

WADE HAMPTON HIGH SCHOOL



Parent / Student Handbook
2019-2020



STUDENT INFORMATION

NAME _____

ADDRESS _____

ADDITIONAL CONTACT INFORMATION:

SCHEDULE OF CLASSES:

First Semester:

1st Period _____	Room _____	Teacher _____
2nd Period _____	Room _____	Teacher _____
3rd Period _____	Room _____	Teacher _____
4th Period _____	Room _____	Teacher _____

Second Semester:

1st Period _____	Room _____	Teacher _____
2nd Period _____	Room _____	Teacher _____
3rd Period _____	Room _____	Teacher _____
4th Period _____	Room _____	Teacher _____

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Principal's Message

Wade Hampton High School is an important staple in the greater Greenville community. As such, we remain focused on inspiring all members to grow academically, socially, and emotionally within a safe, caring, and nurturing environment. As principal, it is my greatest hope that we are all respectful of the vast diversity of individuals and teach the values of our democratic society. Kindness, respect, honesty, and cooperation are central to our success as a community of learners. I am proud of the strategic and forward-thinking mindset that exist in our school. There is a clear intentionality around providing an excellent post-secondary preparatory education that will well situate students to have success in whatever life path they choose. There is also a commitment to bringing high quality, excellent education through inspiring minds, engaging hearts and growing better together. We will further cultivate the potential of each student as graduates who will become productive members of their community while ensuring they can adapt to a diverse, ever-changing world.

I would like to take this opportunity to introduce both students and parents to our handbook. The student handbook is a vital tool. This handbook is published to make students and parents aware of expectations, procedures, and daily operations of the school. It is extremely important that both students and parents read the contents of this handbook in order to have a better understanding of the rights and responsibilities they have. Information contained in this handbook will help students make informed decisions that impact their education. I invite you to become familiar with this resource and use it during your matriculation through high school. On behalf of the faculty and staff of Wade Hampton High School, welcome to another great year as we continue to be the shining beacon of excellence in South Carolina and the world.

Dr. Carlos Grant

THE WADE HAMPTON HIGH SCHOOL SEAL

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

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

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

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

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

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

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

ALMA MATER

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

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



WHHS ATHLETIC LOGO

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

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

WHHS MISSION **Educate, Inspire, Empower**

WHHS VISION

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

2019 – 2020 SCHOOL DISTRICT CALENDAR

August 13-19	Professional Development/Employee Workdays
August 20	FIRST ATTENDANCE DAY for STUDENTS
September 2	LABOR DAY HOLIDAY
October 28	Prof. Dev. /Emp. Workday/ Exch. Day #1 - Student Holiday
October 29	Prof. Dev. /Emp. Workday/ Exch. Day #2 – Student Holiday
October 22	End 1 st Quarter Attendance and Grading Period (45 th day)
October 30	Report Cards Issued
November 27-29	THANKSGIVING HOLIDAYS
Dec. 23-Jan. 3	WINTER BREAK HOLIDAYS
January 14	End 2 nd Quarter Attendance and Grading Period (90 th day)
January 20	MARTIN LUTHER KING HOLIDAY
January 24	Report Cards Issued
February 17	PRESIDENT'S DAY HOLIDAY
March 19	End 3 rd Quarter Attendance and Grading Period (135 th day)
March 20	Prof. Dev./ Emp. Workday/ Exch. Day #3 – Student Holiday
March 23	Snow Day Make-up #3 / Holiday if not needed
March 24	Snow Day Make-up #1 / Holiday if not needed
March 27	Report Cards Issued
April 10	Snow Day Make-up #2 / Holiday if not needed
April 13-17	SPRING BREAK HOLIDAY
May 27	MEMORIAL DAY HOLIDAY
June 2-4	High School Graduations/ Half Days
June 5	Last Day for Students; End 4 th Quarter Attendance
June 5	Employee Workday
June 8	Report Cards Issued
June 8	Employee Workday – Exchange Day #4

Calendar Development

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

WADE HAMPTON HIGH

100 Pine Knoll Drive ★ Greenville SC 29609

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

ADMINISTRATIVE PERSONNEL

Principal:	Carlos Grant	355-0110
Grade Assistant Principal:	Ashley Wardlaw	355-0377
Grade Assistant Principal:	Greg Wynder	355-0376
Grade Assistant Principal:	Michael Stone	
Grade Assistant Principal:	Aubrey Davis	
Administrative Assistant	Joe Beaman	
Freshman Academy Coordinator:	Suzanne Carter	355-0228

COUNSELING DEPARTMENT

Director of Counseling (W-Z):	Lorraine Holeman	355-0396	lholeman@greenville.k12.sc.us
A-Ch Counselor:	Anna Passyn	355-0118	apassyn@greenville.k12.sc.us
Ci-Ga Counselor:	Lauren Tingle	355-0196	ltingle@greenville.k12.sc.us
Ge-Je Counselor:	Samantha Monson	355-0385	sammonson@greenville.k12.sc.us
Jo-Mi Counselor:	Hamadi Brown	355-0117	hbrown@greenville.k12.sc.us
Mo-Ro Counselor:	Anjail Salahudin-Bolden	355-0121	asbolden@greenville.k12.sc.us
Ru-V Counselor:	Laura Tolbert	355-0229	ltolbert@greenville.k12.sc.us
Registrar:	Marianna Childers	355-0104	mchilders@greenville.k12.sc.us
Clerk:	Rita Kirven	355-0133	rkirven@greenville.k12.sc.us

