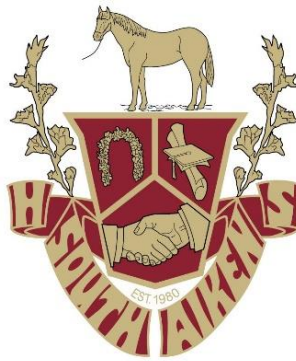


# **2021-2022**

## **South Aiken High School**

### **Student Handbook**



#### **School Contact Information**

<b>Main Office:</b>	<b>641-2600; Fax 641-2413</b>
<b>Guidance:</b>	<b>Fax 641-2607</b>
<b>Area 1 Transportation:</b>	<b>641-2507</b>
<b>Website:</b>	<b><a href="http://www.acpsd.net/SAHS">www.acpsd.net/SAHS</a></b>

The mission of Aiken County Public Schools, the emerging premier school district, is to cultivate future-ready students to serve our evolving community and world through an innovative, literacy-focused school system distinguished by

- rigorous, personalized learning opportunities;
- highly effective, service-driven professionals; and
- mutually-beneficial partnerships.

**Welcome to South Aiken High School**  
*Every Thoroughbred, Every Day – All Means All!*

August 2021

Dear Students,

Welcome to South Aiken High School for the 2021-2022 school year! Our school community has been tested and tried these last couple of years in ways we could never have imagined but the growth we have experienced because of those trials cannot be understated. As we begin this 2021-2022 school year I want to encourage all of you to remember those experiences and use them as motivation to achieve great things!

SAHS experienced a tremendous 2020-2021 school year thanks to the faculty and staff, students, parents, and community members who worked collaboratively to ensure our school's success. South Aiken graduated 76 seniors who completed their Career and Technical Education Pathway, meaning those students are considered career ready and are prepared to enter the workforce in various fields such as Automotive Technology, Culinary Arts, Cyber Security, Diesel Technology, Health Science, and Welding. As an Advanced Placement (AP) Academy, South Aiken offered 23 AP courses and saw tremendous participation in AP coursework with 494 students enrolled in one or more AP courses and almost 900 AP exams given. Other student accomplishments included graduating a cohort from the Governor's School Accelerate Program. Our Navy JROTC received the Distinguished Unit Accommodation while also sweeping the podium for the CSRA Junior and Senior Cadet of the Year. We also celebrated the creation of Aiken County's first Girls Go Cyber team. These accomplishments are just a small example of the stellar outcomes that have become the norm at South Aiken and the foundation for our future greatness!

SAHS is committed to our school motto that *All Means ALL*. We will continue to operate as an AP Academy and challenge all students to take at least one AP course before they graduate to better prepare for career and college pathways. This coming year, we are excited to announce a partnership with Aiken Technical College to offer high school juniors the opportunity to earn a Nuclear Fundamentals Certificate, while juniors and seniors can earn a Production Operator Certificate. SAHS will also remain committed to our focus on literacy in every classroom and in every subject. Lastly, we will continue our efforts to provide the South Aiken community with an instructionally superior school where all students are valued and challenged.

The Profile of the South Carolina Graduate requires that graduates demonstrate World-Class Knowledge, World-Class Skills, and the necessary Character for Life and Careers. The diverse opportunities that SAHS continues to provide is a testimony to our commitment that All Means ALL. It is through intentional effort that we are preparing our graduates to Achieve, Learn, and Lead! I welcome you to South Aiken High School and I encourage you to take advantage of every opportunity to grow and develop as a member of the South Aiken family.

Sincerely,  
Samuel A. Fuller, Principal



**South Aiken Bell Schedules  
2021-2022**

Power Hour Bell Schedule		Homeroom Bell Schedule	
1 <sup>st</sup>	8:20 – 9:11	1 <sup>st</sup>	8:20 – 9:08
2 <sup>nd</sup>	9:16 – 10:05	2 <sup>nd</sup>	9:13 – 9:58
3 <sup>rd</sup>	10:10 – 10:59	3 <sup>rd</sup>	10:03 – 10:48
4 <sup>th</sup>	11:04 – 11:53	Homeroom	10:53 – 11:15
Power Hour	11:58 – 12:48	4 <sup>th</sup>	11:20 – 12:05
5 <sup>th</sup>	12:53 – 1:42	Power Hour	12:10 – 1:00
6 <sup>th</sup>	1:47 – 2:36	5 <sup>th</sup>	1:05 – 1:50
7 <sup>th</sup>	2:41 – 3:30	6 <sup>th</sup>	1:55 – 2:40
		7 <sup>th</sup>	2:45 – 3:30

Restriction Regular Bell Schedule		ACCTC Schedule		Restriction Homeroom Bell Schedule	
1 <sup>st</sup>	8:20 – 9:20	11 <sup>th</sup> Grade	8:50 – 10:35	1 <sup>st</sup>	8:20 – 9:10
2 <sup>nd</sup>	9:25 – 10:15	Planning/Lunch	10:40 – 12:05	2 <sup>nd</sup>	9:15 – 10:05
3 <sup>rd</sup>	10:20 – 11:10	10 <sup>th</sup> Grade	12:15 – 1:05	Homeroom	10:10 – 10:25
4 <sup>th</sup> Period 100 & 200 Hall	11:15 – 11:25	12 <sup>th</sup> Grade	1:15 – 3:00	3 <sup>rd</sup>	10:30 – 11:20
Lunch 100 & 200 Hall	11:25 – 11:50			4 <sup>th</sup> Period 100 & 200 Hall	11:25 – 11:35
4 <sup>th</sup> Period 100 & 200 Halls	11:55 – 12:45			Lunch 100 & 200 Halls	11:35 – 12:00
4 <sup>th</sup> Period 300, 400, 500 Halls, Gym & Portables	11:15 – 12:15			4 <sup>th</sup> Period 100 & 200 Halls	12:05 – 12:45
4 <sup>th</sup> Period 300, 400, 500 Halls, Gym & Portables	12:15 – 12:45			4 <sup>th</sup> Period 300, 400, 500 Halls, Gym & Portables	11:25 – 12:15
5 <sup>th</sup>	12:50 – 1:40			4 <sup>th</sup> Period 300, 400, 500 Halls, Gym & Portables	12:15 – 12:45
6 <sup>th</sup>	1:45 – 2:35			5 <sup>th</sup>	12:50 – 1:40
7 <sup>th</sup>	2:40 – 3:30			6 <sup>th</sup>	1:45 – 2:35
				7 <sup>th</sup>	2:40 – 3:30



# 2020 – 2021



## 2021-22 Aiken County Public School District Calendar



July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
2-30	4-10's Schools and Offices Closed
5	Independence Day Holiday Observed

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
6	4-10's Schools and Offices Closed
9-13	Professional Development & Teacher Workdays
16	First Day of School

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September	
6	Labor Day
16	Interim Reports (1st Quarter)

October 2021						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October	
16	End of the 1st Quarter
22	Q1 Report Cards
25	Teacher Workday/Parent Teacher Conferences

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November	
19	Interim Reports (2nd Quarter)
24-26	Thanksgiving Break

