

Aiken High School



2019-2020 Student Handbook

TABLE OF CONTENTS

Alma Mater	9
Annual Student Records Notice	31-32
Asbestos Management Plan	36
Athletics	10-11
Attendance	12-13
Automobile Registration/Parking	14
Badge Policy	14
Bell Schedule	40-41
Buses	15
Cafeteria	15
Campus Map	42-43
Curriculum Requirements	16
Discipline	17-18
Emergency Drills	18-19
Exams	19
Expectations of Students	20
Extra-Curricular Participation for Criminal/Misconduct Policy	30-31
Field Trips	20
Former Presidents of AHS Student Council	39
Gifted and Talented Program	37
Grade Point Conversion Chart	38
Counseling Information	21-22
Hall Passes	25
History of Aiken High School	8
Immunization/Insurance	25
Library	25
Lockers/Loitering	26
Lost and Found	26
Make-up Work	26-27
Medication	27
Mission Statement/Beliefs/Notice of Opt Out	9
Statement of Non-discrimination	10
Performance of Goals	9
Moment of Silence	28
PA Announcements	28
Participation in Graduation Exercises	16
Pledge of Allegiance Act	28
Promotion Policy	16
Report Cards and Interim Reports	28
School Board/Administration/Faculty/Staff	2-7
School Property	28
School Safety and Security	28
Sexual Harassment Statement	29
Student Activities	32-35
Telephones/Office	29
Textbooks	29
Violent Weather Procedures	29-30
Visitors	30

**SCHOOL DISTRICT OF AIKEN COUNTY
1000 BROOKHAVEN DRIVE
AIKEN, SOUTH CAROLINA 29803**

SCHOOL BOARD AND ADMINISTRATIVE STAFF

AIKEN COUNTY BOARD OF EDUCATION

Mr. Keith Liner, Board Chairman
Mr. Dwight Smith, Vice Board Chairman

Mr. Tad Barber	Mr. Ahmed Samaha
Mr. Jason Crane	Mrs. Sandra Shealey
Mrs. Rosemary English	Mr. Brian Silas
Mr. Barry Moulton	

AIKEN COUNTY SUPERINTENDENT OF EDUCATION

Dr. Sean Alford

EXECUTIVE DIRECTOR OF HIGH SCHOOLS

Mr. Berkeley Postell

AREA 1 ADVISORY COUNCIL

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Mr. Clarence Jackson, Vice Chairperson

Mrs. Linda Karapatakis
Mr. Joshua Raines
Mrs. Kathy Samaha
Mr. Eugene White

The School District of Aiken County does not discriminate in any of its educational programs, activities, or employment policies on the basis of race, color, creed, national origin, sex, age, disabilities or marital status.

Parent's Right to Know - As a parent of a student at Aiken High School, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires us to give you this information in a timely manner:

- whether the teacher is certified to teach the subjects and/or grade levels the teacher is teaching.
- whether the teacher's certificate is a wavier or substandard certificate,
- the teacher's academic major, graduate degrees, if any, and
- the teacher's certificate area.

If paraprofessionals have been assigned to assist in your child's classroom, you may also request information regarding their qualifications.

If you would like to receive this information, please call the Aiken County Public Schools' Human Resources Department at 803-641-2467

ADMINISTRATION, FACULTY AND STAFF DIRECTORY

<u>OFFICE</u>	<u>PERSONNEL</u>	<u>PHONE</u>
Main Office	Jason Holt, Principal	641-2500 641-2501 fax
	Jody Morgan, Secretary	Ext. 18007
	Pammie Freeman, Bookkeeper	Ext. 18040
	Cyndi Tice, Receptionist	Ext. 18005
	Christy Ghrist, School Nurse	Ext. 18051
	Stephanie Lott, Attendance Aide	Ext. 18010
B-Wing	Collette Johnson, Asst. Principal	Ext. 18002
C-Wing	Brice Laughter, Asst. Principal	Ext. 18045
	Sandy Hawkins, Asst. Principal	Ext. 18044
	Luann Phillips, Secretary	Ext. 18006
	Chris Funk, Resource Officer	Ext. 18019
A-wing	Alisa Hamrick, Asst. Principal	Ext. 18053
Athletic Office	Phillip Blacha, Athletic Director	Ext. 18022
Building & Grounds	Sanford Lake, Supervisor	641-2500
Cafeteria	Terri Spires, Supervisor	Ext. 18011
Guidance Office	Leslie Jeffrey, Director of Guidance	Ext. 18017
	Julie Stapleton, Counselor	Ext. 18016
	Natalie Fox, Counselor	Ext. 18013
	Lauren Bowling, Counselor	Ext. 18015
	Tracie McBride, Counselor	Ext. 18041
	Rashelle Stokes, Registrar	Ext. 18009
	Yolanda Dicks, Secretary	Ext. 18012
Library	Carol Wise, Media Specialist	Ext. 18048
	Malynda Young, Media Specialist	Ext. 18014
NJROTC	1 st Sgt. Harry Johnson, Jr.	Ext. 18026
	Lt. Timothy Marinelli	Ext. 18027
Transpor- tation	Rashaad Roland, Supervisor	Ext. 18050

FACULTY AND STAFF

MATH	Patricia Toepke- Department Head B-112	Kelly Russell B-113
	Alyson Corder C-101	Worth Swearingen B-212
	Kimberly Floyd C-105	Tomokazu Switzer B-115
	John Hostetler C-103	Shelia Suggs-Green B-213
	Jeni Lambert C-108	Connie Williams C-106
	Kristen Niksarian C-104	

ELA	Francesca Pataro- Dept. Head C-258	Laura Lundeen C-250
	Gary Asbill C-254	Carina McGee C-255
	Deborah Ginn C-237	Kathryn McMillian C-252
	Emily Geyer C-256	Amy Stone C-251
	Kayla Hostetler C-253	Julianna Taylor C-259
	Rachael Long C-241	Ernita Terry C-257

SCIENCE	Michelle Keklak- Dept. Head B-110	Roger Carpenter B-105
	Michele Albaugh B-214	Carolyn McCurdy B-120
	Lydia Boswell B-210	Brian Spensley B-104
	Theodore Bueno B-205	Victor Tice B-111
	Shannon Burton B-114	Victoria McMakin B-204

SOCIAL STUDIES	Kimberly Baynham- Dept. Head C-202	Luke McClure C-225
	Philip Barkhau C-221	Nisreen Moore C-207
	Matthew Brackett C-204	Steven Smith C-206
	Darrah Densmore C-212	Sally Tice C-208
	Alison Gibson C-223	Raven Young C-219
	Derek Luton C-152	

C A T E	Jean Gorthy- Dept. Head/Culinary D-101	Amy Marchant- Business Ed A-208
	Christa Franklin- Early Childhood E-208	MacKenzie Mullikin- Horticulture F-5
	Tonya Moton- Dept. Head/Bus. Ed A-202	Jason Redd- Industrial Tech F-3
	Travis Phillips- Business Ed A-210	Stevan Smith- Auto Tech F-2
	Tasha Lafayette- Business Ed A-206	Fred Pilot- Electronics F-1

FINE ARTS	Tara Hanna- Dept. Head/Art E-116	Mabry MacGregor- Art E-110
	Tycia Wright- Chorus D-110	Gregory Priest- Band D-112

FOREIGN LANGUAGE	Arthur Lader- Dept. Head/ German C-157	Forough Shahidpour- Spanish C-156
	TBD-French C-153	Jennifer Wead- Spanish C-155
	Kelly Malyszczek- Spanish C-154	

P.E. R.O.T.C.	Phillip Blacha- Athletic Director	1 st Sgt. Harry Johnson, Jr.- R.O.T.C. D-104
	Darris Jackson- P.E. Gym	Lt. Timothy Marinelli- R.O.T.C. D-107
	Jermaine Derricott- Health/Weight Room/PE Field House/GYM	

SPECIAL EDUCATION	Yolanda Burgess-Massey- Dept. Head C-203	Brandi Galloway C-239
	Mary Arciaga C-102	Portia Jurado C-101
	Brandi Davenport C-201	Suman Marks-Johnson C-202B
	Sherrod Davis C-159	Mae Sampson C-205
	Bailey Fussell C-224	Olajuwon Paige C-110

SUPPORT STAFF	Bernard Burgess-ISS Supervisor C-151	Valerie Elmore- SpEd Aide
	Tim Simpkins- Security	Mary Gary-SpEd Aide
	Shelena Coach- Security	Hunter Wilson- SpEd Aide
	Frankie Stevens- Credit Recovery C-112	Annette Paige- SpEd Aide
	Kim Anderson- SpEd Aide	Erica Williams- SpEd Aide
	Camillia Brown- SpEd Aide	Kelley King- SpEd Aide
	Cathy Collins- SpEd Aide	Barbara Williams- SpEd Aide
	Shirley Isles- SpEd Aide	Hendell Frazier- SpEd Aide
	Amanda Robinson- SpEd Aide	