FACULTY, STAFF, and OTHER DIRECTORY

Name	Telephone	Name	Telephone	Name	Telephone
Agee, Cynthia	0161	Mancuso, PJ	0148	<i>Athletic Director</i>	
Aviles, Jayson	0174	Mangle, Charnese	0157	<i>Athletic Trainer</i>	
Babb, Erin	0152	McCrary, Zachary	0151		
	0312		0192	Harris, Brandon	0129
Bartow, Matthew		Miller, Travis	0245	<i>Attendance Office</i>	
Beese, Janet	0132	Minor, Frances		Smith, Patti	0101
Benjamin, Bekki	0134	Mitchell, Debbie	0154	<i>Cafeteria Mgr</i>	
Bryant, Hannah	0372	Monday, Dillon	0168	Rothrock, John	0108
Burrow, Eric	0243	Monroe, Jodi	0153	<i>Curriculum Resource</i>	
Casey, Leslie	0144	Moyer, Amy	0180	Pyle, Eva	F102
Chandler, Madeline	V0926	Nelson, Heather		<i>Health Room</i>	
Clay, Ashley	0139	O'Meara, Bill	0392	Ippolito, Ellie	0107
Cook, Abigail	0146	Pagett, Riley	0162	<i>In School Suspension</i>	
Cook, Melissa	0394	Pittillo, Charity	0141	Pinson, Jamel	0137
Bryant, Hannah	0372	Pugh, Pamela	0145	<i>Maintenance</i>	
D'Alessandro, V	0170	Ramey, Corey	0244	Finley, Rick	0109
Duryea, Amy	0147	Ravenell, Roy	0185	<i>Media Center</i>	
Eatman, Col Matt	0124	Reichardt, Kaylee	0172	Fansher, Andrea	0106
Eckhardt, Amy	0163	Rhodes, James	0197		0105
Ellerbe, Anjosia	0176	Ricker, Ann	0389	Wright, Logan	0393
Eshenbaugh, David	0149	Routon, Msgt	0122	<i>Mental Health (GHS)</i>	
Faircloth, Deanna	0368	Rushton, David	V0939	Johnson, Rebecca	0223
Fipps, Detra	0156	Saldívar, Rebecca	0190	<i>Office Personnel</i>	
Fowler, Andrea	0135	Sanson, Joanna	0142	Neil, Ruth-Secretary	0111
Goff, Kim	V0381	Satterfield, Kim	0143	Peterson, Anne- Blkpr	0112
Gratton, Chris	8567	Schnaars, Dan	0115	Peters, Elaine Front Office	0102
Gray, Michelle	0166		0155	Horan, Gretchen	0371
	0380	Shealy, Mary E	0150	Trembly, Sue	0367
Hall, Stephanie	V0938	Shinpoche, Jonathan	0167	<i>School Resource (SRO)</i>	
Harmon, Adrienne	0171	Simpson, Macy	0140	Mstr Deputy Owens	0123
Harper, Cara	0178	Smith, Meredith	3034	Mstr Deputy Russell	0369
Hedrick, Ellen	V0927	Smith, Michelle	0164	<i>Testing Coord/StuCo</i>	
Hennicken, Daisha	0154	Solomon, Matt	0379	Brooks, Sandy C103	0186
Howell, Lisa	0169	Stanford, Mary	0183	<i>Career Centers/FAC</i>	
Hudgins, Andy	V0929	Stewart, Patty	0390	Bonds	8080
Hunter, Grant	0131	Swindall, Nathan	0246	Enoree	7400
Illsley, Kerrington	0128	Tavernetti, Krystal	0173	FAC	2550
Inabinet, Kristen	0177	Thomas, Steven	0130	Sullivan	5183
	0126	Thompson, Katie	0136	<i>Central Office</i>	
Johnson, Kendall	0158	Tisdel, Kerri	0175	Taylors Bus Center	7330
Jopling, Becca	0181	Tyler, Leila	0391	Transcripts (15-present)	0104
Kelsey, Jill	0179		0179	Prior to 2015	7671
Kennedy, Katherine	0160	Wike, Jennifer	0127	<i>Other Numbers</i>	
King, Kimberly	0182	Willey, James	0188	Herff-Jones	244-0110
Klemm, Carrie	0388	Williams, Debra	0189		
Kushmer, Kristen	0184	Williams, Katie	0238		
Large, Matthew	0387	Wines, Susan	0159		
Lawhorne, Landri	0492	Wofford, Lisa	0378		
Leavitt, Beth	0165	Wright, Logan	0397		
Linn, Katie	0138	Zeller, Rick	0191		

STUDENT EXPECTATIONS

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

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

STUDENT RESPONSIBILITY for HANDBOOK

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

DISCLAIMER

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

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

GENERAL STUDENT INFORMATION

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

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

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

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

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

LOST and FOUND—A lost and found department is located in the front office. Found articles should be turned in so they may be returned to the proper owner and property losses should be reported to the front office clerk. It is strongly recommended that students not bring money or expensive items to school. Items left for a lengthy period of time will be donated to charity.