December 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December	
20-31	Winter Break

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January	
3	Weather Make-Up Day
4	Students Return From Winter Break
7	End of 1st Semester
10	Teacher Work Day
14	Q2 Report Cards
17	Martin Luther King Jr. Holiday

February 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February	
4	District Professional Development Day
14	Interim Reports (3rd Quarter)
18	Weather Make-Up Day
21	President's Day Holiday

March 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March	
18	End of the 3rd Quarter
21	Prof. Dev/Teacher Workday/Weather Make Up
25	Q3 Report Cards

April 2022						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April	
4-5	Spring Break Students & Staff
15	Good Friday Holiday
29	Interim Reports (4th Quarter)

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May	
30	Memorial Day Holiday
31	Half Day for Students

June 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June	
1-2	Half Day for Students
2	End of 2nd Semester/ Last Day of School
3	Teacher Work Day
2-3	Graduation Dates
	Q4/Final Report Cards
10-24	4-10's Schools and Offices Closed

## **SAHS Head Coaching Staff**

**Athletic Director – Robert Polewski**  
**Assistant Athletic Director – Christopher Hamilton**

### **Fall Sports**

**Cheerleading**  
Tracie Harriell

**Boys/Girls  
Cross Country**  
Jamie Hatchett

**Football**  
Christopher Hamilton

**Girls Golf**  
Brooke Hutto

**Swimming**  
Susie Adams

**Girls Tennis**  
Jennifer Myers

**Volleyball**  
Cassie McKie

### **Winter Sports**

**Boys Basketball**  
Michael Prandy

**Girls Basketball**  
Zachery Green

**Wrestling**  
Josh Hoover

### **Spring Sports**

**Baseball**  
Michael Baker

**Boys Golf**  
Dane Burkhart

**Boys Soccer**  
Hendrix Snyder

**Girls Soccer**  
David Mihoulides

**Softball**  
Andrew Radford

**Boys Tennis**  
Rakesh Jasani

**BoysTrack**  
Everton Clarke

**GirlsTrack**  
Marquita Carter

Only Head Coaches are listed

*Students are responsible for knowing the information  
provided in this handbook.  
These policies are subject to change during any COVID school phases.*

### **Administration and Main Office**

Our administrators welcome the opportunity to work with any student. To maintain continuity throughout the year, administrative responsibility for student concerns is assigned by grade level and alphabet as indicated below:

<b>9<sup>th</sup> – 12<sup>th</sup> Grade, A-GI</b>	<b>Tami Shaffer</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade, Go - O</b>	<b>Miguel Burns</b>
<b>9<sup>th</sup> – 12<sup>th</sup> Grade, P-Z</b>	<b>William Hudson</b>
<b>Assistant Principal for Instruction</b>	<b>Jennifer Kolmar</b>

The office is open daily from 7: 45 a.m. until 3:45 p.m. Students will not be allowed to enter the building until 7:45 a.m. and must vacate the building by 3:45 p.m. unless they are under the direct supervision of an adult. Students are welcome in the office for brief meetings as administrative scheduling allows; students and parents who anticipate lengthy meetings should schedule an appointment through the secretary. Parents may schedule meetings with any of their student's teachers by contacting the teacher via voicemail or email. If necessary, your student's guidance counselor can assist in scheduling a meeting with multiple teachers, to do this call 641-2602. Except in cases of emergency, parents should refrain from phoning the principal, assistant principals, or teachers at home.

### **School Counseling**

Our counselors welcome the opportunity to work with any student. Students needing assistance may report to guidance with a pass from a teacher. If a counselor is not available it is strongly recommended that students/parents/guardians make an appointment, or the student may fill out an information card for their assigned counselor and he/she will call them down once available. In emergency situations, students may report to guidance to speak with any available counselor. **Students are not permitted to loiter in counseling office.**

<b>A-C</b>	<b>Allison Crow</b>
<b>D-F</b>	<b>Jobina Wiemer</b>
<b>G-L</b>	<b>Heather Price</b>
<b>L-Ri</b>	<b>Ashanti Friels-Paz</b>
<b>Ro-Z</b>	<b>Kayleene Sharp</b>
<b>Secretary</b>	<b>Tracy Greene</b>
<b>Registrar</b>	<b>Beverly Sanders</b>

## **Aiken County Student Code of Student Conduct**

Students receive a copy of the Code of Student Conduct in homeroom at the beginning of the school year. The Code explains the Aiken County disciplinary process, details student conduct requirements, and lists the expulsion level and lower level disciplinary offenses. **Students and parents should read the Code before signing and returning the Parent and Student Acknowledgement form in the back of the Code to school.** This should be accomplished during the first week of school.

## **Student Behavior**

Students are expected to behave appropriately while on campus. Violation of any of these will result in disciplinary action.

### **Appropriate behavior includes:**

- Complying with reasonable requests
- Showing respect for faculty, staff, and peers
- NOT using profanity or obscene gestures
- Refraining from inappropriate Public Displays of Affection

## **Cell Phone / Electronic Device Policy:**

The purpose of this policy is to set forth expectations for **occasional** and **appropriate** use of existing and emerging technologies which students may possess, including but not limited to cellular phones, digital picture/video cameras and/or camera phones, personal digital assistants (PDAs), iPods, MP3s, pagers, and other personal electronic devices capable of transmitting data or images. **Students who possess and/or use such devices at school occasionally with principal approval shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.**

In an effort to promote appropriate use of technology while keeping the integrity of the classroom instruction intact, the SAHS cell phone policy will allow students to use their phones during designated times throughout the day.

## **THE FOLLOWING ARE EXAMPLES OF IMPROPER TECHNOLOGY USE AND ARE PROHIBITED:**

- |                                 |  |
|---------------------------------|--|
| -Harassment                     | -Cheating  |
| -Threats, Intimidation          | -Plagiarism  |
| -Electronic forgery             | -Illegal behavior during the instructional and non-instructional day |
| -Cyber bullying / Cyber threats | -Inappropriate language and/or image communication                   |
| -Invasion of personal rights    |  |

## **STUDENTS MAY UTILIZE THESE DEVICES UNDER THE FOLLOWING CIRCUMSTANCES:**

1. During class transitions\*
2. During Power Hour\*
3. ALL DEVICES SHOULD BE ON SILENT!!

\*Headphones may only be used before school, after school and during lunch.

During lunch, students must observe the one ear policy and must always have one ear free from ear bud or headphones so that instruction can be heard.

Students are not allowed to play sounds out loud or conduct telephone calls on speaker phone mode. Headphones used inappropriately will be confiscated by faculty and staff. Refusal to comply will result in referral to administration.

## **RESPECT FOR PRIVACY RIGHTS:**

1. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not e-mail, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
3. Use of cellular phones or other personal electronic devices **is strictly prohibited in locker rooms and restrooms.**
4. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright and standardized testing policies.
5. Compliance with other district and school policies: use of cellular phones or other personal electronic devices must not violate any other district and/or school policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one district and/or school policy, consequences for each policy will apply.

