLEGE VISITS – PROCEDURE**

Junior and Senior students are allowed two administratively excused college days. To take a “College Day” students must do the following: AFTER the college visit, 1) bring a letter from the college admissions office (on their letterhead) stating that the visit took place, AND 2) bring a note from the parent stating that they were aware of the visit. Both of these should be turned in to the Attendance Office the day after returning from the college visit. If there is a question about a college day being entered in the attendance log as such, the student should inquire in the Attendance Office or ask their Administrator.

**PROCEDURES FOR MAKE-UP WORK** – All students are expected to make up work when absent from school regardless of reason. Students have 5 days to make up work missed but, in some cases, this may be extended by the individual teacher.

# **RANGE of DISCIPLINE for STUDENT OFFENSES**

## **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 detention include, but are not limited to the following: First offenses for tardies, disrespect, disruptions, 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, bullying or intimidation, vandalism, tobacco products, fireworks, blackmail or extortion, excessive tardies, ID violations, and invasion of privacy.

**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 student back for a conference with an administrator.**

## **Level 4: RECOMMENDATION FOR EXPULSION**

Recommendation for Expulsion 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 such as, but not limited to: bomb threat; possession, use or transfer of weapons; sexual offenses; arson; distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance; threatening to take the life or inflict bodily harm upon a school employee or member of their family; ganging, and violation of probation.

# **LIBRARY POLICIES AND PROCEDURES**

**The library is open from 8:00 until 4:00 each school day.**

**Circulation** - Students may check out up to 3 books at a time. Books are circulated to students for 3 weeks. Overdue fines are \$0.10 per item, per school day. The due date is stamped on the inside cover of the book and it may be renewed. Students are reminded of library obligations by notices that are distributed with report cards. All library fees must be paid before graduation.

**Printing** - Students may print black & white copies for \$0.10 per page, or color copies for \$0.25 per page. Students are responsible for all pages that they print. Students must ask for help prior to printing if they are not sure how to print.

**BYOD in the Library** - Students using a Personal Electronic Device (PED) in the library will abide by the BYOD policy and Acceptable Use Policy.

## **Library Etiquette**

- 1) When visiting the library on a pass students are required to sign in and sign out with their student ID.
- 2) Respect other patrons by working quietly and cleaning work areas.
- 3) Personal Electronic Devices (PEDs) may be used in accordance with school and district policies. Improper use of devices will result in disciplinary action and loss of PED privileges in the library. Devices should be on silent mode at all times.
- 4) Do not eat or drink in the library. Water bottles should remain closed and away from books and equipment.

## **STUDENT SPEAKERS at SCHOOL-SPONSORED ACTIVITIES**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.



## **BYOD (BRING YOUR OWN DEVICE) POLICY**

For the purpose of the BYOD (Bring Your Own Device) Policy, the word “devices” will include laptops, notebooks, chrome books, smart phones, iPads, tablets and e-Readers. Please note that Nintendo DS (and/or gaming devices with internet access) is not permissible.

Wade Hampton High School uses instructional technology as one way of enhancing our mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day. In an effort to increase access to those 21<sup>st</sup> Century skills, WHHS will allow personal technology devices on school grounds for students who follow the responsibilities stated in the Acceptable Use Policy and the Guidelines (below) regarding Bring Your Own Device.

### **Guidelines:**

\*Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, the Student Handbook, the Acceptable Use Policy, and all Board Policies.

\*Teachers will follow the school rules and provide direction to allow and regulate the use of personal devices in the classroom and on specific projects.

\*Approved devices must be in silent mode unless otherwise allowed by teacher.

\*Devices may not be used to cheat on assignments, quizzes, or tests, or for non-instructional purposes (such as making phone calls and text messaging).

\*Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.

\*No student will be allowed to use their own device without submitting a waiver signed by both themselves and their parent/guardian.