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

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

CHANGE IN PERSONAL DATA or INFORMATION—Accurate and up-to-date phone numbers and addresses are critical for the school to contact a student's parent/guardian should they become ill or get injured during school. **Report all changes of address to the Guidance Office. Proof is required.**

EMERGENCY EVACUATION PROCEDURES—A planned program for evacuation of all personnel and students exists in our Emergency Preparedness Program designed for all emergencies. A chart showing the evacuation plan is posted in each area of the school building. Students should ensure that they are familiar with fire drill instructions posted near doors in each room. When an emergency drill signal is given, students should rise quickly and go quietly and orderly in single file to the location for that emergency. Complete silence is required for additional safety instructions.

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

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

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

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

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

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

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

ID BADGES - For safety and identification, all faculty, staff and students must wear a school issued ID badge and school-issued lanyard (issued the current school year) when on school grounds. This ID must be clearly visible at all times (cannot be inside jacket or shirt). Wearing another person's ID will result in suspension. If an ID is lost, cracked or defaced, a student must replace it immediately. The cost is \$5.00. If a student does not bring the ID badge to school, a temporary ID badge must be obtained before school begins, or immediately upon returning from a Career Center or Fine Arts Center. For the first three temporary ID badges, there is no charge. For the 4th and 5th offenses the student may purchase a temporary ID for \$1.00 or be assigned a one hour detention. After five temporary ID badges are obtained during the school year, the student must purchase a new ID Badge or the student will be placed in ISS until a new ID is purchased. Failure to have an ID badge when school starts will cause the student to be placed in ISS at any time during the day that the offense is discovered.

SCHOOL RULES—STANDARDS OF CONDUCT

An atmosphere of mutual respect between students and teachers is most conducive to good discipline. However, it is the student who is responsible for establishing and maintaining respect in any classroom. The general responsibility to exercise discipline rests with every Wade Hampton High School teacher. All WHHS teachers, regardless of whether they teach a particular student or not, are given this authority on the WHHS campus and at all school activities.

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

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

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

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

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

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

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

DISOBEDIENCE, DISRESPECT, or DISRUPTIVE BEHAVIOR - ALL teachers are given the authority over all students at any place on the WHHS campus and at all school activities. Students are required to obey school rules. Failure to do so will result in a disciplinary offense. At no time may a student be rude or disrespectful to a teacher or any faculty or staff member.

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

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

REPORTING BULLING, DISCRIMINATION, HARASSMENT AND INTIMIDATION and MISCONDUCT-

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

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

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

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

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

DRUG AND WEAPONS CHECKS

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

SMOKING, POSSESSION of TOBACCO PRODUCTS or SMOKING PARAPHERNALIA (including E-CIGARETTES/PARAPHERNALIA) Smoking, possession, or use of tobacco products or smoking paraphernalia (lighters, matches, pipes, e-cigarettes/paraphernalia, etc.) is prohibited on school property. *The Administration will take appropriate disciplinary action.*

DRUGS and ALCOHOL - the following violations are prohibited:

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

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

*Coming onto school property at any time after use of any alcoholic beverage, illegal drug, or toxic substance, as evidenced by scent, actions, or admission. *The Administration will take appropriate disciplinary action.*

WEAPONS - Possession of any kind of weapon is not permitted on school property. "Weapon" includes, but is not limited to guns, brass or other metal knuckles, razors, box openers, paint ball guns, airsoft guns, knives, or any other device or object that is possessed or used with the intention of inflicting bodily injury or death. The Administration will take appropriate disciplinary action.

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

CONFRONTATION/ALTERCATION - This is defined as loud, argumentative, and boisterous talking/yelling or any other threatening communication between two or more individuals that causes a disruption and may lead to a fight. The Administration will take appropriate disciplinary action.

LYNCHING / GANGING - When two or more persons act together to commit an act of violence against another person, it is called ganging or lynching. Participating as a member of a gang in inflicting a violent act, however slight, upon another person will not be tolerated. **Consequences:** Suspension w/recommendation for expulsion, criminal charges.

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

THEFT - Taking the property of another without permission is forbidden. This applies whether the property belongs to another student, a staff member, or the school district. **Range of Consequences:** Restitution and parent notification, suspension, recommendation for expulsion, and criminal charges.

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

GAMBLING - Any participation in games of chance for money or other items of value is forbidden on school property. *The Administration will take appropriate disciplinary action.*

PROFANITY - Profane, abusive, vulgar expressions (oral, written, or nonverbal gestures), including those communicated or displayed on books, book bags, clothing, are forbidden on school property. *The Administration will take appropriate disciplinary action.*

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

FOOD and DRINK – Food and drink items are confined to the cafeteria/commons area and outside eating area. Food and drink are not allowed outside these areas and will be confiscated. Students may have water in a spill-proof container. Drink machines are off limits to students except during lunch. No outside food should be delivered at lunch.