**Office telephones are available throughout the school day for emergencies, and before and after school and during Power Hour for students who need to call parents. Parents may also contact students through the office. Students must obtain a hall pass to use the office telephone. Family members needing to contact students during class time should contact the office, which in turn will get in touch with the student.**

**Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.**

**Any unauthorized activation or use gives administration a reasonable basis to take the phone or any other technology for the balance of the day (at a minimum) and to view the last activity, including texts or browser visits to see if there has been a related discipline violation (such as cheating; taking pictures; inappropriate website visits, etc.).**



## **Dress Code**

Students are expected to dress appropriately for school, in compliance with this dress code, common sense and decency. Students in violation of the dress code may be denied access to class until such time as the problem is corrected to the satisfaction of school administration. A student may contact a parent/guardian to bring them a change of clothing. Failure to correct the problem by these measures will result discipline according to the Code of Conduct.

Administration will answer any questions about appropriateness; their decisions are final.

### **If in violation of the dress code he/she should:**

1. Report to the main office with an agenda pass.
2. Students will be given the opportunity to contact a parent to bring up a change of clothing. The student will remain in ISS until a change of clothing is provided. If clothing is not changed, student will stay in ISS for the remainder of the school day.
3. Report directly back to class with the same agenda pass signed by the office.

Infractions will be recorded in student's discipline file and discipline will be issued according to the Aiken County Public School Code of Conduct. Chronic dress code violations will be coded as refusal to obey (270) and will sent to administration.

*MASK DRESS CODE – in the event that masks are required, masks must adhere to the district definition of appropriate face covering and appropriate design according to the district dress code policy*

## **Badge Policy**

Students are required to have a current South Aiken High School ID badge available and in their possession at all times while on school grounds during the school day. Badges are issued at the start of school and are included in student fees. The ID station will be open at 8:00 am for students who have forgotten their badge and need to purchase a new badge for a \$5.00 fee or get a temporary badge for a \$1.00 fee. Badges will be required to obtain a tardy pass to class. If you are required to purchase a badge, a badge will be issued to you and the fee can be paid in full or will be assigned to your school account. Parents will be billed quarterly. All school fees must be paid in full in order to participate in school activities, including dances.

Faculty and staff may ask a student to produce a badge at any time. Students who refuse to comply will be subject to discipline from administration according to the Code of Conduct. Students who are not able to produce a badge will be sent to purchase a new badge according to the policy above.

Badges are not to be defaced, the student's name, bar code and picture must be clearly visible and not tampered with. Administrators will confiscate defaced badges and the student will be required to purchase a new badge. Any student who withdraws from South Aiken High School must turn their school badge back in to guidance.

### **Tardy Policy**

*Students have 5 minutes to change classes. Students are encouraged to go to lockers before school, after school, or on the way to lunch to avoid arriving tardy to class. Late students should report directly to their designated class and the teacher will record the tardy. Students who are more than 10 minutes late to class, unexcused, will be sent immediately to In-School Suspension by security monitors or faculty. South Aiken High School will adhere to the Aiken County Code of Conduct for tardy discipline.*

Tardy students should not engage the teacher upon entering the classroom. At the end of class tardy students may speak with the teacher regarding the tardy. Teachers will enter all tardy attendance in PowerSchool and discipline referrals for tardies in ABE.

Students who arrive to school on a late bus should report to attendance for an excused pass to class. Students who arrive to school after 8:25 should sign-in through attendance and get a pass to class, the attendance clerk will determine if the tardy is excused or unexcused. Teachers will record all tardies in PowerSchool.

### **Restricted Areas – Off Limits**

South Aiken High School is a closed campus. Students are not allowed to leave campus unless the appropriate sign-out protocol is followed (parental consent, in writing). In order to adequately supervise our students at all times, certain areas are restricted to students. Students are not allowed in these areas without permission:

- Building prior to 7:45 a.m. and after 3:45 p.m. unless they are under the direct supervision of an adult.
- Hallways prior to 8:10 a.m. (unless the student has a pass from a teacher). Students should not congregate in the hallway outside of guidance or attendance, or in front of gym doors – *this area is to be kept clear in compliance with the fire code.*
- **Hallways during the first and last 5 minutes of class and the last 15 minutes of the school day.**
- **Entrance into the building is through the main entrance doors at all times with the exception of class transitions. All other exterior doors will remain locked throughout the school day.**
- All parking areas (between a student's first official arrival at school until his/her official departure from school). Students must have an administrator's permission to go to any parking lot during the school day.

- All areas outside the building during the school day, with the exception of the Courtyard area. Students may use outdoor sidewalks during the change of class periods.
- Teachers' lounges and faculty restrooms.
- Faculty computers.
- Multiple students in a single restroom stall.

*\*All students must leave campus at the daily dismissal bell unless under the direct supervision of a coach or teacher.*

### **Lunch Detention**

Students may be assigned lunch detention by administration. Lunch detention will be held Monday through Fridays with an assigned teacher or in Room 103. Students should report to lunch detention immediately at the start of their assigned PowerHour half. If the student is late he/she WILL NOT be allowed to enter, and will be reassigned two lunch detentions. Failure to show will result in ISS. Students must remain seated and quiet until dismissed. Teachers may choose to issue lunch detention in their classrooms.

### **In-School/Out-School Suspension (ISS/OSS)**

Students assigned to ISS are to bring all textbooks as well as pencils, pens, notebooks, and any other materials needed to do their work. Students should collect their assignments prior to entering ISS. Badges are to be worn and all school rules must be followed. Students will not be allowed to socialize with other students, nor will they be allowed to participate in any school activities while assigned to ISS. Students will be assigned to a work duty during their ISS. Misbehavior in ISS may result in out-of-school suspension. A student assigned OSS is not allowed to participate in any Aiken County Public School activities taking place during the suspension. Violation of this is considered trespassing and may result in further disciplinary action and/or action by Aiken County Public Safety. *\*Students are responsible for collecting any and all make up work when they have been assigned in-school or out-of-school suspension.*

### **Cheating/Plagiarism on Graded Assignments**

Students who engage in any form of cheating will be denied credit for the assignment and a parent/guardian will be contacted by the teacher. A record of the offense will be kept in the student's discipline file. Continued acts of cheating/plagiarism may result in disciplinary action. An assignment that has received a zero as a result of cheating or plagiarism cannot be made up.

