

# **Batesburg-Leesville High School**

“Preparing our students for the future now!”

Telephone: (803) 532-9251

Fax: (803) 532-3232

<http://blhs.lex3.org/pages/LEX3BLHS>

600 Summerland Avenue

Batesburg-Leesville, SC 29006

## **Student Handbook 2018-2019**

*Where Tradition Meets Excellence*



[Sonya M. Bryant](#), Principal

[Eric Gambrell](#), Assistant Principal

[Era Roberts](#), Assistant Principal for Instruction

[Caitlyn Gordon](#), Director of Counseling

<b>Table of Contents</b>	<b>2</b>
<b>School Information</b>	<b>6</b>
Office Hours and Contact Information	6
Media Center	6
Statement of Policy	6
Grading Scale	7
Philosophy, Vision, and Beliefs	8
Purpose	8
Direction	8
Beliefs	8
Alma Mater	8
<b>Student Council</b>	<b>9</b>
2016-2017 BLHS Officers	9
<b>Faculty and Staff by Department</b>	<b>10</b>
<b>Bell Schedules</b>	<b>11</b>
<b>Academic Information</b>	<b>12</b>
Academic Awards	12
Academic Dishonesty	12
Other Disqualification for Academic Awards	13
Gifted and Talented	13
Classification of students (Promotion Policy)	13
Class Rank G.P.A. and Grading Scale Policy	13
Course Placement	14
Course Withdrawal	14
Course Repeated for Better Grades	14
Credit Recovery	14
South Carolina High School Graduation Requirements	14
4-Year South Carolina State College and University Course Requirements	15
BLHS Academic Diploma Requirements	15
BLHS Certificate of CATE Completions Requirements	16
e21 EARLY COLLEGE: Engaging Learners in a 21st Century Education	16
Exam Exemption Policy	16

Exam Policy	17
Grade Reports	17
Half-Time	17
S.C. Uniform Grading Scale	17
S.C. Uniform Grade Point Conversion Table	17
<b>Athletics and Eligibility</b>	<b>18</b>
<b>Attendance Procedures</b>	<b>20</b>
Attendance Procedures	20
Students Late to School	20
Disciplinary Sanctions for Being Late to School	20
Attendance Sanctions for Being Late to School	20
Absences and Excuses	20
Unlawful Absences and Truancy Reporting	21
Make-Up Work Following an Absence	22
Tardies to Class (2nd, 3rd, and 4th Periods)	23
Truancy	23
<b>Clubs &amp; Organization</b>	<b>24</b>
Establishing Clubs and Organizations	25
<b>Counseling Office</b>	<b>27</b>
College Visits	27
MTC-BLHS College and Career Development Center (CCDC)	27
Scheduling	28
Withdrawals from School	28
Work-based Learning	28
<b>Discipline &amp; Code of Conduct</b>	<b>29</b>
Alcohol/Drug Use	29
Bullying	29
Bus Conduct	29
Bus Behavior Offenses	30
Bus Consequences	30
Care of School Building	31
Cell Phone Policy	31
Code of Conduct	32
Code of Conduct Sanctions	33
Non-Demerit Offenses	33

Sanctions: Cumulative Demerits	33
Level I: Disorderly Behavior	34
Level II: Disruptive Behavior (All 5 Demerit Offenses)	34
Level II Sanctions	34
Level III: Criminal Behavior (Simple)	35
Level III: Sanctions	35
Level IV: Criminal Behavior (Aggravated)	35
Level IV: Sanctions	35
Discipline for Extracurricular Activities	35
Dress Code	36
Dress Code: Sanctions	37
School Boundaries and Discipline	37
Unauthorized Areas	37
Weapons	37
<b>General Information</b>	<b>38</b>
Announcements	38
Assembly	38
Blackboard Connect Broadcast System	38
Chaperones	38
Distribution of Literature	38
Early Dismissal	38
Electronic Mobile Devices	39
Fees	39
Field Trips	40
Illness at School	40
Insurance	41
Internet & Use of Computer Network	41
Keys	41
Late Buses	41
Lockers	41
Lost and Found	41
Media Center	41
Messages for Students	42
Parking	42
Passes	42
Hall Pass	43
Restroom Pass	43

Student Drop-off and Pick-up	43
Summer Reading	43
Textbooks	43
Visitors	43
Volunteers	44
Withdrawal from School	44

## PROFILE OF THE South Carolina Graduate

### WORLD-CLASS KNOWLEDGE

Rigorous standards in language arts and math for career and college readiness

Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences



### WORLD-CLASS SKILLS

Creativity and innovation  
Critical thinking and problem solving  
Collaboration and teamwork  
Communication, information, media and technology  
Knowing how to learn

### LIFE AND CAREER CHARACTERISTICS

Integrity • Self-direction • Global perspective • Perseverance • Work ethic • Interpersonal skills

© SCASA Superintendents' Roundtable

Adopted by: SC Arts in Basic Curriculum Steering Committee, SC-ASCD, SC Chamber of Commerce, SC Council on Competitiveness, SC Education Oversight Committee, SC State Board of Education, SC State Department of Education, TransformSC Schools and Districts.