OFF-LIMITS AREAS—Students may not be in any unauthorized areas, including but not limited to: 1) Faculty parking lot, student parking lot, fire lane, and behind the school building. 2) Unsupervised areas inside the school, as offices, closets, teacher workrooms, and storage areas. *The Administration will take appropriate disciplinary action.*

CUTTING CLASS/LEAVING SCHOOL GROUNDS/UNAUTHORIZED WALKOUT—Failure to attend school, all or part of the day, without a lawful excuse is prohibited. After a student arrives on campus, they are not allowed to leave campus without permission from an Administrator. *The Administration will take appropriate disciplinary action.*

FAILURE TO PAY SCHOOL FINES or OBLIGATIONS—Fines charged to students for lost or damaged textbooks, lost library materials, parking violations, missing uniforms, or other materials not returned must be taken care of in a timely manner. Failure to make payment when requested or

return lost books, uniforms, or materials may result in the following ***Range of Consequences***: Loss of privileges (ex: parking passes revoked) and/or restriction from activities, such as dances and graduation ceremony, and possible disciplinary action.

CELL PHONES /EARPHONES

Cell phones are allowed in hallways during class change, but are not allowed in the classroom, except with the permission of the teacher. Headphones/earphones are not permitted in the building without the teacher's permission (in the classroom). *The Administration will take appropriate disciplinary action.*

PUBLIC DISPLAYS of AFFECTION (PDA)—School is not an appropriate place for students to show affection. Other than handholding, public display of affection is not appropriate for school and will not be permitted. *The Administration will take appropriate disciplinary action.*

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

- The only food item allowed outside the cafeteria is bottled water in a spill-proof container.
- Students are not allowed to leave campus for lunch for any reason.
- No outside food should be delivered during lunch.
- Charging of items will not be allowed in the cafeteria.

COLLEGE VISITS – PROCEDURE

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

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

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

RANGE of DISCIPLINE for STUDENT OFFENSES

Level 1: AFTER SCHOOL DETENTION

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

Level 2: IN-SCHOOL SUSPENSION

In-School Suspension (ISS) will be held daily in the ISS room. Students assigned to the ISS room must arrive on time and be ready to perform work all day. They will have their lunch alone as a group (students are to either bring lunch or have money to buy a lunch from the food line). If a student is removed from a class for disciplinary reasons, the student will be placed in ISS.

Level 3: OUT-OF-SCHOOL SUSPENSION

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

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

Level 4: RECOMMENDATION FOR EXPULSION

Recommendation for Expulsion is the most serious level and is for extreme violations of the Student Code of Conduct. Students will be recommended for expulsion (full removal from school) for offenses such as, but not limited to: violation of probation, bomb threat; possession, use or transfer of weapons; sexual offenses; arson; distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance; threatening to take the life or inflict bodily harm upon a school employee or member of their family; and ganging.

PROBATION: A student could be placed on probation for excessive referrals or an initial severe incident determined by the Administration.

DRIVING TO VOCATIONAL CENTERS

An application must be filled out and given to the JUNIOR class administrator for approval. No student will be authorized to drive to a career center unless he/she has written permission from their parent/guardian, the administrator, and the career director. Students will be allowed to ride with other students only after completing the proper paperwork and getting approval. Stops are not allowed while traveling between the locations. Students must report directly to the career center or to the school. Students that arrive to school before 3rd period begins must report to the cafeteria. Students and parents must understand that the school is not responsible for any accident, vandalism,

or stolen property that may occur while a student is driving or at the career centers. Violations of these rules may result in loss of permit and suspension.

STUDENT ISSUED CHROMEBOOKS

The policies, procedures, and information contained in this document apply to all Chromebooks used at Wade Hampton High School as well as any other device which the WHHS Administration determines falls under the umbrella of these policies and procedures. WHHS Administration and Greenville County Schools reserves the right to alter, edit, and update this policy throughout the year. Students and Parents will be notified of these changes and updates as they happen via weekly school update and web page updates. The full policy manual can be found on the Chromebook Support Site.

General Policies and Expectations

- Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to all of their classes every day.
- WHHS will not provide “loaners” for students that fail to bring their Chromebook to school.
- We highly recommend students buy cases for their Chromebook to help protect the Chromebook as well as make it easily identifiable and customized for students to easily identify their Chromebook while in class.
- Chromebook usage during the day is up to teacher discretion. Students will follow teacher directives on when to use their device during class.
- Chromebooks should only connect to GCSD wifi while on campus. (hotspots are prohibited)
- Students cannot place any identifiable (labels, stickers, etc.) on their Chromebooks. In order to allow students to customize the look of their Chromebook, a shell or cover will allow students to place items on the shell/cover that will make it easy to identify.
- Chromebooks are particularly sensitive to damage from excessive pressure on the screen. The Chromebook screen can be damaged if subjected to rough treatment. Protect the Chromebook screen by following the rules below:
 - Close the Chromebook screen before moving it.
 - Do not lean on the top of the Chromebook when it is closed.
 - Do not place anything near the Chromebook that could put pressure on the screen. Be careful about placing books and other items against the Chromebook in your book bag as it may be damaged.
 - Do not poke the screen.
 - Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or flash drives).
 - Clean the screen with a soft, dry cloth or an antistatic cloth.
 - Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

- No food or drink is allowed next to your Chromebook while it is in use.
- To conserve battery life, Chromebooks should be shut down before moving them.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Wade Hampton High School.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook's battery before the start of each school day.