## **Power Hour**

**SAHS Power Hour is the hour for students to eat lunch and participate in structured or individual learning time.** Power Hour is a privilege that may be revoked at the discretion of administration (*see PowerHour restriction bell schedule*). Students are encouraged to use this time to seek out additional assistance from a teacher, participate in study groups, utilize resources, and participate in club activities. Students in danger of failing a course will be issued an academic invitation wherein he/she will be encouraged to attend sessions with a teacher to receive academic support. Students who fail to attend sessions based on academic invitations may be placed under Administrator Contract requiring attendance at an academic session and will be issued consequences for failure to comply with the contract. **Administration will utilize PowerHour at various times throughout the school year to host assemblies for small groups or grade level groups of students according to need.**

We encourage all students to help keep our school clean during Power Hour by discarding all lunch trash. All school and district Code of Conduct rules should be adhered to during Power Hour. Parking lots, auditorium, athletic fields and other outside areas, with the exception of the courtyard, are off limits during Power Hour. Students who abuse Power Hour by loitering in unauthorized areas or violating policies are subject to discipline. **Students may not leave campus during Power Hour unless they follow the appropriate sign out procedures through the attendance office.**

\*\*

**Students may not accept lunch deliveries at school from parents,  
other students or businesses.**

## **Class Interruptions**

The Education Improvement Act requires that students be in class a specified number of minutes per day and days per year in order to receive credit for the course. It limits the amount of time students can be out of class for any reason, including pep rallies, assemblies, conferences, or other school-sponsored activities. In order to comply with this law, we cannot pull students out of class, but we will call them to the office between classes to speak to parents or to hand deliver important parental messages.

## **Denial of Credit**

Students who fail to meet the minimum attendance requirements outlined above may not receive credit for the class(es) in which requirements were not met.

**Credit is not denied automatically, only administration can deny a student's credit.** Students with attendance problems will receive written notification and be called to the principal's office for a conference. Students with attendance

concerns should continue to attend class regularly until an appointment with the principal to verify credit status.

<b>Instructional Period Required</b>	<b>Credit</b>	<b>Minimum Days Attendance</b>
Semester (90 days)	½	85
Year (180 days)	1	170

### **Early Dismissal/Late Arrival**

**Seniors are eligible for this privilege.** Younger siblings do not share this privilege! To receive permission for early dismissal/late arrival for work/study programs, students must submit a written request to the principal and have parent permission. Students with late arrival may not arrive more than 5 minutes prior to the start of the next period, must wait in the Commons area prior to their first class and may not access the hallways or their lockers prior to the bell. Students with early dismissal must leave campus upon dismissal and may not return to campus without permission. Administration may revoke this privilege and assign a work detail if early dismissal/late arrival privileges are abused.

### **Return from an Absence**

Lawful and Unlawful absences are defined specifically in the Aiken County Public School Coded of Conduct. When a student returns to school after an absence, he/she should take a note of explanation from the parent, guardian, physician, or other health provider to the attendance office. Notes must be submitted within **five (5)** school days. Failure to submit notes for absences within the allowed time shall result in the absence being marked unlawful regardless of reason. All absences, whether lawful or unlawful, are charged against the maximum allowed.

### **Sign-In/Sign-Out Procedures**

Students who arrive at school after **8:25** should report directly to the Attendance Office, turn in an excuse, sign in, and get an excused or an unexcused tardy pass from the Attendance Clerk. Students who arrive tardy on a late bus should report to Attendance and get a pass to class. A student who misses his/her assigned bus in order to ride a later bus will be unlawfully tardy to school if that bus arrives late. Eating school breakfast does not excuse a tardy.

Other than students arriving on late buses, any student arriving late to school will be considered unlawfully tardy without an excuse in writing from a doctor or from the court. While traffic jams, car trouble, flat tires, slow carpools, and oversleeping do happen, excessive instances will be coded as unexcused.

Students who need to leave school early or temporarily must be signed out in the attendance office in person by a parent or a person empowered by the parent on the student's registration card – if the person is not on the registration card, we cannot contact them. Students with an appointment who have parent's permission to drive from school to the appointment must bring a note to school signed by the parent, with a contact phone number, so an administrator can verify with the parent and sign off. All attendance requirements pertain to all students regardless of age, unless the student is emancipated and the school has documentation on file. Parent letters requesting routine dismissals will not be approved by administration.

### **Assembly Programs**

Programs are planned during the year for the education and enjoyment of the students. Students should demonstrate respectful behavior, listen politely, and make visiting parents and guests feel welcome. Students sit in the areas assigned to their homerooms. Fire code prohibits standing in the area near the doors.

### **Athletic Policy**

Players, parents, and fans are encouraged to display sportsmanship at our athletic events. The school officials reserve the right to take appropriate action to ensure sportsmanship and safety of the athletes and fans. The following list school and district policies:

- Any student athlete recommended for expulsion will not be permitted to play any sport for the remainder of the year, even if they are readmitted to school.
- Any student who is dismissed from a team for breaking athletic policy rules, team rules, or quits before the end of the season will not be allowed to participate on any other team during that particular sports season without the approval of both coaches, athletic director, and principal.
- Coaches may make additional rules that govern practice games and participation. Students are obliged to comply with their coach's expectations.
- Each athlete must attend school for ½ day (4 full periods) to be eligible to participate in an athletic event on the same day. Exceptions can be made for lawful absence reasons and school sanctioned events.
- 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 tardy or badge violations. Suspensions will be effective when the athlete is notified by administration of disciplinary action.
- Any athlete who has been suspended (in school or out) from school cannot practice or play in an athletic event during his/her suspension.
- Any athlete suspended, in school or out, 4 times in a school year will not be permitted to participate in any sports for the remainder of the school year.
- Each season begins on the official high school league starting date.

- All student athletes must ride to and from any athletic event on a school bus or vehicle approved by the coach.
- Code JJIC-R listed below:

### **Policy JJIC Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct**

*Issued 4/02*

Purpose: To establish the basic structure for disqualification or exclusion of students from participation in athletic teams or extracurricular organizations due to misconduct.

-The Aiken County Board of Education finds that participation on athletic teams within the public schools and on other extracurricular or co-curricular activities (those not involving academic credit) is a student privilege and not an educational entitlement or right. Such opportunities provide a variety of developmental and leadership experiences for students and should be encouraged. Participation frequently brings recognition, both to the individual student as well as to the school or team.

-Student misconduct, whether or not occurring on school premises or at school-related events, can bring dishonor to a school or team merely by the association of the student so charged with the school or team itself. Such misconduct is considered unacceptable and may result in disciplinary action ranging from short-term disqualification to total exclusion from participation in the activity.

-The administration will establish appropriate procedures for notification to the student participant and for prompt administrative determination of the student's culpability for the misconduct so charged and the justification for any disqualification or exclusion. Such procedure will include a right of review at least to the level of area assistant superintendent.

*Adopted 9/22/98; Revised 4/23/02*

### **AR JJIC-R Disqualification or Exclusion of Students from Participation in Athletic Teams or Extracurricular Organizations Due to Misconduct**

*Issued 4/02*

-Conduct not occurring on school premises or at school related events, but which can bring dishonor to a team (or extracurricular 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 is 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 will be subject to the following procedure.

-A student athlete (or extracurricular organization participant) committing conduct that 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 administrative review and determination of culpability. Normally such review and determination will 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 will be made by a committee consisting of the coach, athletic director and principal (with regard to athletic endeavors) or of the organization sponsor and the principal (with regard to other extracurricular organizations). Penalties and suspensions may range from a minimum of denial of participation in one game/event to dismissal from the team or organization. --  
-The committee's determination will be appealable to the area assistant superintendent whose decision will be final.