SUPPORT SERVICES	Kari Ledbetter- Homebound C-158	Abigail Long- ABMH Counseling Offices
	Jacqui Clavero-DeMinck- ESOL C-119	Valarie Jenkins-Counselor C-139
	Mungera Cash- School Psych. Counseling Offices	Keri Wiemer- Success Coach Counseling Offices
	Christy Mitchell- Speech Teacher C-210	Cynthia Clark-Vocational Rehab. C-210
	TBD- Vision Teacher C-210	

CUSTODIAL STAFF	Sanford Lake- Supervisor	Bernard Johnson
	Monica Graham	Patrick McCauley
	Marvin Hammond	Laurie Pavone

CAFETERIA STAFF	Terri Spires- Supervisor	Rachel Nichols
	Foromica Council	Theresa Simpkins
	Sacora Hendricks	Bianca Williams
	Robin McCowan	

HISTORY OF AIKEN HIGH SCHOOL

On February 23, 1888, the Aiken Institute was incorporated by an act of the General Assembly of the State of South Carolina. The school opened its doors as a high school on September 17, 1888. The first students were required to pay a small tuition to help defray the cost of running the school. Prior to the establishment of the Aiken Institute, the youth of Aiken attended several private schools located in the city.

In 1935, the name of the school was changed to Aiken High School and the student body moved from the Chesterfield Street location to the new building on Laurens Street. The school was accredited by the Southern Association of Colleges and Schools in 1934. A new plant was built in 1954 on a large site on Rutland Drive and the student body moved to the new campus on April 21, 1954.

In 1955, Windsor High School of Windsor, South Carolina consolidated with Aiken high School. Aiken High School in 1955 consisted of grades seven through twelve. The enrollment was 763 with a graduating class of 153 students.

The Quakers established Schofield in 1870 as a school for the black students of Aiken. In 1886, the school was incorporated under the laws of South Carolina as the Schofield School, but the name was soon changed to Schofield Normal and Industrial School. The school consisted of grades one through high school. Its graduates were then eligible to teach in most black schools of the south. Schofield received accreditation from the Southern Association of Colleges and Schools in 1968. Schofield and Aiken High School were consolidated in 1970.

September 1970 found the ninth and tenth grades of Aiken High School housed on the Schofield Campus and the eleventh and twelfth grades housed on the Rutland Drive site. During 1972-73 the enrollment was 2908 with a graduating class of 618 students. Aiken High School now has an enrollment of approximately 1700 students.

The 1980-81 school year began a new phase for Aiken. With the establishment of South Aiken High School, Schofield became a middle school, and Aiken High School once again had grades nine through twelve on one campus. The senior class of 1981 remained intact, with the rest of the student body being rezoned to accommodate the new school.

During the 1988 and 1990 school years, renovations were done to the interior of our school. During the 1994-95 period, the James A. Taylor Activities Center with a new gymnasium and seven classrooms was constructed. In 2000, the old North Aiken Elementary School was renovated for the addition of classrooms for Aiken High School. The main office was renovated in 2004.

THE MISSION STATEMENT OF AIKEN HIGH SCHOOL

The mission of Aiken High School is to prepare students to become productive members of an increasingly interdependent and technological world by offering up-to-date and challenging academic and technical programs and by emphasizing the positive values of character, citizenship and humanity.

BELIEFS OF AIKEN HIGH SCHOOL

- All students can learn and be successful at an acceptable level as measured by state and local academic achievement standards.
- Education is a partnership of the learner, school, home, and community.
- Everyone is worthy of recognition and respect, which is achieved through a positive school environment.
- An understanding of cultural diversity enhances education.
- Everyone has a right to work and to learn in a safe and clean environment.
- Aiken High School deserves the best resources and facilities.

PERFORMANCE GOALS FOR AIKEN HIGH SCHOOL

- Help all students meet challenging academic standards.
- Build a solid academic foundation for all students.
- Prepare our students for post-secondary education, the armed services, or employment and life-long learning.
- Help prepare students to become productive and well-rounded citizens through the curriculum and extracurricular activities.

The Alma Mater

*In the land of flowers and sunshine
Is our Aiken High
There a tower of truth and learning
Points to the sky.*

Chorus:

*Hail to Aiken, Alma Mater
Tender, fair, and true
Grateful we with love unfailing
All our vows renew.*

*Let our voices loudly ringing,
Echo far and near,
Song of praise thy children singing.
To thy mem'ry dear.*

*Years may dim our recollection
Time its change may bring
Still thy name is fond affection
Evermore we sing.*

- MOODY AND WILLIS

STATEMENT OF NONDISCRIMINATION - EQUAL OPPORTUNITY

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

NOTICE OPT-OUT CHOICE FOR PRESIDENTIAL OR GUBERNATORIAL SPEECHES

While it is the board's policy to facilitate the opportunity for students to observe live presidential or gubernatorial speeches or presentations by electronic media when the same are offered for school-age students during school hours, parents may request in writing to the principal (or his/her designee) that their children be excused and offered appropriate alternate supervised activities.

[See Policies IHAC and IHAA for more information.]

ATHLETICS

- The athletic department of Aiken High School is will developed to provide a variety of physical activities for men and women.
- Aiken High School is a member of the South Carolina High School League.
- Aiken High School participates in Region IV-AAA.
- Aiken High School athletic teams are known as the "Green Hornets
- The school colors are green and gold.

ATHLETIC POLICY

- An AHS student athlete recommended for expulsion will not be permitted to play any sport for the remainder of the year even if the student athlete is readmitted to school, unless the student is **totally exonerated**.
- When the beginning and ending of sports seasons overlap, a coach may deny a team member the right to practice for another school team before the current team's season is complete.
- A student athlete who quits one sport may not participate in another sport without the approval of both coaches of the teams involved, the athletic director, and the principal.
- A student athlete suspended (ISS or OSS) from school cannot practice or play in any athletic event until the student athlete has completed the suspension.
- A student athlete must attend school at least four periods of the school day to be eligible to participate in any athletic event on that day. Exceptions can be made for lawful reasons.
- Any athlete suspended twice, in school or out, within a season will not be permitted to participate in any sport for the remainder of the season, excluding only one suspension for either tardies, badges, or cell phone violations. Suspensions will be effective when the athlete is notified by administration of disciplinary action.

- A student athlete who is suspended, in school or out, four times in a school year will not be permitted to participate in any sport for the remainder of the school year.
- Each season begins on the official High School League starting date for practice.
- Coaches may make additional rules that govern practice, games, and participation in their sport. Student athletes are obligated to comply with the coach's expectations.
- Each student athlete participating on any Aiken High School athletic team is expected to comply with Code JJIC-R regarding extracurricular participation for criminal and other non- school related misconduct.
- A student athlete who is dismissed from a team for violation of athletic policy rules, or a coach's team rules will not be allowed to participate on any other team during that sport's season.
- A coach may deny a team member the right to participate in another sport or physical activity that the coach feels could cause the student to obtain an injury or be detrimental to the student's preparation for team play.
- All student athletes must ride to and from any athletic event on a school bus or vehicle approved by the Athletic Director or Principal.

ELIGIBILITY

- Rules for participation on a varsity or junior varsity team are the same as those of the South Carolina High School League.
- A student athlete must not turn 19 before July 1, 2018.
- A student athlete must have passed five subjects the previous semester.
- A student athlete's parents must be residents of the attendance area served by the high school.

INSURANCE

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

TICKETS TO ATHLETIC EVENTS (Subject to Change)

- Prices for individual games are as follows:

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

ATTENDANCE

ATTENDANCE REQUIREMENTS

- Student attendance will be recorded on a class-by-class basis. Students must attend each instructional period a minimum number of days to be eligible to receive credit and/or promotion.
- The minimum number of days a student must attend a class to receive credit is 85 days for a semester (1/2 unit) class, and 170 days for a year (1 unit) class. This means that a student may only have 5 absences in a semester class or 10 absences in a yearlong class. **All absences, whether lawful or unlawful, are charged against the maximum allowed.**
- Any student who fails to meet the minimum attendance requirements will not be promoted nor receive credit for the class(es) in which attendance requirements were not met unless approval for excessive absences is given by the principal in cases of chronic or extended illness or in emergency situations.
- Students who accumulate 3 consecutive unlawful absences or a total of 5 unlawful absences will be considered truant. Parents/guardians and students (12 years and older) will be contacted to develop a written Attendance Intervention Plan. Failure to participate and/or adhere to the plan will result in a referral to the District Attendance Office and/or Family Court.
- Lawful absences include:
 - Medical absences certified by a statement from a physician or other health care provider.
 - Required court appearance certified by a statement from an officer of the court.
 - Death in the family (certification may be required).
 - Recognized religious holidays.
 - Travel or attendance at events approved by the principal as an educational experience (prior approval must be received at least 5 days in advance of the trip).
 - Emergencies approved by the principal.
 - Chronic or extended illness (certified by a statement from a physician or other health care provider).
 - Other absences approved by the Aiken County Board of Education.
 - Unlawful absence from school is defined as a student's willful absence from school without the knowledge of the parents or a student's absence from school without an approved reason with or without the knowledge of the parents.