Consequences for Violations of the Student Chromebook Policy

Level I Offenses	Level II Offenses
<p>Level I offenses are less serious, and consequences begin with a student verbal warning. These offenses may occur either on school grounds or at other locations.</p> <p>Examples of Level I Offenses:</p> <p>Sharing passwords</p> <p>Defacing computers (e.g., stickers, markers, etc.)</p> <p>General mishandling of the device during class time</p> <p>Failure to bring charged device</p> <p>Clearing web browser history</p> <p>Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time</p> <p>Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission</p> <p>Failure to follow teacher directives</p> <p>Failure to be polite and courteous digital citizens</p> <p>Consecutive failure to bring device to class</p> <p>Other items as deemed by school administration</p>	<p>Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations.</p> <p>Examples of Level II Offenses:</p> <p>Downloading, posting, or distributing material that is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing)s pornographic, obscene, or sexually explicit, or profane (e.g. photos and music), is illegal (e.g., copyrighted materials), refers to weapons, alcohol, drugs, guns or gangs, constitutes gambling, or is otherwise restricted.</p> <p>Intentionally destroying hardware or software</p> <p>Engaging in theft</p> <p>Engaging in any illegal activity</p> <p>Harming or destroying another user's data</p> <p>Creating or sharing a computer virus</p> <p>Disrupting the network or the educational process</p> <p>Other items as deemed by school administrators</p>

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Violations of these policies may result in one of the following, but not limited to these disciplinary actions:

<u>Teacher actions for Level I offenses:</u>	<u>Administrative actions for Level II offenses may include but are not limited to the following:</u>
1st offense - Verbal warning 2nd offense - Contact with parent 3rd offense - Teacher-assigned detention 4th offense - Referral to administration	Removal of unauthorized files and folders Financial restitution Administrative Detention Suspension Notification of Law Enforcement
<u>Level I offenses may also require:</u> Financial restitution Removal of unauthorized files and folders Restriction of District-Issued Chromebook Use Privileges	Temporary or permanent suspension of Chromebook Use Privileges Recommendation for expulsion
If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.	
*If a student's District-Issued Chromebook privileges are restricted this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision or not at all. This could result in a negative impact on the student's grade.	

Taking Care Of Your Assigned Chromebook

Students are responsible for the general care of the Chromebook issued to them by the District. Students will receive a Chromebook that is specific to them (barcode scanned into their account similar to a textbook). Chromebooks that are broken or fail to work properly must be taken to the Technology Clerk in Room MC116 between 8:00 a.m. and 8:40 a.m. the next school day after the Chromebook is damaged or lost. Fine Arts Center or Career Center students should drop off their damaged Chromebook in the Media Center upon arrival. Failure to report these damages or lost Chromebooks by the next school day could result in the Technology Fee agreement being altered by WHHS Administration.

Damaged Chromebooks

The WHHS Administration understands that with any technology device, honest accidents can happen. Our procedures include protections for students who incur damages to their Chromebook (broken screen, keyboard malfunction, etc.).

- Any student that ***unintentionally*** damages their Chromebook will not incur any additional expense for the first incident of a cracked screen or minor repair (cracked hinge cover, non-working touchpad). If replacement Chromebooks are available, students will receive an immediate replacement while his or her Chromebook is being repaired.
- If a replacement Chromebook is not available during the repair time, students will be notified to pick up his or her Chromebook once the repair has been completed.
- Any additional damages to Chromebooks that occur other than one screen repair will not be covered under the tech fee warranty. The full cost will be the student's responsibility.

- Students will need to see the Technology Clerk regarding any additional repairs in order to assess the repair cost.
- Students who need repairs beyond the one screen replacement will not be issued a replacement Chromebook until they have paid for the repair for non-covered damages.
- Students are responsible for the Chromebook assigned to them both inside and outside of the school environment. Therefore, students should not loan their Chromebook to other students or to other family members. Ultimately, the student is responsible for the Chromebook assigned to them regardless of whether they were the individual in possession of the Chromebook at the time the damage occurred.

PROCEDURE FOR ACCIDENTAL DAMAGE:

- 1st Offense of Accidental Damage:
 - Parent Contact, Warning, Replacement At No Cost To the Student
- 2nd Offense of Additional Damage or More
 - Parent Conference, Repair cost assessed, Student will be charged for the repair, No replacement will be issued prior to repair costs being paid
 - Any repair fee that goes unpaid will be added to the student's debt list

Note: WHHS reserves the right to revoke use of Chromebook for students at any time.

Students who deliberately damage a Chromebook (or have their Chromebook deliberately damaged by a family member or peer) will not fall under the accidental damage procedure listed above.

PROCEDURE FOR DELIBERATE DAMAGE:

*The tech fee does not cover this damage.

- 1st Offense of Deliberate Damage:
 - Disciplinary referral, Parent conference, Pay for repair or replacement
 - Any repair fee that goes unpaid will be added to the student's debt list
- 2nd Offense of Deliberate Damage:
 - Disciplinary referral, Pay for repairs or replacement, and Revoke the privilege to a personal chromebook for the remainder of the school year.
 - Any repair fee that goes unpaid will be added to the student's debt list
 - The Tech Fee does not cover this damage.