-A student athlete or organization participant who is convicted of any serious or notorious violation of law will be dismissed from the athletic team or organization on which he/she is currently participating and will 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 will be reviewed and acted upon by the committee as set forth above, and will be appealable to the area assistant superintendent whose decision will be final.

-District administration will provide legal assistance to the various schools in implementing the policy and this administrative rule in order to provide for consistency in its application throughout the areas.

### **Automobiles and Parking Privileges**

The grounds, parking lots, and streets surrounding South Aiken are under police jurisdiction. **Seat belts must be used at all times.** Campus speed limit, to include all parking lots, is 10 MPH. Student drivers must comply with traffic and parking laws to avoid being ticketed by ADPS or being towed. Student parking lots are off-limits during school hours. All students' vehicles on campus or on public right of ways immediately adjacent to school premises and ordinarily utilized for student parking when the school is in session, are subject to search at any time. Drug dogs may assist in searches. Disciplinary action (including the revocation of driving privileges, expulsion and arrest) will be taken if prohibited items are found inside any car driven to school by a student.

- **The school will not be responsible for any damage to any vehicle parked on school property. The school will not be responsible for loss by theft of any personal property inside or outside the car.**
- **Student parking on campus is a privilege, not a right.** All student vehicles must have a valid, properly displayed parking permit. Permits are issued through Student Council at a cost of \$25.00. Unauthorized vehicles, those parked illegally, without parking permits, or with improperly displayed permits are subject to ticketing.



- Parked cars should be locked and personal belongings should not be visible.
- Students may access their cars only with a pass from an administrator
- Any damage to vehicles will be reported to the administration and resource officer without delay; and an incident report must be completed.
- Students may not remove their vehicles from campus during the school day without written approval from the administration
- Students may not park in faculty lots, bus parking lots or any other restricted areas on campus.
- Car license numbers will be reported correctly on the parking permit form and any changes must be reported immediately by the student to **Mrs. Redd in Room 228.**
- **No warnings will be given.** Loss of parking sticker, ADPS fines, SAHS fines, and/or disciplinary action will be administered for traffic violations, breach of school rules, and/or the Code of Conduct.

### **Building and Grounds**

All students play an important part in keeping the building and grounds in excellent condition. Each student is responsible for depositing his/her trash in an appropriate receptacle. Thoroughbreds keep it clean!

### **Bulletins and Announcements**

Notices of club meetings, athletics, social events, and general information are compiled by the front office secretary, and will be posted on the school's webpage. Additionally, announcements will be made on the PA after the Pledge of Allegiance. Announcements will not be made during PowerHour except for at the beginning, the break in the middle and the end. At the end of 7<sup>th</sup> period, only transportation announcements and/or changes to afterschool activities will be announced.

### **Busses**

The State of South Carolina provides school bus transportation for students living outside a given radius from the school. Bus students are under the supervision of the driver and must obey his/her requests in order to keep the trip safe. Student problems on the bus should be reported to the driver before the student sees an administrator.

- Students are under the jurisdiction of the school as soon as they board the bus at the bus stop – all district behavior policies apply. Students may not get off the bus until it reaches SAHS. Upon arrival, they may not leave school after arriving by bus in the morning, nor are they permitted to leave campus before getting on the bus in the afternoon. While riding home, students must depart the bus at the correct stop.
- No SAHS student may go to Kennedy Middle School to board a bus.
- Students MAY NOT ride a bus other than their regular bus.
- Students MAY NOT have other students ride the bus home with them.

## **Cafeteria/Commons Area**

ID badges are required for food service purchases. All food purchased or served is to be eaten according to Power Hour guidelines and students are to pick up after themselves. Applications for free/reduced breakfast and lunch are obtained from homeroom teachers or the main office. Once the application is returned and approved by food service, the applicant will receive notification. Problems with applications should be discussed with the lunchroom supervisor.

Breakfast and lunch may be purchased in advance by depositing funds with lunchroom personnel.

Applications for free and reduced must be submitted every school year. Any fees accrued prior to approval of free or reduced lunch status are the responsibility of the student and/or parent.

## **Educational Records – Confidentiality (*complete Policy on ACPSD website <http://www.acpsd.net>*) (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 Director of Communications in writing (1000 Brookhaven Drive, Aiken, SC 29803) no later than August 31, 2021. If there are any questions, please contact Mike Rosier, 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 Director de Comunicaciones (1000 Brookhaven Drive, Aiken, SC 29803) a más tardar el 31 de agosto de 2019. Si tuviera alguna pregunta, sírvase comunicarse con Mike Rosier, Directora de Comunicaciones al teléfono (803) 641-2639.

## **Equal Opportunity – Statement of Nondiscrimination**

The School District is committed to equal opportunity for all of its students and patrons. 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 Executive Director, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (803 641-2428). Copies of applicable policies are available upon request. (See Policy II and Administrative Rule II-R.)

## **Title IX Notice**

### **Aiken County Public School District Statement of Non-Discrimination and Sexual Harassment**

The District, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex or gender in all of its programs and activities by its employees, students or third parties.

The District will respond promptly to actual knowledge of sexual harassment in an education program or activity of the District against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made to:

Jennifer Hart  
Chief Officer of Human Resources and Administration  
Title IX Coordinator  
1000 Brookhaven Drive  
Aiken, South Carolina 29803  
Telephone: 803-641-2428  
Email: jhart@acpsd.net

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures.

For more information on sexual harassment and the Title IX Sexual Harassment grievance process, please refer to Aiken County Public School District Board Policies JI Students Rights and Responsibilities and JIA Title IX Sexual Harassment at acpsd.net.

## **Notification of Rights under Family Educational and Privacy Act**

### **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](http://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](http://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.**

##### **Parents' Right to Know**

As a parent, 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 the District to give you this information in a timely manner:

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

If you would like to receive this information, please contact Human Resources at 641-2464.

### **Deliveries**

Articles and messages to be delivered to teachers and students must be left at the main office. Students may pick up items dropped off by parents in the main office during lunch or after school. The school will not accept or deliver flowers or gifts during the school day. No deliveries will be accepted at school on Valentine's Day or special occasions.

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**Additionally, students may not receive a lunch delivery from parents, businesses or other students at school.**

### **Field Trips**

The principal will approve educational trips that relate directly to the instructional program and make effective use of instructional time. It is the responsibility of the participating student to get assignments for the classes to be missed prior to the field trip and to make up all work missed in accordance with the makeup policy. Students must have written parental permission for all field trips on the approved school form. Since field trips are an extension of the classroom experience, persons other than those for which the trip has been approved may not attend or accompany the group.

### **Food and Drinks**

All food purchased, served, or brought to school is to be eaten in the Commons area, the Courtyard, or areas designated as appropriate during Power Hour. Food, drinks, utensils or trays are not to be taken to other parts of the building – including classrooms – at any time during the school day with the exception of Power Hour. Food and drink is prohibited in all computer labs, the library, and the auditorium.

**Water bottles are acceptable in the classrooms, with permission of the classroom teacher.**

### **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. The district's Gateway program serves artistically gifted students in grades 3 – 12 in a summer program.