# **School Information**

## **Office Hours and Contact Information**

Office Hours: 7:30 am – 4:00 pm  
600 Summerland Avenue  
Batesburg-Leesville, SC 29006  
Telephone: (803) 532-9251/ Fax: (803) 532-3232  
Website: <http://blhs.lex3.org/pages/LEX3BLHS>

## **Media Center**

Hours of Operation Monday – Friday: 7:45 AM – 3:45 PM

## **Statement of Policy**

**Lexington County School District Three does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission to, treatment in, or employment in its programs and activities.**

## **Lexington County School District Three**

338 West Columbia Ave.  
Batesburg, SC 29006  
(803) 532-8005

Contact the Instructional Services Office if you have any questions regarding these items.

Title IX Coordinator - Mackenzie Taylor  
Section 504 Coordinator - Jaime Hembree

## **Philosophy, Vision, and Beliefs**

Welcome to Batesburg-Leesville High School. In an effort to meet the needs of students, relevant policies and procedures are provided in this student/parent handbook. All students, parents, and staff members should become familiar with and abide by them.

### **Purpose**

Preparing students for the future . . . now!

### **Direction**

The direction of Lexington School District Three is to develop learners with a world class education to prepare them to become future leaders and contributors in a global community.

### **Beliefs**

- *All individuals are unique, have value, and can learn.*
- *Quality instruction nurtures creativity, critical thinking, collaboration, and innovation for all students.*
- *Teachers who possess world-class knowledge and skills are essential in establishing academic excellence.*
- *Our supportive community is essential to our continued growth and success.*
- *A positive, caring school culture supports the appreciation of all students and their ability to learn.*
- *A 21st-century learning environment that embraces world-class knowledge and skills, as well as life and career characteristics, will ensure that our graduates will be ready for life beyond Lexington School District Three.*

### **Alma Mater**

*Saluda's waters flow nearby;  
The pine tree reaches to the sky,  
The ridge doth gird a fertile land;  
There, Shrine of Honor, ever stand.*

*O selfless Mother, guide our youth  
And lead us through the path of truth,  
For tenderest care thou dost bestow;  
Our grateful homage may we show.*

#### *Chorus*

*Batesburg-Leesville, hail to thee,  
We now pledge our loyalty  
And to thee our love we'll e'er sing,  
Alma Mater, hear thy praises ring.*

--Raymond Taylor  
Class of 1940



**Student Council**  
**2016-2017 BLHS Officers**

**President of the Student Body - Lydia Swygert**

**Vice-President of the Student Body - Sandreka Pixley**

**Secretary/Treasurer of Student Body - James Eidson**

**Senior Class Officers:**

President - Sa'Nia Perry

Vice President -

Secretary/Treasurer- Kamryn Buzhardt

Representatives -

**Junior Class Officers:**

President - Shanez Padgett

Vice President - Aliyah Shealy

Secretary/Treasurer - Susan Taylor

Representatives -Jordan Bell, Morgan Price

**Sophomore Class Officers:**

President - Hannah Leaphart

Vice President - Catherine Bedenbaugh

Secretary/Treasurer - Tabitha Swygert

Representatives-Emily Crapps, Carla Rodriquez

**Freshman Class Officers:**

President - TBA

Vice President - TBA

Secretary/Treasurer - TBA



Advisor: [Mrs. Baxley](#)