## **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.

## **STUDENT DRESS and APPEARANCE**

Student appearance should be appropriate, neat and clean, and should 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.**
- **At no time should the student's midriff or lower back be visible while standing, sitting, or participating in normal school activities.**
- **No tank tops, spaghetti strap tops, halter-tops, or vests without shirts are permitted. Shoulder straps should be a minimum of 3 in. wide.**
- **No see through or mesh garments may be worn.**
- **Pants, shorts, and skirts should be worn at waist level. Undergarments must not be partially or totally exposed. Skirts and dresses must be properly fitted and not be more than one ID length above the knee. Shorts must be properly fitted and not be more than one ID length above the knee. NO leggings, jeggings, and workout fitting pants may be worn. Excessively baggy and excessively tight clothing is not permitted. Pajamas, night clothes or lounging pants may not be worn. Torn clothing or pants with holes an ID length above the knee may not be worn. This includes frayed areas.**
- **Rubber flip flops, bedroom shoes, barefoot style shoes, and athletic slides cannot be worn. Any other footwear that may be deemed inappropriate for school by the Administration is not allowed.**
- **Hats or head coverings are not allowed to be worn in the building, nor are they are allowed on campus from 8:00 until 4:15. Shirts with hoods should not have the hood pulled up in the building.**
- **Bandannas, skullies and do-rags are not allowed on campus at any time. These items will be confiscated and will not be returned until the end of the school year.**
- **Bandana print apparel is forbidden.**
- **No clothing or jewelry will be permitted that displays profanity, weapons, suggestive phrases, antagonistic or disruptive phrases or symbols, or advertisements for alcohol, drugs, or tobacco products.**
- **Hair color should not be so extreme as to draw undo attention. The school administration reserves the right to make the final determination.**
- **Facial jewelry is permitted only on ears and a small stud in the nose.**
- **Sunglasses cannot be visible inside the building during the school day.**
- **Other items deemed inappropriate by the school administration can be added to this listing during the school year.**
- **Hairbands should not exceed the length of the ID Badge.**

### **CONFISCATED ITEMS**

The following are items that should not be brought to school and will be confiscated: baseball hats, bandannas, skullies, do-rags, and grills. They can be picked up at the end of the school year. Skateboards are not allowed but may be picked up by a parent after school hours.

# 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.

You may only use personal mobile devices for approved BYOD activities. 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.**

## **STUDENT PARKING/DRIVING INFORMATION**

**STUDENT PARKING** - All vehicles must be registered. A “Mirror Tag” will designate official registration. The cost for registration and a parking tag in the main parking lot is \$50. The cost for registration and a parking tag in the satellite parking lot is \$25. 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 either of the two identified parking lots. All other parking areas (except the student parking lots) are unauthorized for student parking. Students should immediately exit their cars in the student parking areas upon arriving at school and enter 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 is not allowed.**
- **Cars must be parked in a clearly marked parking space.**
- **Students parking in unauthorized areas adjacent to campus are subject to being towed.**
- **Students must exit their cars immediately upon arriving.**
- **Parking passes may not be transferred to another student.**
- **Parking in the faculty lot is strictly forbidden.**

***Range of Consequences:*** VIOLATIONS OF PARKING LOT RULES AND PROCEDURES COULD RESULT IN FINES, SUSPENSION, LOSS OF CAMPUS PARKING PRIVILEGES, AND OTHER DISCIPLINARY ACTION.

### **DRIVING TO VOCATIONAL CENTERS**

An application must be filled out and given to the JUNIOR 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 must 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.

## ATTENDANCE REGULATIONS

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, **MAY NOT EXCEED FIVE (5) days** per full unit on a 4X4 block schedule (or 3 absences in a ½ unit course). Missing more than half of a class (45 min.) constitutes an absence.

### **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. It is the student's responsibility to provide the Attendance Office with verification from the physicians office.
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 should be requested in advance. These requests must be made to the principal in writing.
4. Absences for extreme hardships may be approved by the principal if 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. Be specific on illnesses... “upset stomach,” “severe headache,” “sore throat,” “nausea,” etc.
2. Dates of the absence.
3. Signature of the parent/guardian **WITH A PHONE NUMBER WHERE PARENT CAN BE REACHED DURING THE DAY.**

The note will not be accepted if this information is not included and the student will be charged with an unexcused and unlawful absence until a proper note is received in the Attendance Office. Any “unlawful” absence beyond the 5<sup>th</sup> absence will result in the student not receiving credit for the particular class.

**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 current with 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 an 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 DURING SCHOOL DAY** —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 cannot be reached. An early dismissal slip will be written and the student should drop by the FRONT OFFICE during class change to pick up the slip. This slip authorizes the student to leave school at the designated time. REMINDER: Classes missed for an early dismissal count toward the first 5 days of allowable absences in any one class. 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). Being dismissed from the nurse's office DOES COUNT AS AN ABSENCE.

**TARDY (TIME OUT OF CLASS) POLICY** —A tardy consists of any time missed from class for any reason. 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 that class. Students will be allowed three (3) tardies (or “time out of class”) to class. On the fourth and fifth tardies, students will be assigned detention by the teacher. Teachers will write a referral on the sixth tardy, and any tardies beyond the sixth. All 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 for student (must have note from doctor)
- Court appearance (must have note from court)

The Administration reserves the right to revoke parking passes if tardies become excessive.