EXCUSES

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

ARRIVAL ON CAMPUS

- Students may not leave the campus once they arrive on campus. This applies to bus riders, walkers, car riders and car drivers. Students may report to the lunchroom before school. The library is available for student use at 7:40 AM.
- The first bell to report to class rings at 8:10 AM, the tardy bell rings at 8:20 AM for school to begin.

SIGN-IN

- All students, who arrive after 8:20 to school, must sign in at the Attendance Office.
- Students who arrive late to school are assigned consequences according to the tardy policy unless the tardy is excused.
- Lawful Tardies to School: In order for a tardy to be excused written documentation must be provided.
 1. Illness on part of the student with written medical excuse
 2. Emergency and/or hardships at the discretion of the principal
 3. Doctor or Dentist appointment
 4. Late bus arrival
 5. Teacher, Counselor or Administrator Conference
- Unlawful Tardies to School: Three written parent excuses for any reason or combination of reasons will be accepted per semester. Any additional excuses must be official written medical excuses etc. or will be considered unlawful.
 1. Illness on part of the student without a written medical excuse
 2. Oversleeping, traffic, carpool trouble or other “personal reasons”
 3. Missed Bus
 4. Car trouble

SIGN-OUT

- All students who leave campus before the end of the school day are required to sign out in the Attendance Office. The only exceptions are for permanent early dismissal students and for students on an approved field trip.
- Students must be signed out in person by a parent/guardian or other person listed on their registration card.
- Students who drive to school still must follow the sign out procedure.
- **Students are to remain in class until the Attendance Office sends for the student to sign-out.**

EARLY DISMISSAL (DISTRICT POLICY IED)

- All students shall remain in classes for the entire school day. Early dismissal from school shall be prohibited except for students involved in work/study programs or for hardship cases approved by the principal.
- All early dismissal requests are subject to the approval of the Area 1 Superintendent.
- Students approved for early dismissal must leave campus immediately after dismissal and must not return to campus for any reason without permission from the principal.
- Failure to abide by the rules for early dismissal will result in the early dismissal permission being revoked.
- **Students approved for early dismissal are not to remove ID badges or use cell phone until they have left campus.**

AUTOMOBILE REGISTRATION AND PARKING

- Students driving to school must register their vehicle.
- The cost for registering a vehicle is \$25.00.
- Students who register their vehicles will be issued a "Parking Permit." The "Parking Permit" must be properly displayed on the vehicle.
- Students may only park in the parking lot which coincides with the parking permit issued.
- If you have a parking issue to report, see the Assistant Principal in charge of parking.
- Students are not permitted to park behind the gym, around the circle in front of the building, **behind C-Wing**, against the building in the back of the school, the athletic bus area, or any other area **not specifically designated for student parking.**
- Painting, marking, decorating, or defacing of student parking spaces is not permitted.
- Students are required to wear seat belts. Students failing to wear seatbelts may be denied driving/parking privileges.
- *Students failing to follow the parking rules may be subject to fines and/or losing their driving privileges.*

BADGE POLICY

- All students must appropriately wear their I.D. badge **at all times** while at school during the school day except for safety reasons during approved activities.
- Students who lose their badge or who damage their badge in such a way that the badge is no longer usable may purchase a new badge for \$5.00 from the library.
- The badge issued by the school for this school year is the only badge that may be acceptably worn. The picture, grade and name on the badge must be clearly visible.
- Students must wear their lanyard with their badge around their neck, with the badge in the chest area with the picture facing outwards, and **the badge outside of all clothing including jackets and backpacks.**
- The I.D. badge may not be decorated or defaced in any way.
- Students may be required to purchase a new badge if their badge is damaged or defaced in such a way that it is deemed unusable by the administration.
- Students without a proper I.D. badge will be required to report to their grade assistant principal for a "Temporary Badge." The student will be assigned detention hall or other consequences based on his or her cumulative discipline record. **The "Temporary Badge" is only good for the day that it is issued.**
- Students are expected to give their badge to any staff member who asks for it for any reason.

BUSES

- Bus students are under the supervision of the bus driver. Students are to obey the bus driver's directions and instructions at all times.
- Students who ride the bus should behave in a manner that is conducive to a safe trip to and from school.
- Students who ride the bus should board the bus and unload from the bus only at their assigned bus stop unless permission is given by the principal to get on or off at another stop.
- Students who ride the bus are not permitted to leave the school grounds in the morning after arriving at school or in the afternoon before getting on the bus. Students who ride the bus should report to the cafeteria and/or quadrangle area upon arriving to school. Students who ride the bus should report to the bus lines in the rear parking lot at the end of the school day.
- Students who ride the bus should sit in their assigned seat, remain seated, refrain from loud noise or loud talking, and keep their hands, feet, and objects to themselves.
- Students who fail to abide by the above instructions will be subject to suspension of bus riding privileges and/or suspension from school.

CAFETERIA

- Aiken High School offers a federally sponsored lunch program. All students are encouraged to apply for free or reduced status. (Students who qualify for free or reduced lunch prices will also qualify for reduced school fees.) You must fill out a new form within the first 30 days each year in order to determine your status for the present school year. Parents can also apply online at www.lunchapplication.com.
- Students should stay in an orderly line. No cutting in line is allowed except for seniors. Seniors using the senior cut privilege must show their I.D. badge to the teacher on duty.
- Students should clean up the area at which they ate in the cafeteria and/or in the quadrangle.
- Students should deposit all trash in the trash cans.
- Students may use the C-Wing restroom closest to the cafeteria during lunch.
- Lunch prices are established by the federal lunch program and the school district. Prices are subject to change.

Middle and High School

Meal	Full Pay	Reduced Pay	Adult Meals
Breakfast	\$1.75	\$.30	\$2.05
Lunch	\$2.60	\$.40	\$3.45
Extra Milk	\$.50	\$.50	\$.50

CURRICULUM REQUIREMENTS

*REQUIREMENTS FOR a South Carolina HIGH SCHOOL DIPLOMA:

<u>Subject</u>	<u>Units Required</u>	<u>Subject</u>	<u>Units Required</u>
English	4 units	Math	4 units
Science	3 units	Social Studies	1 unit
Government	1/2 unit	Economics	1/2 unit
United States History	1 unit	Computer Science	1 unit
P.E or NJROTC	1 unit	Electives	8 units

****TOTAL UNITS REQUIRED = 24**

**** Students may earn no more than two units in summer school. Correspondence courses may be approved only when the school curriculum denies a student a course he/she needs.**

PROMOTION POLICY

- Students who fall under the 24 unit requirement will be classified as a Freshman (9th grader), Sophomore (10th grader), Junior (11th grader), or Senior (12th grader) based on the following criteria:
 - Freshman:** A student will be classified as a Freshman if he/she has earned less than five (5) units toward graduation or if the student has earned five or more units toward graduation but has not earned one unit in English and one unit in Mathematics.
 - Sophomore:** A student will be classified as a Sophomore provided he/she has earned at least five (5) units toward graduation. Of the five units earned, one unit must be earned in English and one unit must be earned in Mathematics.
 - Junior:** A student will be classified as a Junior provided he/she has earned at least 11 units toward graduation. Of the 11 units earned, two units must be earned in English, two of the units must be earned in Mathematics, and one unit must be earned in Science.
 - Senior:** A student will be classified as a Senior provided he/she has earned at least 17 units toward graduation. Of the 17 units earned, three units must be earned in English, three units must be earned in Mathematics, and two units must be earned in Science.

PARTICIPATION IN GRADUATION EXERCISES

- To participate in commencement exercises a student must have completed one of the following:
 - To receive a diploma a student must have attended high school, earned 24 units, and met all of the requirements of the South Carolina State Department of Education.
 - To receive a CDOC (Career Development and Occupational Credential) certificate, a student must have completed all requirements for the program.
 - To receive a Special Education certificate, a student must have met the goals of his/her IEP.

DISCIPLINE

CHEATING

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

CODE OF STUDENT CONDUCT

- Students and parents are asked to read the Code of Student Conduct handbook since students will be held responsible for all of the information contained in it.
- Students and parents **MUST** sign and return the "Parent and Student Acknowledgement Form" to their homeroom teachers during the first week of school.
- Students should be aware that the student's cumulative discipline record partially determines the disciplinary actions taken for each violation of the Code of Student Conduct.