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

To be identified, 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 these 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 and 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 by the state). 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 administered to students meeting one of the two dimensions detailed above.

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. Students in grades 3-5 are served through the special class model. Math coursework is accelerated in grades four and five. Advanced and Honors courses are available for GT students in the middle schools, and Honors, Dual Enrollment, 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.

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 the Office of Federal Programs (641-2403).

### **Immunization Regulations**

All students, in accordance with South Carolina Law, must present a valid South Carolina Certificate of Immunization, Certificate of Religious Exemption, or Certificate of Medical Exemption prior to enrollment. A Certificate of Special Exemption, valid for 30 days, may be issued once to allow transfer students adequate time to receive necessary immunizations or secure documentation for immunizations already received

### **Instructional Fees**

Instructional fees provide materials vital to the educational program. It is expected that fees be paid for every student. Should a severe hardship exist, it will be the parent's responsibility to construct and adhere to a fee payment plan with the principal or his designee. Forms are available in the main office. Late fees are added to past-due accounts. **Participation in extracurricular activities, including school dances, may be denied to any student who fails to pay instructional fees.**

### **Insurance**

Student insurance is recommended for all students enrolled in physical education, band, chemistry, and vocational classes. It is also recommended for those students engaged in non-contact sports. A statement from the parent indicating insurance is in force on the student is acceptable.

### **Internet / Computer Use Policy**

Computers at SAHS and in the Aiken County School District are connected to the Internet, allowing access to unlimited information. In order to use our equipment, every potential user must sign the official application/agreement promising to abide by all laws and terms. Illegal, inappropriate, or unauthorized use of school computers and ancillary equipment will result in disciplinary consequences and could result in legal prosecution.

### **Junior/Senior Prom**

To attend the Junior-Senior prom, a student at SAHS must be classified as a junior or senior at the beginning of the school year. Each eligible junior or



senior may invite a guest. Prom privileges may be revoked by administration based on discipline or attendance issues.

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**Any student who owes school fees of any form will not be allowed to attend the prom**

## **Library**

The South Aiken High School Media Center is open from 7:45 AM until 4:00 PM daily, including during Power Hour. At times, the library may be closed to accommodate testing or other activities hosted by organizations, classes, guidance, and/or administration. We welcome all patrons to utilize the Media Center to complete assignments, conduct research, collaborate with peers, explore new ideas, and locate resources for entertainment or academic pursuits. Unless attending the library with a class or organization, a student must have an authorized pass from his/her teacher to utilize the Media Center during class time, before, and/or after school. While we understand the need for some level of noise, as communication is often key to the learning process, patrons are expected to conduct themselves in a manner that is considerate of others while in the Media Center. Unless part of a special event hosted by a class, organization, guidance, and/or administration, food and drinks are not permitted in the library, including during Power Hour. We ask that students utilize the structure of Power Hour to eat lunch in the courtyard or commons area either before or after conducting business in the library. A patron is responsible for all books and resources checked out in his/her name. Books are to be returned to the book return drop at the circulation desk. Fines for lost and/or overdue books or resources must be paid before a student will be allowed to check out more books/resources.

## **Lockers**

***A locker will be issued to each student. Lockers are the property of the school and are issued to students as a convenience.***

- Lockers are subject to search and each assigned student is accountable for the contents. Switching or sharing lockers is not authorized and does not relieve student of responsibility for the locker officially issued to him/her.
- Lockers must be locked at all times with a school-issued lock. Locks that are not issued by the school will be cut off, and the student user will be fined the cost of a replacement lock (\$5.00). Locks that are found by security personnel left hanging but not secured will be locked backwards on the locker and a reminder note will be slipped inside the locker. If the same lock is found unsecured a second time, it will be replaced with a new lock and the student will be responsible for the replacement cost.
- Lockers may not be decorated, written on, or defaced in any manner. Students assigned a locker are accountable for any damages to the locker and the lock.
- Problems with locks or lockers need to be reported using the “Locker Problems” link under the student tab on the school website.

- Exceptions for students with disabilities or unique needs are subject to the principal's approval.
- Lockers must be cleaned out at the designated time upon a student's departure.

### **Loitering**

Students are expected to leave school when their classes have ended. Students who are on school grounds after dismissal and who are not participating in a school-sponsored or school-supervised activity or waiting on transportation, may be banned from attending or participating in extracurricular activities – including athletics – or may be charged with loitering on school grounds after hours. It is the student's responsibility to arrange transportation

### **Make-Up Work Policy / Late Work Policy:**

Students are responsible for making up any work missed during their absences from school. ***It is the student's responsibility to gather or arrange for assignments to be gathered during absences.***

**Late Work**- there will be an automatic 20% deduction for late work; the only exception of penalty is for documented lawful absences (medical excuse from doctor/dentist, bereavement, court appearance, homebound).

**Make up work**- if a student has an excused absence from school, he/she must turn in previously assigned work upon return to school. For new assignments, students will be given the amount of days missed to complete the assignment(s). If assignments are not complete in the allotted time a late work penalty will be assessed.

1. Formative Weight Assignments - Late/make up work must be completed by the interim period (teacher has the option to accept work later)
2. Summative Weight Assignments - Late/make up work will be accepted up until the end of the grading period. Major assignments must be turned in on the due date. After the due date, the late work penalty will be assessed.

### **Redo/Retake Policy:**

Students who receive a grade of 64 or below on a summative assessment will be allowed one opportunity to redo/retake the assessment only after remediation or re-teaching takes place during PowerHour. The highest grade a student may earn on a retake is a 65. Teachers have the discretion to re-administer any assessment.

## **Lost and Found**

Lost items that are turned in may be picked up in the main office.

## **Medication Policy Aiken County Public School District**

A copy of the county medicine policy has been reprinted for your reference. If you have a child who requires medication at school we must follow this policy closely. Teachers are not allowed to administer or dispense any medicine at school.

If your child complains of not feeling well at home before coming to school, check his/her temperature. If he/she has a fever of 100 degrees or higher, please keep them at home. Your child should be fever free without medication before returning to school.

No medication will be given without written permission from the parent or legal guardian. A doctor's directions/prescription are required for prescription medicine. All medication must be delivered to school by an adult.

## **Medication Policy Highlights – Communicable Disease Policy**

Students will be excluded from school during the following illnesses: acute streptococcal tonsillitis, conjunctivitis (pink eye), ringworm of the scalp, or scabies. They may return to school only on the certificate, acknowledged telephone call, or fax of the attending physician or local health authority attesting to such recovery and non-infectiousness. A student with chicken pox will be excluded from school until all lesions are scabbed over and dry (approximately 5-7 days). A student infected with head lice will be excluded and readmitted when (1) accompanied by a parent or guardian, and (2) evidence of treatment is provided, and (3) hair is found to be nit free on physical inspection.

## **Medicines**

School personnel will dispense medication to students according to the provisions stated below:

The principal or his/her designee may assist students with medicine during school hours or during authorized school events at the written request of the doctor or parent(s)/guardian(s). All controlled substances will be delivered by the parent/guardian. All medications will be properly labeled and in an original container.