**Faculty and Staff by Department**

<p><b>English</b>  <a href="#">Donielle Hartley*</a>  <a href="#">Kim Baxley</a>  <a href="#">Christie Dawkins</a>  <a href="#">Libby Newman</a>  <a href="#">Nicholas Sessions</a></p>	<p><b>Math</b>  <a href="#">Pam Banks*</a>  <a href="#">Wendi Miller</a>  <a href="#">Tracy Frazier</a>  <a href="#">Jake Getson</a>  <a href="#">Pickens Hair</a></p>	<p><b>Lunchroom Operators</b>  <a href="#">Billie Jo Shealy*</a>  <a href="#">Heather Banks</a>  <a href="#">Lizzie Frazier</a>  <a href="#">Marty Henry</a>  <a href="#">Dorothy Roland</a>  <a href="#">Gale Senterfeit</a>  <a href="#">Brenda Smith</a></p>
<p><b>Science</b>  <a href="#">Teddy Higgins</a>  <a href="#">Allison Cook*</a>  <a href="#">Darlene Waters</a>  <a href="#">Cathy Watson</a></p>	<p><b>Social Studies</b>  <a href="#">Barry Thomas*</a>  <a href="#">William Ash</a>  <a href="#">Maggee Ellis</a>  <a href="#">Patrick Leonhardt</a></p>	<p><b>ISS</b>  <a href="#">Steve McCormick</a></p> <p><b>SIR / APEX</b>  <a href="#">John Burgess</a></p>
<p><b>Physical Education</b>  <a href="#">Gary Adams</a>  <a href="#">Eddie Hopper*</a>  <a href="#">Brantley Buzhardt</a></p>	<p><b>Fine Arts</b>  <a href="#">Brad Mincey*</a>  <a href="#">Josh Brown</a>  <a href="#">Erin Wash</a></p>	<p><b>Instructional Aide</b>  <a href="#">Catoya Addison</a>  <a href="#">Ronald Bryant</a>  <a href="#">Lisa Buzhardt</a></p>
<p><b>Special Education</b>  <a href="#">Miya Aarnio-Phelan</a>  <a href="#">Mark Bolduc</a>  <a href="#">Sadie Hallman*</a>  <a href="#">Katlyn Jones</a></p>	<p><b>C.A.T.E.</b>  <a href="#">Shane Bryant</a>  <a href="#">Omar Collier</a>  <a href="#">Roy Frick</a>  <a href="#">Josh Frye</a>  <a href="#">Jeremy Patterson</a>  <a href="#">Aqkwele Polidore*</a>  <a href="#">Daniel Powell</a>  <a href="#">Libby Templeton</a>  <a href="#">Bernard Trotter</a></p>	<p><b>Maintenance Staff</b>  <a href="#">Damone Wheeler*</a>  <a href="#">Alvin Abner</a>  <a href="#">Ricky Addy</a>  <a href="#">Charles Anderson</a>  <a href="#">Janice Houseal</a>  <a href="#">Diane Temple</a></p>
<p><b>World Languages</b>  <a href="#">Marshall Harvey*</a>  <a href="#">Paul Spence</a></p>	<p><b>ROTC</b>  Col. <a href="#">Jonathan Robinson*</a>  1st Sgt. <a href="#">Tim Covington</a></p>	<p><b>Media Center</b>  <a href="#">Kelly Price*</a>  <a href="#">Kim Higgins</a></p>
<p><b>Administration</b>  <a href="#">Sonya Bryant</a>, Principal  <a href="#">Eric Gambrell</a>, Assistant Principal  <a href="#">Era Roberts</a>, Assistant Principal for Instruction</p>	<p><b>Work-Based Learning</b>  <a href="#">Roy Frick*</a>  <b>AVID</b>  <a href="#">Bob Roudybush</a></p>	<p><b>Athletic Director</b>  <a href="#">Gary Adams</a>  <b>Assistant Athletic Directors</b>  <a href="#">Brantley Buzhardt</a>  <a href="#">Eddie Hopper</a></p>
<p><b>Counseling Office</b>  <a href="#">Sarah Wicker</a> (A-K)  <a href="#">Caitlyn Gordon*</a> (L-Z)  <a href="#">Denise Dunovant</a>--MTC CCDC  <a href="#">Gale Gibson</a>, Receptionist</p>	<p><b>Main Office Staff</b>  <a href="#">Angie Caughman</a>, Bookkeeper  <a href="#">Christie Anderson</a>, Attendance  <a href="#">Ann Bodie</a>, Nurse  <a href="#">Lynne Cade</a>,  Registrar/PowerSchool Specialist</p>	<p>*denotes  department chairperson</p>

Bell Schedules

<b>2018-2019 Regular Bell Schedule</b>	
<b>7:55</b>	<b>1st Bell</b>
<b>8:05-9:35</b>	<b>1st Block</b>
<b>9:45-11:15</b>	<b>2A 9:40-10:25</b>
	<b>2nd Block</b>
	<b>2B 10:30-11:15</b>
<b>11:15-12:05</b>	<b>Half-Time</b>
<b>12:15-1:45</b>	<b>3A 12:15-1:00</b>
	<b>3rd Block</b>
	<b>3B 1:05-1:50</b>
<b>1:55-3:25</b>	<b>4th Block</b>