DETENTION HALL

- Administrators and teachers may assign detention hall to students for minor infractions of the Code of Student Conduct or classroom rules.
- Students will be given at least 24 hours notice of the detention hall assignment.
- **It is the parent or student's responsibility to provide transportation home.**
- Failure to attend an assigned detention hall will result in further disciplinary action which may include in or out of school suspension.
- Administrative detention hall is held on Tuesday and Thursday from 3:40PM - 4:15PM in room C-151.
- **Students assigned detention hall MUST bring class assignments to work on in detention hall.**
- Students assigned detention hall are expected:
 - To be on time.
 - To wear their I.D. badge.
 - To abide by the school dress code.
 - To work on a class assignment the entire time they are in detention hall.
 - To sign in appropriately. Failure to sign in appropriately will result in the detention hall not counting and further disciplinary action being taken.
 - Students wishing to change a date for a detention hall assignment must contact the appropriate administrator by lunchtime of the day of the assigned detention hall. The detention hall is not automatically reassigned at the student's request. The administrator will take into consideration the reason for the request, student's attitude, the student's prior discipline record, and the number of requests for changes already made by the student.

FIGHTING AND/OR OTHER ACTS OF VIOLENCE

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

IN-SCHOOL SUSPENSION (ISS)

- Students may be assigned to In-School Suspension for violations of the Code of Student Conduct.
- Students assigned to ISS must report to the ISS room (C-151) before the first tardy bell.
- ISS is held during the regular school day.
- Students assigned to ISS are counted present at school.
- Students are expected to complete all assignments provided by their subject teachers.
- Students are expected to be actively working the entire time they are in ISS.
- Students are not allowed to talk to other students.
- Students are not allowed to lay their head down or to sleep in ISS.
- Additional time in ISS may be assigned if a student is tardy to ISS.
- Students who fail to abide by the ISS rules will be suspended out of school.

INTENTIONAL PULLING OF A FIRE ALARM

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

EMERGENCY DRILLS

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

GAS LEAK OR CHEMICAL SPILL

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

FIRE DRILL

At the sound of the alarm:

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

INTRUDER ON CAMPUS DRILL

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

TORNADO DRILL

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

EXAMS

Quarter Exams (9 Weeks Tests)

- Quarter tests are administered at the end of the first and the third nine weeks.
- Quarter tests may count up to 20% of the quarter grade.

Semester Exams

- Semester exams are administered at the end of each semester.
- Semester exams will count 20% of the semester grade.
- During the second semester, seniors with an "A" average at the end of the semester may exempt the second semester exam at the teacher's discretion.

End of Course Exams

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

EXPECTATIONS OF STUDENTS

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

- **Students should obey every direction or instruction given by any staff member.** Failure to obey a staff member may result in suspension or expulsion from school.
- Students should arrive to school and to class on time.
- Students should come to school prepared for class. Students should have their books, pencils and/or pens, paper, notebooks, homework, and other items needed for class.
- Students should actively and appropriately participate in all classes.
- Students should use school equipment, furniture and supplies appropriately and safely.

- Students should respect the rights of others, especially the right to learn.
- Students are expected to do their own work on all assignments. (Do not cheat in any way.)
- Students should not eat or drink in the building. Eating and/or drinking are permitted only in the cafeteria.
- Students should not bring radios, tape players/recorders, CD players, iPods, water guns, laser pointers, or other non-essential items to school. These items will be confiscated.
- **Cell phones, pagers, and other electronic devices may not be used or activated during school hours, while attending school activities, and/or while riding on a school bus.**
- Students should assist in maintaining a clean school by cleaning their eating areas in the lunchroom and/or quadrangle and by discarding trash and litter into appropriate receptacles.
- Students should behave appropriately and respectfully at all times while at school or at a school sponsored activity.
- Students who participate in school sponsored fundraising activities are responsible for the materials being sold and/or the money collected. All materials and money should be turned in at the designated time.
- Students should follow all classroom rules. Teachers may make specific rules for their classes.
- Students are to refrain from any public display of affection while at school or at any school sponsored activity.

FIELD TRIPS

- The principal may approve educational trips, which relate directly to the program of instruction.
- Students participating in a field trip are responsible for getting assignments for all classes missed. Assignments should be turned in the next day that the student is in class.
- Students must have prior written parental permission for all field trips.
- Students who have excessive absences, discipline problems, or who are not performing satisfactorily in their classes may be denied approval to participate in a field trip.

COUNSELING INFORMATION

Students are invited to use the services of the Counseling Department throughout the year. The office is open from 8:00 AM until 4:00 PM. They will be glad to give assistance in course-career planning, test score analysis and special problems or situations that a student may need to discuss.

ASSIGNMENT OF COUNSELORS

A-B	Leslie Jeffrey, Director of Counseling
C-He	Natalie Fox
Hi-Pl	Lauren Bowling
Po-Z	Tracie McBride
Freshmen	Julie Stapleton
Secretary	Yolanda Dicks

COLLEGE ENTRANCE EXAMS (PSAT, ACT, SAT)

PSAT

- Students must sign up in the Counseling Office to take the PSAT no later than two weeks prior to the test date. The PSAT test is given on October 16, 2019.
- The Junior year PSAT score is the only means of qualifying for the National Merit Scholarship, National Achievement Scholarship, and others. The PSAT score is also needed for Governor's School applications and is used in qualifying to take AP classes.
- Students should take the PSAT during their sophomore year for practice.
- The cost to take the test is \$14.00 (subject to change). Checks should be made out to Aiken High School.

ACT

- Four test areas: English, Mathematics, Reading and Science.
- Students must send an application in to the testing service 5-6 weeks before the test date.

SAT

- Three parts: Verbal, Writing and Mathematics.
- Students must send an application in to the testing service 5-6 weeks before the test date.

Most colleges require applicants to take the ACT or the SAT. These examinations are given:

ACT

September 14, 2019
October 26, 2019
December 14, 2019
February 8, 2020
April 4, 2020
June 13, 2020
July 18, 2020

SAT

August 24, 2019
October 5, 2019
November 2, 2019
December 7, 2019
March 14, 2020
May 2, 2020
June 6, 2020

Students should plan to take these tests their junior year in order to make improved grades on examinations during their senior year. SAT and ACT information is available in the Counseling Office.

EDUCATIONAL RECORDS- CONFIDENTIALITY

(Certain Exceptions)

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

Under District policy the following information is considered to be releasable: The student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student.

(Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.) A parent or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above **not** be released without the parent's or guardian's prior consent should so notify the office of the Chief Officer of Operations and Student Services in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2019. If there are any questions, please contact Merry Glenn Piccolino, Director of Communications at (803) 641-2639.

Registros Educativos – Confidencialidad

(Algunas Excepciones)

En cumplimiento de la ley federal, los padres de familia y los estudiantes tienen derecho a esperar que se mantendrá la confidencialidad de los registros del estudiante. Las agencias educativas podrían actuar para declarar que ciertos aspectos de los registros educativos de un estudiante son “información de directorio”, lo que significa que la información contenida en tales registros no se considera generalmente perjudicial o una invasión a la privacidad, si fuese revelada. La Junta Educativa del Condado de Aiken ha determinado previamente que la “información de directorio” podría ser divulgada a terceros, a solicitud, a discreción del director de la escuela. La ley federal y la autoridad reguladora permiten la divulgación de dicha información sin previo consentimiento, sujeto a ciertas condiciones de pre-divulgación a los padres o estudiantes. El propósito de este aviso es el de cumplir con dichos requisitos de pre-divulgación.

En cumplimiento de las políticas del Distrito, la siguiente información es considerada como que se puede divulgar: El nombre, la dirección, el número de teléfono, la fecha y el lugar de nacimiento del estudiante; sus materias de estudio, su participación en actividades o deportes oficialmente reconocidos, el peso y la altura de los miembros de los equipos atléticos, la fecha de su participación (de manera diaria y anual), los diplomas y premios recibidos, fotografías y la más reciente asistencia a una agencia educativa o institución, por parte del estudiante. **(Los ejemplos de los tipos de información que más frecuentemente se divulgan incluyen, pero no se limitan a, la Lista de Graduandos, Anuarios/Calendarios, Ganadores en la Feria de Ciencias, Estudiante del Mes, Lista de Honores, Sociedad Nacional de Honores, programas de eventos atléticos, etc.)** Aquel padre de familia o apoderado de un estudiante que está asistiendo a las Escuelas Públicas del Condado de Aiken que preferiría que parte o toda la información detallada más arriba **no** sea divulgada sin su consentimiento previo, debe de notificarlo por escrito a la oficina del Directora de Comunicaciones (1000 Brookhaven Drive, Aiken, SC 29803) a más tardar el 31 de agosto de 2019. Si tuviera alguna pregunta, sírvase comunicarse con Merry Glenn Piccolino, Directora de Comunicaciones, al teléfono (803) 641-2639.