BYOD (BRING YOUR OWN DEVICE) POLICY

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

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

Guidelines:

- *Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, the Student Handbook, the Acceptable Use Policy, and all Board Policies.
- *Teachers will follow the school rules and provide direction to allow and regulate the use of personal devices in the classroom and on specific projects.
- *Approved devices must be in silent mode unless otherwise allowed by teacher.
- *Devices may not be used to cheat on assignments, quizzes, or tests, or for non-instructional purposes (such as making phone calls and text messaging).
- *Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- *No student will be allowed to use their own device without submitting a waiver signed by both themselves and their parent/guardian.

LIBRARY POLICIES AND PROCEDURES

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

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

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

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

Library Etiquette

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

DRESS CODE

1. Students are expected to dress in an appropriate manner while on school district property or representing the school. Students who do not meet the dress code will be placed in ISS. Students who continually violate the dress code will be suspended.

2. Student dress and grooming should be school **appropriate**. Clothing or jewelry is not permitted that displays profanity, weapons, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols. No see-through garments.
3. Undergarments should not be visible at any time.
4. **Shirts/blouses** should be an appropriate length and not inappropriately expose body parts. At no time should the student's midriff/lower back be visible. All shirts/blouses **MUST have a shoulder strap**. Shoulder straps should be the width of the ID (2 inches).
5. **Pants, shorts, and skirts** must be worn at waist level. Skirts, dresses, and shorts should be **1 ID length above the knee** in length. Pants should not have holes 1 ID length above the knee with skin showing. **Leggings** may only be worn with a top that meets the 1 ID length above the knee requirement.
6. **Accessories** such as hats, sunglasses, skullies, do-rags, bandanas or head scarves should **NOT** be worn in the building. Shirts with hoods should not have the hood covering the head in the building. **Earphones and headphones** should **NOT** be visible inside the building except at the discretion of the teacher inside the classroom.
7. **Shoes** or sandals must be worn. Slippers/bedroom shoes are not allowed.

*** Other items deemed inappropriate by the school administration can be added at any time.

TARDY POLICY

1. A Tardy consists of any **time a student is late for class**. A student who arrives late to school or class is tardy. All teachers will close their doors to begin instruction when the tardy bell rings.
2. Any student who is tardy to school **after 9:15AM must go to the attendance office** to obtain a pass. If a student does not attend at least half of any class, the student will be counted absent.
3. Students who are not in class when the tardy bell rings, will report directly to that class. **Students will be allowed three (3) tardies**. On the 4th and 5th tardies students will be assigned detention by the teacher.
4. Teachers will write a referral on the 6th tardy and any tardy beyond 6. All tardies beyond the 7th **MAY** result in suspension from school.
5. The following are acceptable as "excused tardy"
 1. Medical appointment (must have a note from doctor)
 2. Court appearance (must have a note from court)
 3. Late bus (must have a note from the attendance office)
 4. A signed agenda from administration, guidance, SRO, or mental health staff.

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

THE SCHOOL DISTRICT OF GREENVILLE COUNTY STUDENT ACCEPTABLE USE POLICY AGREEMENT

The School District of Greenville County provides computer, network, e-mail and Internet access to students as part of the learning environment. While these systems have the power to deliver a huge number of resources to our classrooms, their ability to serve students depends on the responsible and ethical use of them by every student. GCS may install software and/or hardware to monitor and record all information system resources, usage, including e-mail and Website visits. The district retains the right to record or inspect any and all files stored on district systems. Students are advised that serious disciplinary action may result from evidence of prohibited activity obtained through monitoring or inspection of electronic messages, files or electronic storage devices.

“Acceptable use” of these systems is use that is consistent with the instructional goals of the District. If you break “acceptable use” rules, you may lose the privilege to use both classroom computers and/or the Internet. Further disciplinary and/or legal action may be taken at the discretion of school administration. The District takes precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District does not supervise individual e-mail accounts, a Parent Portal is available that permits the supervision of your child’s e-mail account.

Parents may choose for their child not to have access to the Internet at school; however, students who do not have access to the Internet will not be able to access e-mail or web based programs that teachers may be using in class.

Your child has agreed to the terms and conditions of this document upon acceptance of the school handbook. Violation of any of the terms or conditions will result in disciplinary action and/or involvement of law enforcement. Willful destruction of any computer equipment or software will be considered vandalism, and may warrant the involvement of local law officials.

Parents, and guardians, by you and your child agreeing to this acceptable use policy you will insure that GCS computer equipment is handled with care and respect. Only GCS ETS personnel are allowed to repair or modify GCS computer equipment hardware and software. Do not add, modify, repair, remove, reconfigure or otherwise tamper with any device on the network infrastructure. Do not perform unauthorized access; use or attempt unauthorized access or use of District information systems. “Hacking tools” which may be used for “computer hacking” as defined in the South Carolina Computer crime act, may not be possessed on any district premise or run or loaded on any district system. Do not use school computers for illegal activities such as planting viruses, hacking, or attempted unauthorized access to any system. This is an automatic recommendation for expulsion.