<b>2018-2019 Early Release Bell Schedule</b>	
<b>7:40</b>	<b>Teacher Bell</b>
<b>7:55</b>	<b>1st Bell</b>
<b>8:05-9:00</b>	<b>1st Block</b>
<b>9:05-10:05</b>	<b>2A 9:05-9:32</b>
	<b>2nd Block</b>
	<b>2B 9:37-10:05</b>
<b>10:10-11:10</b>	<b>3A 10:10-10:37</b>
	<b>3rd Block</b>
	<b>3B 10:42-11:10</b>
<b>11:15-12:10</b>	<b>4th Block</b>
<b>12:10-12:40</b>	<b>Half-Time</b>

## Academic Information

### Academic Awards

Academic awards are determined by the Counseling Department according to established criteria. A list of the awards and their criteria follows.

**Valedictorian:** The valedictorian of the graduation class is the top ranking senior as determined by the SC Grading Scale Policy (Section 59-5-68). The final designation of this honor is made at the end of the 4<sup>th</sup> grading period in accordance with board policy.

**Salutatorian:** The salutatorian of the graduation class is the second highest-ranking senior as determined by the SC Grading Scale Policy (Section 59-5-68). The final designation of this honor is made at the end of the 4<sup>th</sup> grading period in accordance with board policy.

**Class Speakers:** There will be three class speakers at graduation. Speakers will be the valedictorian, the salutatorian, and the president of the student council.

**Junior Marshals:** The junior marshals for graduation are the top six ranking juniors as determined by the SC Grading Scale Policy (Section 59-5-68). The final designation of this honor is made at the end of the 1st semester of the junior year.

**Junior Ushers:** The junior ushers for graduation are the next six ranking juniors (#7-#12) as determined by the SC Grading Scale Policy (Section 59-5-68). The final designation of this honor is made at the end of the 1st semester of the junior year.

**Honor Graduates:** Honor graduates are those seniors who have a cumulative 3.95 GPA at the end of the fourth quarter.

**Academic Letters and Chevrons:** Students with a cumulative GPA based on the South Carolina Uniform Grade Scale of a 3.75 at the end of first semester will be awarded an academic letter the first year they meet this criteria and an academic chevron for each succeeding year of this accomplishment.

**Distinguished Honor Roll:** Students who earn an “A” in all classes for a grading period will be named to the Distinguished Honor Roll for that grading period.

**Honor Roll:** Students who earn a combination of “A’s” and “B’s” for a grading period will be named to the Honor Roll.

**Club Recognition:** Clubs with national affiliations have the option of designating their own honor graduates according to their established criteria. Clubs that normally recognize honor students are BETA Club, National Art Honor Society, National Spanish Honor Society, and the National Vocational-Technical Honor Society.

### Academic Dishonesty

Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work. It also includes altering grades on academic work whether in a gradebook, on the paper, on a report card, or in the computer. Plagiarism, a form of academic dishonesty, includes the copying of language, structure, or ideas of another and attributing the work to one’s efforts, whether from any written or electronic source.

For all incidences of cheating, students will receive a score of “0” for the assignment or task. Teachers will report student incidences of academic dishonesty to administration. On the second and subsequent report of any violation of academic dishonesty, the student will no longer be eligible for any academic awards.

### **Other Disqualification for Academic Awards**

Any student who has been convicted of any general sessions offense in South Carolina or a like offense in another court while in grades nine through 12 will be ineligible for any award listed above (Lexington School District Three Board Policy IKD).

### **Gifted and Talented**

BLHS serves academically gifted and talented students in honors-level courses. As demand dictates, these students may also enroll in Advanced Placement and dual credit courses. Artistically gifted and talented students, according to the Regulations by the South Carolina State Department of Education, include those students who have the artistic potential to function at a high performance level in the fine arts areas of music and/or visual arts. The screening process identifies students who show an aptitude for the arts and would benefit from intense exploration and an in-depth study of the arts. Concert Choir, Symphonic Band, Advanced Instrumental Techniques, and the National Art Honor Society (NAHS) are offered at BLHS.

### **Classification of students (Promotion Policy)**

Students in grades 9 – 12 will be promoted to the next grade based on the following criteria:

**10<sup>th</sup> grade:** earned (5) five units including one unit in English and one unit in math.

**11<sup>th</sup> grade:** earned (11) eleven units including two units in English and two units in math, one unit in science, and one unit in social studies.

**12<sup>th</sup> grade:** earned (16) sixteen units including three units in English, two units in math, one unit in science, and one unit in social studies.

Exception: A student who is in the 4<sup>th</sup> year in high school, has 16 units, and plans to graduate the following May will be classified a senior at the beginning of the school year. Note: Promotion and retention of students identified as disabled will be determined on an individual basis in relation to their Individual Education Plan (IEP).