GRADE POINT RATIO/CLASS RANKINGS

- High school students will be ranked numerically from top to bottom of their class.
- A student's rank will be determined by the ratio of quality points earned to the number of units taken by the student. The "number of units taken" referred to, will be the units required for graduation in the school district.
- Honor graduates will be determined at the end of the first semester of the senior year.
- Final class rankings will be computed through the second semester of the senior year.
- Grade Point Average (GPA) for college information will be calculated using the State Uniform Scale adopted by the Board of Education.

GRADING SYSTEM

The marking system adopted by the South Carolina Board of Education is used: A-superior, 90-100; B-above average, 80-89; C-average, 70-79; D-below average, 60-69; F-failing, below 60; I-incomplete.

HONOR GRADUATES

- The student ranked number one in his/her class at graduation may be designated valedictorian, and the student ranked number two may be designated salutatorian. These designations will be at the option of the area advisory council after receiving recommendations from the student body, faculty, and administration of individual schools. If a "tie" exists for the top positions, the positions shall be shared.
- Students with a grade point ratio of 4.5 or higher at graduation will be recognized as summa cum laude; those with a grade point ratio from 4.0 to 4.499 will be recognized as magna cum laude; and those with a grade point ratio from 3.5 to 3.999 will be recognized as cum laude. (Adopted 6/14/83; revised 5/26/87, 12/13/88, 7/14/92, 11/10/92, 7/19/94, 8/13/97).

MAKE-UP ASSIGNMENTS

In most instances parents/students can email teachers directly for assignments. Teachers' email addresses and other important information can be found on the school's website. Please go to <https://www.acpsd.net/AHS>, click on Teachers. The Guidance Office will collect assignments for those who request them because of an extended illness (3 to 10 consecutive days) when emailing a teacher is not an option. Parents should request assignments by 8:30AM so that teachers can have time to prepare assignments. Students who are absent for only one or two days are encouraged to get assignments from other students.

PREREQUISITES

Students will be allowed to enter any course if the prerequisite course has been passed. However, students are advised that it is difficult to pass a course if the prerequisite course grade was less than a C.

SCHEDULE CHANGES

- If a student needs to change his/her schedule, he/she should see a guidance counselor.
- It is extremely difficult to change a schedule after courses have been selected. Students should be careful to register for the courses they want or need. If there are questions, the time for getting answers is BEFORE registering. Counselors can answer questions.
- **Because of state regulations no course will be changed or dropped after a student has been enrolled ten days in a year course or five days in a semester course.**

- **Students who withdraw from a course after these time limitations will be assigned a course grade of “WF” (Withdraw Failing) and a numeric grade of 51, and 0 quality points will be calculated in the student’s overall grade point ratio (GPR).**
- **Level changes will be considered no later than three days after the first interim report for a semester class and no later than three day after the end of the first quarter for a year long course for students with inadequate performance.**
- **There will be no teacher changes allowed.**

SENIOR INFORMATION

- For seniors who wish to apply for admission to any college, the Counseling Office has the following materials: catalogs, brochures, pamphlets, some applications, reference books for addresses, etc., financial aid information, and scholarship information.
- At the beginning of each week a Senior Newsletter with specific information is read and posted in senior English classes. Extra copies of the Newsletter are always available in the Counseling Office.
- An application procedure/financial aid workshop for parents of college bound seniors will be held the hour before Open House in September. More detailed workshops for seniors will be held in the fall.
- Seniors who have NOT accumulated excessive absences may be excused up to a maximum of two days for a visit to an out-of-county college or post secondary employer. The procedure for taking a college day will be explained during the workshop.

SUMMER SCHOOL

Summer school is available to all students who desire to make up work. Only courses for which there is a sufficient demand to warrant a class are given in the summer. A fee is charged for these courses.

VIRTUAL SCHOOL

Students may also enroll in virtual school classes. Please see your counselor in the beginning of the year for more information.

CREDIT RECOVERY

Students who failed classes with a minimum grade of 50 may also be eligible to enroll in credit recovery. Please see your counselor for more information.

WITHDRAWALS

Students who plan to withdraw from Aiken High School to attend another school must have a parent/guardian come to the Counseling Office to sign a "Withdrawal Form." This procedure takes about 45 minutes because the student must go to all of his/her classes, return books, get grades, and teacher signatures. Please remember that the parent/guardian signature is a MUST!

HALL PASSES

- **Students are not allowed to leave their class without a signed pass from the teacher containing the date, time and destination.**

IMMUNIZATION REGULATIONS

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

INSURANCE

- Students taking shop, PE, science, band, or who participate in athletics are required to have insurance.
- A statement from the parent/guardian indicating that insurance coverage is in force is acceptable.
- The school district provides information for an insurance provider (Markel Insurance) to all students. You may access this information using a link on the district website at <https://www.acpsd.net>. Parents can enroll online either with a credit card or debit card.

LIBRARY

- Students are encouraged to use the Library's reference materials, books, periodicals, computers, and other educational materials.
- Students may borrow books for up to two (2) weeks.
- Students must pay a fine if they return materials late.
- Students must have their I.D. badge to check out library books.
- Students who attempt to leave the Library without appropriately checking out materials may be subject to disciplinary consequences.

LOCKERS AND LOCKS/ PE LOCKERS

- Students may request lockers during ILT the first two weeks of school.
- Students reporting to school after the first two weeks should report to the 2nd floor C-wing Office for a locker assignment.
- Students are responsible for all materials and property in their lockers. The school cannot accept responsibility for items left in school lockers. **Every effort is made to ensure that lockers are secure, but money, valuables and/or cell phones may be at risk if left unattended in lockers. It is also your child's responsibility to ensure that his/her locker is locked securely after they have been in the locker. Locks must be attached through locking mechanism and the locks tumbled to obtain a securely locked locker. If there is a problem with your child's locker, please see Dr. Laughter in the C-wing Office.**
- Students should not share their lockers or their combinations with others.
- Student owned locks are not allowed and may be removed without notification.

- Students are encouraged to use their lockers before first period, before and/or after lunch, and after school.

PE LOCKERS

Students are responsible for all materials and property in their lockers. The school cannot accept responsibility for items left in PE lockers. PE lockers should never have valuables of any kind left in them. **Every effort is made to insure that lockers are secure, but money, valuables, IPODS, and/or cell phones, etc. may be at risk if left unattended in any school locker.**

LOITERING

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

LOST AND FOUND

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

MAKE-UP WORK

- Students are expected to make up any work missed due to any absence.
- Students should check with each teacher upon their return from an absence to be sure that they have made up all assignments.
- If a student is absent only on the day a test is given or other assigned work is due the student is expected to make up the test or turn in the work on the day he/she returns to school.
- If a student is absent 2-5 days, the student will be given the number of days missed to make up the work.
- If a student is absent for more than 5 days the administration will determine the number of days allowed to make-up the work.
- When a teacher makes an assignment well in advance and no new material was covered during the absence that would affect the student's ability to complete the original assignment, the student should turn in the work or take the test on his/her return.
- In most instances parents/students can email teachers directly for assignments. Teachers' email addresses and other important information can be found on the school's website. Please go to <https://www.acpsd.net/AHS>, click on Teachers.
- The Counseling Office will collect assignments for those who request them because of an extended illness (3 to 10 consecutive days) when emailing a teacher is not an option.

MEDICATIONS, HEALTH, and SAFETY

- Medications must be delivered to the Health Office by a parent/guardian in an original, current, properly labeled pharmacy container (including inhaler boxes) along with a completed Permission for Medication form.
- Prescription medication requires a doctor's signature on the Permission for Medication form .
- Over the counter medicine may be administered with a parent/guardian signature following the recommended age-appropriate dosage on the packaging.
- A doctor's order is required for herbal preparations.
- Please DO NOT send medication with your child to school. A responsible adult MUST deliver it to the Health Office.
- If your child has a chronic and/or potentially life-threatening medical condition (including asthma, severe allergy, diabetes, seizures, etc), please see the nurse as soon as possible. We must have a completed Emergency Action Plan and the appropriate medications on file for your child.
- Students with a chronic illness may be allowed to self-monitor and/or self-medicate with the completed Self-Medicating and/or Self-Monitoring forms signed by the doctor, student, and parent/guardian.
- If your child becomes ill or injured during the day, someone in the office will contact you. Please make sure your telephone numbers on file are kept up to date.
- Please come by the Health Office (located across from the main office) anytime you need to speak to the nurse about a health concern.
- Please note that any student who is carrying a medication without the proper documentation is in violation of the district policy and may be subject to discipline by the school administration.

Medical forms are available in the Health Office and on the district website

MOMENT OF SILENCE

Time is provided each school day for a "moment of silence".