# ACADEMIC INFORMATION

**HOMEWORK/MISSED ASSIGNMENTS**—Students should be taught study techniques at home, 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. 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: 60 – 150 minutes per day in grades 9-12

**EXAMINATIONS**—Final exams can’t be given in advance of the regularly scheduled exam dates.

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

- Student requests to move to higher level class (ex: CP to Honors or Honors to AP/Dual-credit)
- Student has already taken the scheduled class and received credit for the class
- Student has not taken the required prerequisite class for the scheduled class
- Student did not request the class during registration
- If student did not return a signed course request form during registration, request changes will not be honored

**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 60 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.

## PARENT PORTAL - ACCESSING STUDENT INFORMATION

Parents are able to access a new version of the Parent Portal. This allows parents to view student grades, discipline, and attendance on a daily basis. More information, including parent password, can be obtained from the School Counseling Office or the Front Office.

**TRANSCRIPTS** – Students should check the School Counseling Department website for most up-to-date instructions on requesting transcripts. Seniors can request to send official transcripts to colleges and scholarship programs online through Naviance beginning on the first day of their senior year. Please allow 5 school days for transcripts to be sent after online request. Underclassmen can request unofficial copies of their transcript in person from the Registrar.

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

- May be released 2 minutes early (at teacher’s discretion) to attend lunch
- May be released 2 minutes early (at teacher’s discretion) from 4<sup>th</sup> period
- May serve detention at the end of scheduled classes.
- May have a permanent early dismissal (must leave campus immediately).

## COMPUTING GRADES on a 4X4 BLOCK SCHEDULE

**Semester-long Courses (1 credit classes) Final Grade =**

**1<sup>st</sup> 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 School Counselor.**

## **REQUIREMENTS to MOVE 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

**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 School Counseling Office to sign and complete withdrawal paperwork. The name and address of the school the student will attend must be provided. 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.

**COUNSELOR or TEACHER CONFERENCES** — Parents are strongly encouraged to attend their student’s yearly IGP meeting. Parents who want to confer with a counselor at any other time should contact their school counselor directly and arrange for an appointment. 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 teachers 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 school counselor.

**GRADUATION INFORMATION** —During the year, seniors will be notified on several occasions (during Senior IGPs) 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 the website), and ordering graduation materials (caps, gowns, invitations, etc.). Students who finish their coursework at the end of 1<sup>st</sup> semester are considered “Early Completers” and 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.

## **SOUTH CAROLINA UNIFORM GRADING POLICY**

The link for the South Carolina Uniform Grading Policy is listed below:

<https://tinyurl.com/h2n7was>

## **COUNSELING WEBSITE**

Check the Wade Hampton School Counseling Department website at

[www.greenville.k12.sc.us/whhs/\\_staff/counseling](http://www.greenville.k12.sc.us/whhs/_staff/counseling) for the most up-to-date information on the following topics:

- Individual School Counselor websites
- Naviance
- Graduation Requirements
- NCAA Eligibility
- Fine Arts and Career Centers
- Early College and Dual-credit courses and policies
- Virtual School
- Camps/Enrichment opportunities



## **REQUIREMENTS for ENTERING COLLEGE FRESHMEN**

**FOUR UNITS OF ENGLISH:** All four units must have strong reading (including works of fiction and non-fiction), writing, communicating, and researching components. It is strongly recommended that students take two units that are literature based, including American, British, and World Literature.

**FOUR UNITS OF MATHEMATICS:** These units must include Algebra I, Algebra II, and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.

**THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical, earth, or life sciences and selected from among biology, chemistry, physics, or earth science. The third unit may be from the same field as one of the first two units (biology, chemistry, physics, or earth science) or from any laboratory science for which biology, chemistry, physics and/or earth science is a prerequisite. Courses in general or introductory science for which one of these four units is not a prerequisite will not meet this requirement. It's strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all four fields: biology, chemistry, physics, and earth science.

**TWO UNITS OF THE SAME WORLD LANGUAGE:** Two units with a heavy emphasis on language acquisition. Some colleges require three units in succession.

**THREE UNITS OF SOCIAL SCIENCE:** One unit of U.S. History, a half unit of Economics, and a half unit of Government are required. World History or Geography is strongly recommended.