All medication must be taken to the school office, where it will be kept in a secured, locked location. In the case of life threatening conditions, students may be given permission to carry and self-administer their medication with a physician's order.

In some rare instances, the school district, after reviewing individual situations, reserves the right to reject requests for the administration of any medication.

Schools will comply with Section 44-53-360 of the South Carolina Code of Laws regarding prescriptions for controlled substances in Schedules H through V and Administrative Rule JGCD-R – Adopted 218100 ADMINISTRATIVE RULE JGCD-R MEDICINES Please see the school nurse for this policy and required forms.

### **Pledge of Allegiance / Moment of Silence**

All public schools are required to designate a time each school day for the Pledge of Allegiance and a Moment of Silence. Students who elect not to participate are expected to remain respectfully silent and still during these activities.

### **Notice of Opt-Out Option 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 that their children be excused and offered appropriate alternate supervised activities. For more information, please see Policies IHAC and IHAA.

### **Restrooms**

Students are to use only the restrooms in the Commons area before school. Students are permitted to use restrooms between classes. Teachers may restrict the use of restrooms during class time. Students with documented medical disabilities which necessitate frequent use of restrooms will be accorded such privileges, as long as medical documentation is provided to the school. Students who use restrooms after a tardy bell has rung may be counted tardy to class if they do not have a written pass from the teachers whose class they are entering.

**\*Only one student should be in a stall at a time. If multiple students are found to be in a locked stall at the same time that is considered an act against decency and disciplinary action will be taken.**

### **Rings**

To be eligible to order a ring, a student must be classified as a junior at the beginning of the school year.

### **Student Classification**

- **Freshman:** Student has successfully completed 8<sup>th</sup> grade.
- **Sophomore:** Student has earned 5 credits, including English and Math.
- **Junior:** Student has earned 11 credits, including two in English, two in Math, and one in Science.

- **Senior:** Student has earned 17 credits, including three in English, three in Math, and two in Science.

Students that do not meet the promotion requirements will not be promoted to the next grade level. Students may speak with their counselors about opportunities for recovering credits they may have lost during the school year. Credit recovery is only an option for courses that students have taken no earlier than the previous school year. Online courses and summer school are also available to students.

### Graduation Requirements:

GRADUATION REQUIREMENTS	
<u>Subject Area</u>	<u>Credits Required</u>
English/Language Arts	4
Mathematics	4
Science	3*
U.S. History	1
Economics	0.5
U.S. Government	0.5
Other Social Studies Elective	1
Physical Education or JROTC	1
Computer Science	1
World Language OR Career & Technology Education Elective	1*
Electives	7*
<b>Total</b>	<b>24</b>
*NOTE: Additional requirements may apply in Natural Science, Foreign Language, and Fine Arts for students planning to attend a four year college.	

### Retaking a Course

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D, P, NP, WP, FA, WF or an F in that course. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA.

A student who has taken a course for a unit of high school credit prior to his or her ninth grade year may retake that course regardless of the grade he or she has earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. A student in grades nine

through twelve, must retake a course by the end of the next school year or before the next sequential course (whichever comes first). In such a case, only the highest grade will be used in figuring the student’s GPA, but all course attempts will be reflected on the transcript. The student may not retake the course if the course being replaced has been used as a prerequisite for enrollment in a subsequent course; i.e., a student may not retake Algebra 1 after having earned credit for a higher level mathematics course (Geometry, Algebra 2).

**HONOR STUDENTS/ HONOR GRADUATES**

**Valedictorian and Salutatorian** - To be recognized as Valedictorian or Salutatorian, students must be enrolled before the beginning of the (junior year or second semester of the junior year) or have four consecutive semesters at the awarding high school. The Valedictorian and Salutatorian designation will be determined at the conclusion of the 8<sup>th</sup> semester. Students graduating early will be ranked as members of the senior class, but students must attend 8 semesters in a high school (grades 9 to 12) to qualify for the recognition of Valedictorian or Salutatorian.

**Honor Graduates -**

Honor Graduate Designation	Class of 2021 and beyond
Summa Cum Laude	GPA 4.8 or higher
Magna Cum Laude	GPA 4.4-4.7
Cum Laude	GPA 3.9-4.3

**Senior Scholars-**

Aiken County recognizes students as Senior Scholars for maintaining academic excellence throughout their high school career. Senior Scholars must have a minimum cumulative GPA of 3.75, rank in the top 10% of the class, and have earned a minimum of a “B” in every class during each quarter of high school.

**Grading System**

Student performance should be evaluated based on state grade level standards, academic plans, IEP’s, textbook and teacher-made tests, and other available methods. Student conduct shall be excluded from consideration in determining a student’s grade.

**Grading Scales:**

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

## **GRADE POINT AVERAGE**

Honors courses earn a one-half quality point more, and dual credit Advanced Placement courses earn a full quality point more than the base weight. (For example, a student who earns a 100 in a College Prep course receives 5.0 quality points whereas a student with a 100 in an Honors course receives 5.5 quality points and a student who receives a 100 in an Advanced Placement course receives 6.0 quality points.) The Dual Enrollment Program allows high school juniors and seniors to take college courses at USC-Aiken and Aiken Technical College for college credit. Students must meet specific pre-requisites in order to be eligible to take college courses while in high school. College courses taken through dual enrollment can also count as high school credit. Please see the Counseling Office for more information.

The formula for figuring Grade Point Ratios (GPR) is:

$$\text{GPR} = \frac{\text{Sum (quality points x units attempted)}}{\text{Sum of units attempted}}$$

Students must choose courses carefully. The Uniform Grading Policy requires consequences for students who withdraw from a course. Students who withdraw after five days in a 90-day course or ten days in a 180-day course shall be assigned a grade of WF (Withdrawn-Failing). This counts as a “F” in the student’s GPA.

Class rank will be determined at the end of the seventh semester. For the purpose of determining class rank, the GPA will be carried out to three places and will not be rounded up.

District Policy IHA, which deals with the grading policy and class ranking procedures, can be found on line at [www.acpsd.net](http://www.acpsd.net).

## **Student Organizations and Clubs**

The Education Improvement Act has limited the number of interruptions that may be made in the instructional program for non-curriculum related activities during the school year. Therefore clubs and activities will be limited primarily to those which can be held before school, after school or during Power Hour. Student organizations and clubs are either sponsored or not sponsored by the school. Clubs and organizations of a religious or political nature are not sponsored by the school. The rules for eligibility, participation, supervision, and approval of sponsored and non-sponsored organizations and clubs can be found in Aiken County School District Administrative Rule JJA-R (Student Organizations), on the district website: [www.acpsd.net](http://www.acpsd.net).

## **Tests and Examinations**

All students are required to take all assigned benchmark tests and semester exams (2<sup>nd</sup> and 4<sup>th</sup> quarters) in each course. Semester exams count as 20% of the semester grade during the semester for which it is administered. Exceptions to this requirement may be the following:

- Any special education student whose individualized education plan specifically excludes any of the examinations or tests.
- Any student who exempts a semester exam (TBD)

The following courses have state-wide end-of-course tests (EOCs), usually administered early in May: Algebra I, Biology, English II and US History. The EOC counts as 20% of the student's grade for the entire course.