P.A. ANNOUNCEMENTS

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

PLEDGE OF ALLEGIANCE ACT (ACT N.55)

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

REPORT CARDS AND INTERIM REPORTS

- Report Cards and Interim Reports are sent home for the purpose of informing parents of the progress of their child.
 - Interim Reports are sent home at the mid-way date of each nine-week grading period. **Interim Reports will be issued on September 19, November 25, February 20, and May 5.**
- Report Cards are sent home at the end of each nine- week grading period. **Report Cards are issued on October 29, January 23, April 2, and June 11.**
 - **A Parent Conference Day will be held on October 21.**
 - **Parents may also monitor grades by accessing the PowerSchool Parent Portal through the Aiken County Public Schools website. Please contact the counseling office for your user ID and password.**

SCHOOL SAFETY AND SECURITY

- It is the responsibility of all students, faculty, and staff to assist in maintaining the safety and security of the school.
- Students may **ONLY** enter/exit the school buildings through authorized entry/exit doors unless there is an emergency.
- Students who compromise the safety and security of the school by propping open an entry/exit door, opening an entry/exit door allowing a person into the building, or any violation of the procedures put in place to secure the school buildings will face disciplinary action which may result in Out-of-School Suspension.

SCHOOL PROPERTY

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

SEXUAL HARRASSMENT STATEMENT

- According to the District Code of Student Conduct, engaging in sexual harassment of any student, staff member or visitor, either male or female, on school property or while under the jurisdiction of the school is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary action, including suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school, including riding a school bus.
- Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken, or physical conduct of a sexual nature.
- Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent and to a teacher, counselor, principal, or any school official with whom the student feels comfortable.

TELEPHONES

- All office phones are business phones and may be used by students only in the case of an emergency. The Attendance Office has a designated phone for students to call home.

Only in emergency situations will the office personnel deliver telephone messages to students.

TEXTBOOKS

- Students are responsible for the upkeep and for the return of all textbooks issued to them.
- If the barcode on the back of the book is taken off and/or damaged so that it is not able to be scanned, students will be charged the full replacement cost of the book.
- Students must pay for lost textbooks before being issued replacements. Lost textbook fees are paid in the 2nd floor C-wing Office to Mrs. Phillips.
- Students may receive refunds for lost textbooks if they find their original textbook and if they have their receipt of payment for the lost textbook. **ALL REFUND REQUEST MUST BE SUBMITTED BEFORE JUNE 30 OF THE CURRENT SCHOOL YEAR.**
- The Aiken High School administration requires all students to cover their textbooks to help protect the textbook.

VIOLENT WEATHER PROCEDURES

TORNADO WATCH

- **IT MEANS** - There is a chance of dangerous weather later with damaging winds.
- **SIGNAL** - Announcement over the P.A. system advising of the Watch.
- **WHAT TO DO** - Remain quiet, stay seated and be attentive to any announcements made by the teacher or over the P.A. system. Be prepared to move to a safe area if the signal is given. Continue with normal activities.

TORNADO WARNING

- **IT MEANS** - A tornado has been sighted nearby and that everyone should go at once to a designated safe area.
- **SIGNAL** - Announcement over the P.A. system advising that a tornado has been sighted in the area.

WHAT TO DO - TORNADO

- Remain quiet.
- Students should proceed to an interior hallway and assume the “duck and cover” position. Students should kneel against the wall, head down, with hands/books covering their heads, or they may sit on the floor with their back to the wall, knees up, hands/books covering their heads. .
This may require students to form double lines at the lockers, but every precaution should be made to keep safe.
- Students in **unsafe locations** at the time of the drill will be asked to go to an **assigned location** at the direction of the teacher.

DANGER SIGNS OF VIOLENT WEATHER

- Severe Thunderstorms - Thunder, lightning, heavy rains and strong winds.
- Hail - pellets of ice from dark clouded skies.
- Roaring Noise - Like a locomotive making a crashing sound.
- Dark Funnel - Spinning rope or column from the sky to the ground.

SCHOOL CLOSINGS DUE TO WEATHER RELATED PROBLEMS

- Students are not permitted to use the telephone during an emergency resulting in the closing and/or early dismissal of school.
- Students should discuss with their parent/guardian before an emergency arises their specific expectations and directions regarding emergency school closings or early dismissals.
- School bus routes are not adjusted to accommodate emergency closings and early dismissals. Buses will complete normal routes delivering students to their usual destinations (bus stops).

VISITORS

- Students are not allowed to have visitors at school unless the visit is approved in advance by the Principal.
- Parents are welcome to visit their child's classes provided they register in the main office upon entering the building.

EXTRA-CURRICULAR PARTICIPANTS FOR CRIMINAL AND OTHER MISCONDUCT - NON-SCHOOL RELATED

Code JJIC-R

Conduct not occurring on school premises or at school related events, but which can bring dishonor to a team (or extra-curricular organization) merely by the association of the team member (or participant) so charged with the team (organization) itself, is considered

unacceptable and will not be tolerated. Such unacceptable conduct includes, but not limited to, crimes against the person, theft, vandalism, gross disrespect or immorality, and other serious or notorious violations of law or misconduct.

Accordingly, persons committing such conduct or charged with such criminal offenses shall be subject to the following procedure:

- A student athlete (or extra-curricular organization participant) committing conduct which would be an expellable offense under the Code of Student conduct (if committed at school or at school events) or a student athlete (or student organization participant charged with any serious or notorious misconduct or violation of law will be subject to temporary suspension from the athletic team/endeavor (or organization) participation, pending a prompt review and determination of culpability. Normally such review and determination shall be made within three school days of the misconduct being brought to the administration's attention. An appropriate additional suspension or penalty relating to participation shall be made by a committee consisting of the coach, athletic director, and principal (with regard to other athletic endeavors) or of the organization sponsor and the principal (with regard to other extra-curricular organizations).
 - Penalties and suspensions may range from a minimum of denial or participation in one game/event to dismissal from the team or organization. The committee's determination shall be appealable to the Academic Officer whose decision shall be final.
 - A student athlete or organization participant who is convicted of any serious or notorious violation of law shall be dismissed from the athletic team or organization on which he or she is currently participating and shall be ineligible for any other athletic team, event, or extra-curricular organization for the remainder of such school year during which the conviction occurs. Further, such student must apply for eligibility the following year. The request shall be reviewed and acted upon by the committee as set forth in subsection (1), above, and shall be appealable to the Academic Officer whose decision shall be final.
 - District Administration shall provide legal assistance to the various schools in implementing this policy in order to provide for consistency throughout the areas.
- Adopted 9/22/98

ANNUAL STUDENT RECORDS NOTICE PURSUANT TO

The Family Educational Rights and Privacy Act

Student Records Notice: Under the Family Educational Rights and Privacy Act parents or eligible students have the right to 1) inspect and review a student's educational records; 2) request an amendment to incorrect or misleading records, or records otherwise in violation of a student's privacy rights; 3) consent to disclosures of personally identifiable information (except as allowed without consent by law); and 4) file with the U. S. Dept. of Education a complaint for any alleged failure by this School District to comply with the Act. A more detailed explanation of rights and procedures may be found in the Policy Manual located at any school, area office, or the District office (Policy JRA and Administrative Rule JRA-R). Policies may also be found online at the Aiken County Public Schools website (www.acpsd.net). A copy of this policy will be mailed to any parent upon request. **Parents or eligible students who have limited or no visual acuity, who have a primary home language other than English, or who may be disabled in some other**

way which effectively impairs their ability to see, comprehend, or become aware of this notice will be accommodated upon discovery of such limitations by the District. Patrons who may be aware of others with such limitations are requested to notify the District of these circumstances.

NOTIFICACIÓN ANUAL DE LOS REGISTROS DEL ESTUDIANTE DE CONFORMIDAD CON LA

Ley de Derechos Educativos y Privacidad de la Familia

Notificación de los Registros del Estudiante: En cumplimiento de la Ley de Derechos Educativos y Privacidad de la Familia, los padres de familia o los estudiantes que sean elegibles tienen el derecho a 1) inspeccionar y revisar los registros educativos del estudiante; 2) solicitar una enmienda de aquellos registros que estén incorrectos o sean confusos o engañosos, o aquellos registros que de cualquier manera transgredan los derechos a la privacidad del estudiante; 3) dar su permiso para la divulgación de la información de identificación personal (excepto en tanto la ley lo permita sin consentimiento); y 4) presentar ante el Ministerio de Educación de los Estados Unidos una queja por cualquier presunto incumplimiento de la Ley por parte de este Distrito Escolar. Una explicación más detallada de los derechos y procedimientos puede encontrarse en el Manual de Políticas que puede ser hallado en cualquier escuela, oficina de área o en las oficinas del Distrito (política JRA y Reglamento Administrativo JRA-R.) Las políticas también pueden ser halladas en línea, en el sitio de internet de las Escuelas Públicas del Condado de Aiken (www.acpsd.net). Si se solicita, una copia de esa política será enviada al padre de familia. **Los padres o los estudiantes que sean elegibles y que tengan una agudeza visual limitada o nula, que tengan un idioma primario en el hogar que no sea el inglés, o que puedan ser discapacitados de alguna otra manera que impida efectivamente su capacidad de ver, comprender o tomar conocimiento de este aviso, recibirán acomodaciones a lo que el Distrito tome conocimiento de tales limitaciones. Se solicita que aquellos clientes que pudieran estar al tanto de otras personas con tales limitaciones, le notifiquen al Distrito de esas circunstancias.**

THE SCHOOL DISTRICT OF AIKEN COUNTY

STUDENT ACTIVITIES

Aiken High School is a small community and a small democracy. Here, the student is given an opportunity to assume leadership in many fields. By participating in the activities of the school, young men and women of today are prepared to become citizens of tomorrow. While academic training is obviously an important factor in the development of the individual, extracurricular activities have their special place in molding character, developing leadership, and preparing the student for complete living in our complex modern society.