You may only use personal mobile devices for approved BYOD activities. Any written text, graphics or executable files created, downloaded, displayed, or exchanged with another student or teacher must be for education-related purposes only. Do not bypass or attempt to bypass any of the District’s security or content filtering safeguards. Do not use school computers for commercial purposes. Follow copyright laws at all times.

If you have questions about the legality of using software, text, graphics, or music you find online, ask your teacher or media specialist. Keep your password secret. You will be held responsible for all computer activities associated with your password. Do not allow another person to use the computer under your district login. All online communication must be polite and not threatening or offensive in any way.

The District has the right to review any e-mail sent or received using District equipment and e-mail accounts. Do not give out personal information or photos through online communications. Never give out your phone number, social security number, full name, age, home address, or any other personal information. Home directories are provided to students for educational related work. Students should not store personal or non-school related work in home directories. The District reserves the right to review the contents of a student’s home directory.

Please contact your school if you do not want your child to have access to the Internet and e-mail.

STUDENT PARKING/DRIVING INFORMATION

STUDENT PARKING - All vehicles must be registered. A "Mirror Tag" will designate official registration. The cost for registration and a parking tag in the main parking lot is \$50. The cost for registration and a parking tag in the satellite parking lot is \$25. Students must register each car that may be used on campus on their registration form. The mirror tag may be transferred to and from each car that the student registers on the form. CARS MUST DISPLAY A MIRROR TAG in order to be parked in either of the two identified parking lots. All other parking areas (except the student parking lots) are unauthorized for student parking. Students should immediately exit their cars in the student parking areas upon arriving at school and enter the building. Students should take all needed materials for the school day with them when they leave their cars. THEY WILL NOT BE ALLOWED TO RETURN TO THE PARKING LOT DURING THE SCHOOL DAY unless they have permission from an administrator. Students are reminded to roll up the windows and lock their doors. The school makes every effort to protect students' cars and property. However, the school is NOT responsible for thefts and other vandalism to students' cars and property.

The following are the traffic and parking rules:

- Speed limit is 8 miles per hour & loud music is not allowed.
- Cars are to drive only in the driving lanes when arriving or departing.
- Cars must be parked in a clearly marked parking space.
- Students parking in unauthorized areas adjacent to campus could be towed.
- Students must exit their cars immediately upon arriving.
- Parking passes may not be transferred to another student.
- **Parking in the faculty lot is strictly forbidden.**

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

STUDENT SPEAKERS at SCHOOL-SPONSORED ACTIVITIES

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

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

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at:
<https://ed.gov/policy/gen/guid/religionandschools/index.html>

ATTENDANCE REGULATIONS

All children (by SC State Law) are required to attend a public or private school beginning at the age of five and continuing until their 17th birth date. Students are counted present only when they are actually in school and in class, on homebound instruction, or present at an activity authorized by the school principal. Absences are defined as either lawful (excused) or unlawful (unexcused). Absences, either lawful or unlawful or a combination, **MAY NOT EXCEED FIVE (5) days per full unit on a 4X4 block schedule (or 3 absences in a ½ unit course).** Missing more than half of a class (45 min.) constitutes an absence. **GUIDELINES BELOW:**

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

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

1. The exact reason for the absence. Be specific on illnesses... “upset stomach,” “severe headache,” “sore throat,” “nausea,” etc.
2. Dates of the absence.
3. Signature of the parent/guardian **WITH A PHONE NUMBER WHERE PARENT CAN BE REACHED DURING THE DAY.**

Any “unlawful” absence beyond the 5th absence will result in the student not receiving credit.

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

EARLY DISMISSALS DURING SCHOOL DAY —In order to be dismissed from school early, a student must bring a written note from a parent to the Attendance Office at the beginning of the day. The note must have a phone number that is on file with the school. The student will not be dismissed if a parent cannot be reached. An early dismissal slip will be written and the student should drop by the FRONT OFFICE during class change to pick up the slip. This slip authorizes the student to leave school at the designated time. REMINDER: Classes missed for an early dismissal count toward the first 5 days of allowable absences in any one class. Any student returning from an early dismissal must bring the yellow dismissal slip to attendance to obtain an admit slip. Phone calls for an early

dismissal **will not** be accepted (this includes parent phone calls). Being dismissed from the nurse's office DOES COUNT AS AN ABSENCE.

ACADEMIC INFORMATION

HOMEWORK/MISSED ASSIGNMENTS—Students should be taught study techniques at home, including the wise scheduling and use of time for both daily and long-range assignments. Within five days of a student's return from an excused absence, the student must work out provisions for making up missed work with the teachers. Students should spend some time each day reading independently. This time should not be considered part of homework and should include a variety of types of reading. Recommended time: 60 – 150 minutes per day in grades 9-12

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

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

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

REPORT CARDS and PROGRESS REPORTS—Students will receive four report cards during the year, one for each nine-week grading period. A student MUST achieve a grade of 60 to receive passing credit for any one course. Progress reports are given out four times during the year, at the midpoint of each 9-week grading period. A progress report is indicative of a student's current grade for a single four and a half week period.