**ONE UNIT OF FINE ARTS:** One unit in appreciation of, history of, or performance in one of the fine arts. This unit should be selected from among media/digital arts, dance, music, theater, or visual and spatial arts.

**ONE UNIT OF PHYSICAL EDUCATION OR ROTC:** One unit of physical education to include one semester of personal fitness and another semester in lifetime fitness. Exemption applies to students enrolled in Junior ROTC and for students exempted because of physical disability or for religious reasons.

**TWO UNITS OF ELECTIVES:** Two units must be taken as electives. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding or using applications) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; mathematics; physical education; and laboratory science (courses for which biology, chemistry, physics, or earth science is a prerequisite).

## GRADUATION REQUIREMENTS for ALL STUDENTS

The following represents definitive information from the State Department of Education concerning diploma requirements:

<u>9<sup>th</sup> through 12<sup>th</sup> Grade</u>	<u>Required Units</u>
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 ROTC	1.0
Career/Tech. Ed. or Foreign Language	1.0
Computer Science	1.0
Electives	7.0
<hr/>	
Total Units 24	

### POLICY FOR SCHEDULED EARLY DISMISSAL/ARRIVAL FOR JUNIORS/SENIORS

Wade Hampton High School will allow scheduled early dismissal/arrival of students under the following circumstances, as outlined by GCSB Board Policy.

#### JUNIORS:

- May have an early dismissal after 2nd block class for the purpose of attending a dual-credit course on a college campus
- Must present proof of registration for a dual-credit college course through approved enrollment paperwork with confirmed class times
- May not arrive late to classes at WHHS to attend a morning dual-credit classes off campus
- Must have signed early dismissal parent permission form on file, and be in good academic standing.

#### SENIORS:

- Must take (at a minimum) 1st and 2nd block classes during first semester at Wade Hampton High School
- Will be granted early dismissal after 2nd block both semesters, if student is on track to graduate
- May arrive late to school if their Wade Hampton dual-credit class follows an A-B day schedule
- May register to take an early college or dual-credit class during 3rd or 4th blocks off campus during one or both semesters, with approved enrollment paperwork
- During second semester, if all graduation credits are already earned, seniors must have two classes on their schedule. These classes must be taken at one of the following locations: Wade Hampton High School, Fine Arts Center, a Career Center, or a college campus.
- May take an online dual-credit course (in WHHS computer lab)
- Must have signed early dismissal parent permission form on file

Wade Hampton cannot guarantee enrollment, progress, or completion of Early College and dual-credit courses not taken on our campus.

## SOUTH CAROLINA ACADEMIC HONORS AWARD

### Requirements to receive a South Carolina Academic Honors Award:

- Complete twenty-four units of credit as prescribed
  - Receive a minimum grade of “B” for each semester course in grades 9–12 through the seventh semester, and
  - Achieve either a score of 710 or higher on the SAT verbal, a score of 690 or higher on the SAT mathematics, a score of 30 or higher on the ACT English, or a score of 33 or higher on the ACT mathematic.
- OR
- Each student shall have completed twenty-four units of high school credit
  - Be eligible for graduation with a state high school diploma, and
  - 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 coursework, four units in additional electives, and two units in one or more of the following: English, science, social studies, or mathematics.

College preparatory coursework includes the following:

- 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

## DESIGNATIONS for GRADUATION CEREMONY

**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 Marshals**—The top ranking juniors are selected as Junior Marshals. They act as official escorts for the graduation exercises and are allowed to take their final exams with the seniors. The ranking is calculated after the fifth semester of the student’s high school careers. Students are not declared a Junior Marshal until an audit of grades is completed to make final decisions. The number is determined by the number of graduates in the senior class.

**Cords/Ropes and Stoles**—Graduation cords are worn at Graduation by seniors who have earned the honor from a recognized school organization and approved by the school.

# WHHS ATHLETIC INFORMATION

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. 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 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 important 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 included.

**SPECTATOR CODE OF CONDUCT**—Teams shall be supported with enthusiasm and dedication, because 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 and regular attendance at practices and games
  - Cooperation and conscientious practice and play
  - Mental and physical preparedness
  - 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.

## **ATHLETIC 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, must pass 2 courses on the block schedule.
2. If not eligible 1<sup>st</sup> Semester, must pass 2 ½ or 3 courses – block sch.
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 that 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. Steadman Hawkins Consent to Treat Form (each year)
5. Steadman Hawkins Emergency Medical Form (each year)
6. Purchase athletic insurance (each year)
7. Concussion Awareness form (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.