Activity**Sponsor****Hornet Herald**

Francesca Pataro
School newspaper published by Journalism Class and other interested students

Yearbook

Francesca Pataro
Annual yearbook published by the Journalism Class and other interested students

Student Council

Laura Lundeen
Student government service organization composed of elected officers, homeroom representatives, and appointed executive committee members. This organization conducts Homecoming, the Bloodmobile, and other fundraisers and activities.

National Honor Society

Philip Barkhau
Honor Society for Seniors and Juniors who are selected based on the criteria of Scholarship, Service, Leadership, and Character

Beta Club

Kayla Hostetler/Suman Marks-Johnson
Student organization whose members are selected based on the criteria of honesty, service, leadership, and academic performance

BAND

Gregory Priest
The band is composed of students who are enrolled in Band classes. The band performs at athletic contests, in parades, assemblies, pep rallies, concerts, and competitive festivals. The band has a history of Superior and Excellent ratings in the State of South Carolina.

Academic Team

Darrah Densmore
Intra-county academic competition open to students interested in competing in academic events against other Aiken County School teams. Also, the Academic Team competes on a nationwide basis.

Math Team

Patty Toepke
Intra-county competition open to students interested in competing against other Aiken County teams in Math skills

**Future Business
Leaders Association**

Tonya Moton
A Business service organization to help students obtain a better understanding of the business world. Open to students who are enrolled in Business Education courses

**Family Career and
Community Leaders
Of America**

Christa Franklin

Service organization for students enrolled in Consumer Science classes to help students develop character and leadership qualities by participating in competitive events, fundraisers, and community service projects

**National Technical
And Vocational
Honor Society**

Jean Gorthy

Honor society for students enrolled in career education and who are selected on the criteria of academic performance, character, and service

German Club

Art Lader

Service organization open to students enrolled in German classes and who wish to further their knowledge of German

**German Honor Society
Delta Epsilon Phi**

Art Lader

German National Honor Society is a service and honor organization for students currently enrolled in German III, IV, and AP German classes who have an overall 3.0 average and a minimum of 3.6 in German classes

Art Club

Tara Wessinger-Hanna/Michael Keltz

Organization open to students enrolled in Art classes and/or who may be interested in improving their knowledge of Art

**Future Farmers
Association**

Mackenzie Mullikin

A Service Organization open to students who are enrolled in Horticulture and/or Agricultural Science classes, and are interested in increasing their knowledge of agricultural skills. The FFA participates in competitive events and many field trips.

NJROTC

1st Sgt. Harry Johnson, Jr./Lt. Anthony Marinelli
The NJROTC program competes in local, state, and national events in academics, athletics, drill, riflery, and other areas. It is open to any student in the NJROTC classes and has outstanding records in all levels of competition.

**Class Officers &
Executive Committees**

12th Grade- Kimberly Baynham
11th Grade – Katie McMillian
10th Grade – Gary Asbill
9th Grade – Alison Gibson

Class government officers are elected in the spring for the following year. The Freshman Class officers are elected in September of each year. Executive committee members are selected by the sponsor and the president-elect based on the criteria of service, leadership, and character. Class officers and executive committees serve to plan class activities each year.

Office Workers

Administrators and Secretaries

Student office helpers assist as needed for various office tasks. Students are selected on the criteria of academic performance, service, leadership, integrity, and responsibility.

Library Workers

Malynda Young/Carol Wise

Student library workers assist in the library as needed. Students are selected on the criteria of academic performance, integrity, responsibility, and service.

Serteens

Victoria McMakin

Service organization for students interested in learning leadership qualities through community service projects.

Interact

Art Lader/Worth Swearingen

Service organization sponsored by the Rotary Club of Aiken for students interested in developing a network of friendships with local and overseas clubs and learning the importance of developing leadership skills and personal integrity, demonstrating helpfulness and respect for others, understanding the value of individual responsibility and hard work, and advancing international understanding and goodwill.

Teacher Helpers

Teachers/Leslie Jeffrey

Students are selected to assist teachers during the student's study hall and are selected on the criteria of integrity, service, responsibility, and academic performance.



AIKEN COUNTY
PUBLIC SCHOOLS

Parents and/or Employees
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employee:

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

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

The entire school system was re-inspected for ACBM conditions in October 1998, and found to be in compliance with AHERA regulations.

Any questions pertaining to the Management Plan may be directed to Mr. Robbie Roberson, Coordinator for Facilities Construction Department at (803) 642-0431.

Sincerely,

Sean Alford, Ph.D.
Superintendent

1000 Brookhaven Drive • Aiken, South Carolina 29803

GIFTED AND TALENTED PROGRAM FOR AIKEN COUNTY PUBLIC SCHOOLS

The Aiken County Public School District serves state-identified gifted and talented students according to State Regulation R-43-220 and the policies of the local School Board. Gifted and Talented students are those identified in grades 3 – 12 as demonstrating high performance ability or potential in academic or artistic areas. The Gifted and Talented Educational Program (GT) serves academically gifted students in grades 3 – 12 throughout the school year. Artistically gifted students in grades 3 – 12 are served in the Gateway summer program.

Academically gifted students qualify for the Gifted and Talented Educational Program if they meet the criteria set forth in the state regulations. Identification may be appealed to the District Evaluation and Placement Team. According to state regulations, private testing may be used only for referral purposes, but not for identification. Parents, teachers, and students may make student referrals to the program through the school's GT teacher or the school's guidance counselor at any time during the school year.

To be identified for the Gifted and Talented Educational Program, students must meet two of the following dimensions:

Dimension A: Reasoning Abilities – Students must demonstrate high aptitude (93rd national age percentile or above) in one or more of the following areas: verbal/linguistic, quantitative/mathematical, non-verbal, and/or composite of the three. All students are tested during the fall of grade 2 using the CogAT test to measure aptitude. Students at or above the 96th national age percentile on the composite score receive automatic GT placement.

Dimension B: High Achievement in Reading and/or Mathematical Areas – Students must demonstrate high achievement (94th national percentile or above) in reading and/or math as measured by a nationally-normed test or the South Carolina statewide assessment instrument (SCReady qualifying scores are determined each year). All second grade students are tested during the fall using the Iowa Test of Basic Skills. Students in grades 3 – 8 are SCReady tested in the spring.

Dimension C: Intellectual/Academic Performance – Students must demonstrate a high degree of interest in and commitment to academic and/or intellectual pursuits. Students entering grades 6 – 12 meet this dimension if they demonstrate a 3.75 grade point average on a 4.0 scale in language arts, math, science, social studies, and foreign language. Students entering grades 3 – 6 demonstrate this dimension through a performance task assessment (STAR) that is administered to students meeting one of the two Dimensions detailed above. This performance assessment is given district-wide during the spring of each year.

Instruction in Gifted and Talented Educational Program classes exceeds the state standards for each grade level through a special class designated model in grades 3 – 12. Honors and Advanced Placement courses are used to serve GT students in the high schools. Artistically gifted students must apply for the Gateway program during the school year and complete the interview and audition process in the spring. This summer program serves newly qualified and previously qualified students. Complete Gateway information is on the District's website.

The Aiken County Public School District does not discriminate on the basis of ethnic or racial background, religious beliefs, sex, disability, economic or social conditions, alienage, national origin, immigrant status (except as limited or restricted by certain visa qualifications set forth in federal law) or by English-speaking status in, or employment in, its programs and activities. Inquiries regarding the nondiscrimination policies should be made to the Chief Officer of Administration (641-2420). For more information on the Gifted and Talented Educational Program, contact your school principal or Joel Deer (641-2403).