### **Class Rank G.P.A. and Grading Scale Policy**

The S.C. Uniform Grading Scale is used to calculate GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school.

All courses taken and passed for high school graduation credit shall be included in the calculation of class rank. The instructional level of each course, the student's grades, and the total number of courses taken are included in the computation of class rank.

Honors courses are intended for students exhibiting superior abilities in the course content area. The honors curriculum will place emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses should not encourage a student to graduate early, but should extend course opportunities at the high school level.

Dual-Credit courses, whether the course is taken at the school site or off campus, are defined as those courses for which the student has received permission from his/her home school to receive both Carnegie units and credit at another institution.

Distance-learning courses or Internet-based courses that are college or state developed and SDE approved may receive the appropriate weighting (i.e., an AP course at 1.0, a college course at 1.0, or a regular course at the base weight). **These courses must be approved by a counselor prior to the student starting the course.**

The uniform grading scale and system for calculating GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school.

The criteria for determining honor graduates, including valedictorian and salutatorian, is a local decision. Life Scholarships are determined at the conclusion of the senior year; however, the local school board may determine a rank for any local purpose. Students and parents should refer to Board Policy IKA regarding honors courses

### **Course Placement**

Prerequisite requirements for entry into courses are listed in the registration bulletin. At the end of each term, performance/grades of all students will be evaluated to determine appropriate placement for the following term.

*Eligibility for Honors Courses:* Honors courses at Batesburg-Leesville High School are intended for students exhibiting superior abilities in the course content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning. Honors courses are governed by rigorous guidelines established by the South Carolina State Department of Education.

### **Course Withdrawal**

Students who withdraw from a course after the specified time of 3 days in a 45-day course, 5 days in a 90-day course, or 10 days in a 180-day course shall be assigned a “WF” and a grade of 51 will be calculated in the student’s overall grade point average/ratio. The 3-day, 5-day, 10-day limitation for withdrawing from a course without penalty do not apply to course or course level changes initiated by the administration of a school.

### **Course Repeated for Better Grades**

Students may retake the same course at the same difficulty level under the following conditions:

- The courses in which a grade of D or F was earned may be retaken.
- The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic school year.
- The student’s record will reflect all courses taken and the grade earned, with the following exception: Students taking courses for a Carnegie unit prior to their 9<sup>th</sup> grade year may retake any such course during the 9<sup>th</sup> grade year. In this case only the 9<sup>th</sup> grade retake grade will be used in figuring the student’s GPR and only the 9<sup>th</sup> grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

Note: Athletes are cautioned that a repeated course for which credit has been previously awarded may not be used as one of the three base courses in eligibility determination.

### **Credit Recovery**

Students earning a grade of 50-59 in a course for high school credit may be eligible in certain courses for credit recovery. Other students may be granted the opportunity with administrative approval. If a student successfully completes the course, the transcript will reflect a 1.0 Carnegie unit, but will not affect the original grade earned in the course. A CR will show for the course recovered, however it will remain grade neutral. Additionally, courses are available for credit recovery through South Carolina Virtual School.

### **South Carolina Virtual School**

Students are enrolled in virtual courses only with administrative approval. Virtual SC is not intended to be used as a means to exceed grade level requirements. Courses requested in student IGP will be given preference for approval over courses not requested. Courses offered on campus should be taken in lieu of virtual courses if scheduling permits. If the student can be scheduled for the on campus course, students will not be approved for Virtual SC course enrollment. All BLHS course prerequisites are applicable for approval to enroll in equivalent Virtual SC courses.

### **South Carolina High School Graduation Requirements**

English/Language Arts	4 Units
Mathematics	4 Units
Science	3 Units
US History and Constitution	1 Unit

US Government	½ Unit
Economics	½ Unit
Other Social Studies	1 Unit
Physical Education or JROTC	1 Unit
Computer Science	1 Unit
CATE/Foreign Language	1 Unit
Electives	7 Units
Total Units	24 Units

**Only students who have fulfilled their graduation requirements at the time of graduation may participate in the ceremony.**

Special education students who meet all the requirements of their IEP but have not met the requirement for the South Carolina high school diploma will receive a certificate of achievement. If any questions should arise, students and parents are invited to call or visit their school counselor.

### **4-Year South Carolina State College and University Course Requirements**

In addition to the requirements for a S.C. High School Diploma:

**Four Units of English**

**Four Math units** that include Algebra I (for which Algebra Foundations and Intermediate Algebra may count together as a substitute, if a student completes Algebra II), Algebra II, and Geometry. A fourth higher-level mathematics course should be selected from among Probability/Statistics, Algebra III/Trigonometry, pre-calculus, calculus, statistics, discrete mathematics, or a capstone course should be taken the senior year.