PARENT PORTAL - ACCESSING STUDENT INFORMATION

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

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

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

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

COMPUTING GRADES on a 4X4 BLOCK SCHEDULE

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

1st quarter average = 40%

2nd quarter average = 40%

Final or EOC Exam = 20%

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

REQUIREMENTS to MOVE to the NEXT GRADE LEVEL

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

10th Grade: 5 total units—1 must be English and 1 Math

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

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

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

COUNSELOR or TEACHER CONFERENCES — Parents are strongly encouraged to attend their student's yearly IGP meeting. Parents who want to confer with a counselor at any other time should contact their school counselor directly and arrange for an appointment. Parents who want to meet with a teacher may call the teacher to leave a message or may e-mail the teacher directly. A list of teachers and phone numbers is on the school's webpage (www.greenville.k12.sc.us/whhs) and in this handbook. Parents who want to schedule a group conference should contact the appropriate school counselor.

GRADUATION INFORMATION —During the year, seniors will be notified on several occasions (during Senior IGPs) about graduation requirements, the purchase of caps and gowns, college applications, transcripts, etc. It is the senior and his/her parent/guardian who are responsible for knowing the requirements for graduation (see section on Academic Information), listening to and reading all announcements (all of which are posted regularly on the website), and ordering graduation materials (caps, gowns, announcements, etc.). Students who finish their coursework at the end of 1st semester are considered "Early Completers" and may participate in graduation but not in other senior activities during 2nd semester (Prom, sports, clubs, etc.). Seniors may not participate in graduation activities if they are in debt to the school. Diplomas are available at or after the June Graduation Ceremony.

SOUTH CAROLINA UNIFORM GRADING POLICY

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

<https://tinyurl.com/h2n7was>

COUNSELING WEBSITE

Check the Wade Hampton School Counseling Department website at

<https://www.greenville.k12.sc.us/whhs/staff/counseling.asp> for the most up-to-date information on the following topics:

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

- Camps/Enrichment opportunities

REQUIREMENTS for ENTERING COLLEGE FRESHMEN

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

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS for ALL STUDENTS

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

<u>9th through 12th Grade</u>	<u>Required Units</u>
English/Language Arts	4.0
Math	4.0
Science (one must be Biology)	3.0
Social Studies	
US History and Constitution	1.0
US Government	0.5
Economics	0.5
Other Social Studies	1.0
Physical Education or ROTC	1.0
Career/Tech. Ed. or Foreign Language	1.0
Computer Science	1.0
Electives	7.0
	Total Units 24

POLICY FOR SCHEDULED EARLY DISMISSAL/ARRIVAL FOR JUNIORS/SENIORS

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

JUNIORS:

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

SENIORS:

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

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

SOUTH CAROLINA ACADEMIC HONORS AWARD

Requirements to receive a South Carolina Academic Honors Award:

- Complete twenty-four units of credit as prescribed
- Receive a minimum grade of "B" for each semester course in grades 9–12 through the seventh semester, and
- Achieve either a score of 710 or higher on the SAT verbal, a score of 690 or higher on the SAT mathematics, a score of 30 or higher on the ACT English, or a score of 33 or higher on the ACT mathematics.

OR

- Each student shall have completed twenty-four units of high school credit
- Be eligible for graduation with a state high school diploma, and
- Have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31.

Of the twenty-four units earned, eighteen units must be college preparatory coursework, four units in additional electives, and two units in one or more of the following: English, science, social studies, or mathematics.

College preparatory coursework includes the following:

- English (English I or above), four units
- Mathematics (Algebra I or above), four units
- Laboratory science, three units
- Social Studies (United States/South Carolina studies, economics/government and one unit of global studies/world history, global studies/world geography or western civilization), three units
- Computer Science, one unit
- Physical Education, one unit, and
- Foreign Language, two units

DESIGNATIONS for GRADUATION CEREMONY

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

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

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

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

WHHS ATHLETIC INFORMATION

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

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

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

SPECTATOR CODE OF CONDUCT—Teams shall be supported with enthusiasm and dedication, because strong spectator support is a vital part of the high school competition experience. We expect good sportsmanship from players and coaches, and they have a right to expect the same from spectators. Therefore, we urge students, alumni, and friends to cheer their teams to victory while upholding those ideals our school has nurtured during the long history of Wade Hampton High School. **Our spectators should be courteous, judicious in choice of expression, and mannerly to all others. The scoreboard will reflect the quality of the teams in competition. The kind of support given by the spectators will showcase the character of our school's fans.**

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

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

ATHLETIC ACADEMIC REQUIREMENTS:

First Semester Eligibility—To be eligible 1st Semester, a student must:

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

Second Semester Eligibility—To be eligible 2nd Semester, a student must:

1. If eligible 1st Semester, must pass 2 courses on the block schedule.
2. If not eligible 1st Semester, must pass 2 ½ or 3 courses – block sch.
3. Maintain an overall passing average (1.0 GPA).

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

REQUIRED FORMS—Before a student can compete they MUST make sure all documents are completed and approved through Planet HS.

1. State certified birth certificate (one time only) - Originals must be provided to school to be copied and kept on file. Foreign birth certificates will be interpreted by school officials.
2. Physical examination (each year)
3. Parental permission (each year)
4. Steadman Hawkins Consent to Treat Form (each year)
5. Steadman Hawkins Emergency Medical Form (each year)
6. Purchase athletic insurance (each year)
7. Concussion Awareness form (each year)

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

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