Grade Point Conversion Chart

10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

Former Presidents of the Aiken High School Student Council

1934-35	Edward Cushman	Nollie Robinson	1979-80	Randy Faile
1935-36	Dan Henderson	Phillip Rivers	1980-81	Mike Borders
1936-37	Dibbs Wyman	Edwin Hallman	1981-82	Lamar Lepard
1937-38	James DeLoach	John Croft	1982-83	Jane Little
1938-39	Walker Rivers	Ted Killingsworth	1983-84	William Clyburn Jr.
1939-40	Frampton Toole	Frank Leither	1984-85	Marshall Taylor
1940-41	Charles Veith	Owens Killingsworth	1985-86	Mary Sharp
1941-42	Jeannette Holley	Jimmy Trowbridge	1986-87	Richard Perry
1942-43	Lamar Cato	Wren Toole	1987-88	Rick Mayock
1943-44	Bert Copley	Louise Head	1988-89	Tom Young
1944-45	Bobby Friar	Mackey Scott	1989-90	Rebecca Holmes
1945-46	Pat Kenney	Barbara Raffield	1990-91	Paul Musick
1946-47	Jutson Fulmer	Herbert Cohen	1991-92	Jimmy Moore
1947-48	Henry Willing	James Kitchings	1992-93	Brad Boni
1948-49	Louie Fields	Bobby Cook	1993-94	Steve Jordan
1949-50	Ralph Gregory		1994-95	Natalie Hudson
1950-51	Billy Johnson		1995-96	Franklyn Howard
1951-52	Marshall Cain		1996-97	David Fallaw
1952-53	John Baker		1997-98	Stacey Suber
1953-54	Ted Gomillion		1998-99	Stacey Suber
1954-55	Drayton Sanders		1999-00	Colin Ligon
1955-56	Joseph Lanning		2000-01	Brandy Carver
1956-57	Hastings Wyman		2001-02	Staci Hutsell
1957-58	Arthur Gregory		2002-03	Arun Iyer
1958-59	Pat Henson		2003-04	Brandon Kearse
1959-60	Chuck Simons		2004-05	Elizabeth Victor
1960-61	Alex Beasley		2005-06	Johathan Duncan
1961-62	Harry (Mac) Johnson		2006-07	Elaine Hass
1962-63	Divver Martin		2007-08	Colen Lindell
1963-64	John Gregory		2008-09	Keely Reichel
1964-65	David Meadow		2009-10	Briana Rice
1965-66	Ken McKeller		2010-11	Haley Hunt
1966-67	Jim Farmer		2011-12	Theodore Hoel
1967-68	Steve Pekala		2012-13	Aili Vinson
1968-69	Ricky Perkins		2013-14	Carter Hunt
1969-70	Jeff Jay		2014-15	Sophia Nance
1970-71	Ted Tewkesbury	Louis Phoenix	2015-16	Catherine Pullan
1971-72	Pat Scott		2016-17	Frelicia Tucker
1972-73	David Weaver		2017-18	Kyle Frei
1973-74	Cathy Wooley		2018-19	Jahleel Johnson
1974-75	John Little			
1975-76	Ben Talbert			
1976-77	Charles Heath			
1977-78	Todd Haas			
1978-79	Myron Bell			

Regular Bell Schedule

Period	Time
ILT	8:20 – 8:45
1 st Period	8:50 – 9:39
2 nd Period	9:44 – 10:33
3 rd Period	10:38 – 11:27
1 st Lunch	11:27 – 11:53
4 th Period	11:58 – 12:47
	4 th Period 11:32 – 12:21 2 nd Lunch 12:21 – 12:47
5 th Period	12:52 – 1:42
6 th Period	1:47 – 2:36
7 th Period	2:41 – 3:30

Extended ILT Bell Schedule

Period	Time
Extended ILT	8:20 – 9:05
1 st Period	9:10 – 9:56
2 nd Period	10:01 – 10:47
3 rd Period	10:52 – 11:38
1 st Lunch	11:38 – 12:04
4 th Period	12:09 – 12:55
	4 th Period 11:44 – 12:30 2 nd Lunch 12:30 – 12:55
5 th Period	1:00 – 1:46
6 th Period	1:51 – 2:37
7 th Period	2:42 – 3:30

Assembly Bell Schedule

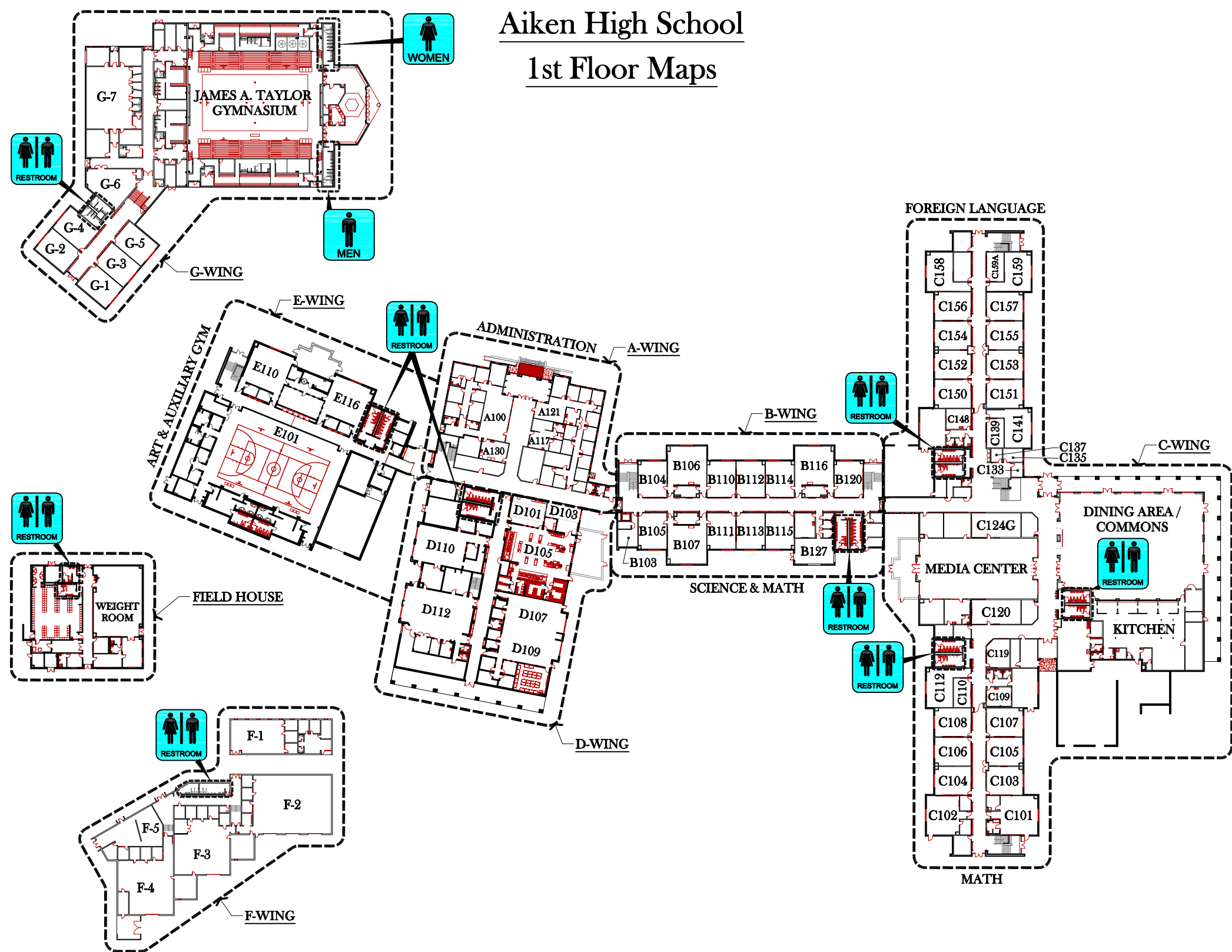
Period	Time
1 st Period	8:20 – 9:06
2 nd Period	9:11 – 9:57
3 rd Period	10:02– 10:48
Assembly	10:53 – 11:38
1 st Lunch 11:38 – 12:04 4 th Period 12:09 – 12:55	
4 th Period 11:44 – 12:30 2 nd Lunch 12:30 – 12:55	
5 th Period	1:00 – 1:46
6 th Period	1:51 – 2:37
7 th Period	2:42 – 3:30

Early Release Schedule

Period	Time
1 st Period	8:20 – 8:57
2 nd Period	9:02 – 9:39
3 rd Period	9:44 – 10:21
1 st Lunch 10:21 – 10:46 4 th Period 10:52 – 11:28	
4 th Period 10:26 – 11:03 2 nd Lunch 11:03 – 11:28	
5 th Period	11:33 – 12:10
6 th Period	12:15 – 12:42
7 th Period	12:47 – 1:30

Aiken High School

1st Floor Maps



Aiken High School

2nd Floor Maps