**Three Laboratory Science units** that be taken in two different fields of the physical and life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units.

**Two units of the same Foreign language.** (Clemson and College of Charleston require three)

**Three units of Social Sciences**

**One unit of Fine Art**

**One unit of Physical Education**

**Elective**

**Please Note: Students should ALWAYS check with their college of interest to verify the correct freshman admission requirements.**

### **NCAA Athletic Eligibility Requirements**

If you want to compete in NCAA sports at a Division I school, you need to register with the NCAA Eligibility Center to make sure you stay on track to meet initial-eligibility standards.

If you have questions about your eligibility or the registration process, call us toll free at 1-877-262-1492.

International students should call 317-917-6222. [Register with the NCAA Eligibility Center](#)

The following actions needs to be taken by student athletes in each grade level:

**Grade 9**

- Ask your counselor for a list of your high school's [NCAA core courses](#) to make sure you take the right classes.

**Grade 10**

- Register with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org).

**Grade 11**

- Check with your counselor to make sure you will graduate on time with the required number of [NCAA core courses](#).

- Take the [ACT or SAT](#) and submit your scores to the NCAA using code 9999.
- At the end of the year, ask your counselor to upload your [official transcript](#) to the NCAA Eligibility Center.

### Grade 12

- Finish your last [NCAA core courses](#).
- Take the [ACT or SAT](#) again, if necessary, and submit your scores to the NCAA using code 9999.
- Complete all academic and [amateurism](#) questions in your NCAA Eligibility Center account at [eligibilitycenter.org](#).
- After you graduate, ask your counselor to submit your final [official transcript](#) with proof of graduation to the NCAA Eligibility Center.

### Division I academic eligibility

To be eligible to compete in NCAA sports during your first year at a Division I school, you must graduate high school and meet **ALL** the following requirements:

- Complete [16 core courses](#):
  - Four years of English
  - Three years of math (Algebra 1 or higher)
  - Two years of natural/physical science (including one year of lab science if your high school offers it)
  - One additional year of English, math or natural/physical science
  - Two years of social science
  - Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy
- Complete 10 core courses, including seven in English, math or natural/physical science, before your seventh semester. Once you begin your seventh semester, you may not repeat or replace any of those 10 courses to improve your core-course GPA.
- Earn at least a [2.3 GPA](#) in your core courses.
- Earn an [SAT combined score or ACT sum score](#) matching your core-course GPA on the Division I sliding scale, which balances your test score and core-course GPA. If you have a low test score, you need a higher core-course GPA to be eligible. If you have a low core-course GPA, you need a higher test score to be eligible. You can find the sliding scale here: [Sliding Scale](#)

### **South Carolina Academic Achievement Honors Award**

For a student to receive a [South Carolina Academic Achievement Honors Award](#), the student must meet the following criteria:

- complete twenty-four units of credit as prescribed
- meet the standard on all subtests of the Exit Examination
- receive a minimum grade of “B” for each semester course in grades 9–12 through the seventh semester
- 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
- 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
- foreign language, two units

### **BLHS Academic Diploma Requirements**

- 3.0 or higher cumulative GPA
- SAT verbal or math score that meets the state average
- No final grade below 70 may be applied toward Academic Diploma
- Meet course requirements specified below:

English I, II, III, IV, V, AP (CP or higher)	4 Units
Mathematics (CP or higher)	4 Units
Science (CP or higher)	3 Units
Social Studies (CP or higher)	3 Units
Foreign Language (3 units in the same language)	3 Units
(Sub Total)	17 Units
2 additional units from above list	2 Units
Fine Arts	1 Unit
Physical Education or ROTC	1 Unit
Computer Related Courses	1 Unit
8 (or more) elective units	8 Units
Total Required	30 Units

### **BLHS Certificate of CATE Completions Requirements**

Complete sequence of 4 required courses in Career and Technology Cluster. (Agriculture Education, Business and Information Technology, Mechatronics, Sports Medicine, Law Enforcement, Bio-Medical, and Building Construction)

Work-Based Learning Activity Requirements: Candidate will be able to select Work Based Learning after completing at least 2 courses in his/her CATE cluster and enrolled in a 3rd course in the same cluster.

### **e21 EARLY COLLEGE: Engaging Learners in a 21st Century Education**

Batesburg-Leesville High School's e21 Early College program allows motivated high school students the opportunity to get a head start on their college education before graduating from high school. Credits earned through



this program may be applied toward high school and college graduation, and may be transferred to other colleges and universities\*\*. The Early College will offer students the opportunity to earn an Associate in Arts degree from Midlands Technical College while they are earning their high school diploma.