## **Visitors**

The safety and welfare of our students is our primary concern. State law provides that:

***\*\*Any person entering the premises of the school shall be deemed to have consented to a reasonable search, including by use of metal detector, of his person and effects.***

All visitors – including parents - to our campus must report to the school's main office, present a valid picture ID, and check-in through the district Hall Pass system. If approved, visitors must obtain a visitor badge and report only to the areas of the school authorized by the front office. Unauthorized persons on school grounds will be requested to leave and/or placed on "No Trespass". Students may not bring friends or small children to spend the day or any portion thereof. Appointments with teachers may be requested directly via voice mail at 641-2600 or by emailing the teacher (email is preferred). Requests for appointments for academic conferences with multiple teachers should be made by calling Guidance at 641-2602. To schedule an appointment with an administrator contact the school secretary at 641-2600.

## **Vocational (ACCTC) Students**

Vocational students must obtain written permission from the director of the Career Center and the administration of SAHS to drive or ride in private automobiles between schools. The Career Center will furnish the necessary permission forms. Students who are waiting for the bus to depart SAHS or who are returning to SAHS from ACCTC must report and remain in the commons area and may not access the hallways, their lockers or any classroom prior to the bell. Failure to comply will result in disciplinary action.

## **Withdraw/Fail**

Schedule change requests can be made for one or more of the following conditions:

-You are a senior and need to add an additional course to fulfil graduation requirements



-You are an underclassman and need to add an additional course to ensure a total of 7 periods on your schedule

-You have already taken a course that you have passed and earned a credit OR you have failed a course and need to retake it

Students may drop a class within 5 days of the start of a semester course, or within 10 days of the start of a year long course. After this point, a student dropping a class will receive a WF for the course with a numerical grade to be determined by the South Carolina State Department of Education.

## SAHS EMERGENCY PROCEDURES:

### **Threats/False Fire Alarms**

In the event of a bomb threat, students will evacuate the building with their classes the same as for a fire drill. Parents are asked not to come to the school during these procedures unless contacted by a school official. Students who perpetrate or promote a bomb threat, or pull a false fire alarm, will be recommended for expulsion and charged with the police.

### **Emergency School Closings and Early Dismissal**

Students and parents should listen to local radio and television stations for school closings, late arrival and early dismissal information. In addition, the school district has implemented a telephone warning system to notify parents of school closing/late arrivals/emergency information, so please insure the student has a current phone number(s) on the school registration card.

### **Fire, Bombs, Emergency- Evacuation Procedures**

In case of emergency evacuation of the building due to fire, smoke, bomb threats, or other emergencies,

- The fire alarm will be the primary notification to evacuate the building. Alternate notifications will be by PA announcement, bullhorn and messenger.
- Upon notification to evacuate, leave class with your teacher and go to the designated evacuation area, where your teacher will take roll. Do not return to the building.
- Students who may be in the halls or restrooms at the time of the alarm should evacuate by way of the nearest exit and/or traffic flow in that area. Once outside, students should locate their assigned teacher for that period.
- Students at lunch should exit through the doors on both sides of the kitchen area and through the main doors of the school.
- Familiarize yourself with exits out of the building. Evacuation maps are posted in each classroom and a floor plan is included in this handbook.
- An **administrator** will signal the 'All Clear' to return to the building.
- All alarms are to be considered real unless otherwise announced.

## **Lockdown**

In the event that the school must be secured, both externally and internally, the following security levels and procedures will apply.

### **Level I: Potential external threat to the school**

- No announcement
- Administration and custodial staff will secure the exterior doors.
- Instruction continues uninterrupted

### **Soft Lockdown: Potential internal threat to the school**

- Announcement by PA: “Level II Lockdown.” If the PA is inoperable, the alternate announcement will be two loud blasts of an air horn, repeated at 30 second intervals.
- Administration and custodial staff will secure the exterior doors
- Teachers will lock classroom doors and continue instruction uninterrupted.
- Students in the hallway will move into the nearest available classroom/office.
- Teachers, staff and students will remain in their classrooms/offices until the “All Clear” is given by an administrator.
- When the situation is resolved, an administrator will announce “All Clear.”

### **Hard Lockdown: Confirmed internal threat to school**

- Announcement by PA: “Level III Lockdown.” If the PA is inoperable, the alternate announcement will be three loud blasts of an air horn, repeated at 30 second intervals.
- Administration and custodial staff will secure the exterior doors
- Teachers will lock classroom doors, turn off lights and move with students to less visible part of classroom, away from windows and doors.
- Students in the hallway will move into the nearest available classroom/office.
- Teachers, staff and students will remain in their classrooms/offices until the “All Clear” is given by an administrator.
- Once locked, teachers are to leave doors closed and locked, unless requested by an administrator or uniformed police officer.
- When the situation is resolved, an administrator will announce “All Clear.”

## **Violent Weather Procedures for Students**

### **Tornado Watch:**

- An administrator will announce the Tornado Watch (tornado possible) by PA. Be prepared to move to a safe location if directed to do so.

- Faculty and staff members will monitor TV, radio and Emergency Alert messages and will notify the faculty and staff of prevailing conditions as the situation develops.

### **Tornado Warning:**

- An administrator will announce the Tornado Warning (tornado imminent) by PA. Alternate announcement will be by a runner.
- Listen to your teacher for instructions during drills and actual warnings. You will be advised to assume a kneeling position, head down, with book and/or jacket covering your head (duck and cover) against an interior wall away from glass. Stay with your teacher so that you may be accounted for.
- Keep quiet so that necessary directions may be clearly heard and understood.
- When the situation is resolved, an administrator will announce “All Clear.”

### **Actions if School Struck by Tornado:**

- After ‘duck & cover’ procedures have been implemented and the storm has passed, evacuate the building upon direction of the principal or senior assistant principal present. Stay with your class and teacher.
- The School Crisis Response Team and other staff members will act according to their assigned roles and evaluate injuries, administer first aid, and take the appropriate action.

### **Earthquake**

- Students are to get under desks, tables, in a doorway, or against an interior wall.
- Protect face and head from flying debris with arms, books, coats, etc. (duck and cover).
- Stay in this position until building tremors and/or flying debris ceases.
- Evacuate the building upon direction of the principal or senior assistant principal present. If electricity is inoperative, bullhorn or other communication modes will signal evacuation by the administration.



**AIKEN COUNTY**  
PUBLIC SCHOOLS

Parents and/or Employees  
Aiken County School District

RE: Asbestos Management Plan

Dear Parents and/or Employees:

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,

King Laurence  
Superintendent

1000 Brookhaven Drive  
Aiken, South Carolina 29803



## ***South Aiken High School*** **Alma Mater**

*On the plains of faith and truth  
Stands South Aiken High;  
Where we've overcome our failings  
To attain our goals set high.  
Time may haze cherished memories  
We have held so long,  
Still we praise thee ever as we sing,  
"Hail, South Aiken High."*