Requirements for e21 Early College:

- The yearly early college cohort begins when a student is in the 10th grade. Students apply for admission and complete placement tests during their 9th grade year.
- Students must meet all requirements for admission to Midlands Technical College. This includes earning required scores on the placement assessments for writing, reading, and math. The writing assessment consists of a handwritten essay, while the reading and math assessments are computer-based.
- Students must also be in good standing (academic with at least a B average, attendance, and discipline) with BLHS.
- Students who participate in the early college program must maintain good standing with the program. This includes earning at least a “C” in all Midlands Technical College courses, not have excessive absences, and/or must not have dropped an Early College course during a previous semester.

For more information on the e21 Early College at BLHS, please visit our website at:

[http://blhs.lex3.org/pages/LEX3BLHS/Early\\_College](http://blhs.lex3.org/pages/LEX3BLHS/Early_College)

*\*\*Students should contact the college to which they intend to attend, to ensure their courses transfer.*

### **Grade Reports**

Three interim reports and one report cards will be issued to all students each term. Each term will include the following category weights: 50% summative assessment, 30% formative assessment, 20% final exam. Interim reports reflect a running cumulative average. The final average will be the only average stored in the student’s permanent academic record.

#### **The State of SC uniform grading scale:**

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 - 69
- F: 0 - 59

### **Exam Policy**

Exams must be administered on the days and during the time periods designated by school administration for this purpose. Two exam days are scheduled for each term, with two exams administered on the first day (generally 1st and 2nd periods) and two additional exams on the second day (generally 3rd and 4th periods). Seniors will have a special exam schedule for second term. The exam schedule will not be altered for individual students, e.g., no early exams, no change of time, no make-up exams, etc. The only exceptions would be for documented medical excuses or family emergencies such as a death in the family. Extended time may be given only for those students with required IEP accommodations. All others must complete their work within the ninety-minute period. In those classes in which an exam requires a practical application component, that portion of the exam may be scheduled prior to exam days pending authorization from the Principal. However, all classes must schedule a portion of the exam to be given during the designated time period. All courses will have a final exam.

**Exams count twenty percent (20%) of the term grade. NOTE:** The South Carolina End-of Course Examination Program (EOCEP) has been implemented in the following areas: Algebra I/Intermediate Algebra, English I, Biology I, and US History and Constitution. For these courses, the End-of-Course exam serves as the final exam and is weighted at 20% of the term grade.

**Exam Exemption Policy**

- All seniors with an 80 average or higher will be allowed to exempt exams unless enrolled in a course in which the EOCEP is required.
- Eligible seniors may elect to take final exams at the end of term if they desire to do so.
- Any senior who is exempting an exam may not be on school grounds during the exam period unless he or she has permission from the administration
- More than two days in-school suspension (ISS) eliminates the opportunity to exempt any exams for that semester term, or one day in-school ISS for a ½ credit nine weeks class.
- Any senior exempting an exam cannot have more than three unlawful absences from the course prior to the first day of exams (each term) for a semester class, or more than two unlawful absences for a ½ credit nine weeks course.
- Any Out-of-School Suspension (OSS) eliminates the opportunity to exempt any exams for that term.
- Three unexcused tardies to an individual course eliminates a senior from being granted exam exemption in that course for that semester term (or two unexcused tardies for a ½ credit nine-weeks course).

**Half-Time**

During Half-Time students may study quietly, go to the media center, visit teachers for extra assistance, or go to learning labs to make-up work and/or review content topics they find difficult. Lunch can be purchased in the Cafeteria any time during the half-time period. Students may eat lunch or visit teacher classrooms with teacher present in the main building and CATE building, art and Rimer halls, the Media Center, Lunch room, and Panther Patio (outdoor tables behind cafeteria). Students may not venture to the gym, any athletic field or court, Fine Arts Center, any parking lot, or any rooms without a faculty or staff member.

Teachers	Time	Monday	Tuesday	Wednesday	Thursday	Friday
English, FAC, Patterson, Frick, Desrosiers	11:15-11:40	Mandatory Office	Supervision	Homeroom		
	11:40-12:05			Homeroom	Office	Supervision
Math, Hallman, Bolduc, Phelan, Roudybush, Powell	11:15-11:40	Supervision	Mandatory Office	Homeroom		
	11:40-12:05			Homeroom	Supervision	Office
Science, PE, Frye, Bryant, Templeton, Trotter	11:15-11:40			Homeroom	Mandatory Office	Supervision
	11:40-12:05	Office	Supervision	Homeroom		
Social Studies, Art, For Lang, JROTC, Collier, Polidore	11:15-11:40			Homeroom	Supervision	Mandatory Office
	11:40-12:05	Supervision	Office	Homeroom		

**S.C. Uniform Grading Scale**

The uniform grading scale and accompanying procedures detailed below are effective for all students receiving Carnegie units beginning in the 2000-2001 school year. The uniform grading scale and system for computing GPA

and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school.

Current grades in courses carrying Carnegie units will be converted to the new scale according to the following conversion table. If letter grades are the only existing record, conversions will be accomplished by using the conversion system listed below. Those numerical grades can then be converted and given the appropriate weight by using the following table. Numerical breaks for letter grades, weightings for specified courses, and a conversion chart for computing grade point ratio are given in the following chart.

**S.C. Uniform Grade Point Conversion Table**

Average	CP	H	AP
100 A	5.000	5.500	6.000
99 A	4.900	5.400	5.900
98 A	4.800	5.300	5.800
97 A	4.700	5.200	5.700
96 A	4.600	5.100	5.600
95 A	4.500	5.000	5.500
94 A	4.400	4.900	5.400
93 A	4.300	4.800	5.300
92 A	4.200	4.700	5.200
91 A	4.100	4.600	5.100
90 A	4.000	4.500	5.000
89 B	3.900	4.400	4.900
88 B	3.800	4.300	4.800
87 B	3.700	4.200	4.700
86 B	3.600	4.100	4.600
85 B	3.500	4.000	4.500
84 B	3.400	3.900	4.400
83 B	3.300	3.800	4.300
82 B	3.200	3.700	4.200
81 B	3.100	3.600	4.100
80 B	3.000	3.500	4.000
79 C	2.900	3.400	3.900
78 C	2.800	3.300	3.800
77 C	2.700	3.200	3.700
76 C	2.600	3.100	3.600
75 C	2.500	3.000	3.500
74 C	2.400	2.900	3.400
73 C	2.300	2.800	3.300
72 C	2.200	2.700	3.200
71 C	2.100	2.600	3.100
70 C	2.000	2.500	3.000
69 D	1.900	2.400	2.900
68 D	1.800	2.300	2.800
67 D	1.700	2.200	2.700
66 D	1.600	2.100	2.600
65 D	1.500	2.000	2.500
64 D	1.400	1.900	2.400
63 D	1.300	1.800	2.300
62 D	1.200	1.700	2.200
61 D	1.100	1.600	2.100
60 D	1.000	1.500	2.000
59 F	0.900	1.400	1.900
58 F	0.800	1.300	1.800
57 F	0.700	1.200	1.700
56 F	0.600	1.100	1.600
55 F	0.500	1.000	1.500
54 F	0.400	0.900	1.400
53 F	0.300	0.800	1.300
52 F	0.200	0.700	1.200
51 F	0.100	0.600	1.100
0- F	0.000	0.000	0.000
FA	0.000	0.000	0.000

WF	0.000	0.000	0.000
-- WP	0.000	0.000	0.000

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will show course title and level/type of course taken (i.e. English I College Prep, Algebra II Honors).

The following conversion process will be used for students transferring to BLHS. A=95, B=85, C=75, D=65, F=51

Two categories of weights are allowed: an additional .5 for Honors and Pre-IB; and 1.0 for Advanced Placement, Dual Credit courses and International Baccalaureate courses. Those weightings are built into the conversion chart.

## **Attendance Procedures**

### **Attendance Procedures**

Classroom teachers are required to maintain accurate records of attendance in Powerteacher for each class period.

### **Students Late to School**

Students who arrive late to school (come to school after the tardy bell for first period) must come to the office to sign in before going to class. Failure to sign in properly will result in disciplinary action. The student will be issued a computer generated pass through the School Check In/Out system for admittance to class. Students who miss more than 30 minutes of any class period will be counted absent for that class.

### **Disciplinary Sanctions for Being Late to School**

1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Late to School (each Semester): Warning Issued

4<sup>th</sup> and Subsequent Late to School (each semester): Half-Time detention (30 min.) will be issued.

### **Early Dismissal**

All students must be signed out through the main office when leaving school early. Once a student arrives on campus, even if it is before school begins, he/she is considered “at school” and may not leave campus without following the proper procedures for early dismissal. (i.e.: Students may not come on campus and decide to leave for food, return home, etc.) Students who leave school without signing out properly will receive disciplinary consequences.

**BLHS STUDENTS ARE DISMISSED TO PARENTS/LEGAL GUARDIANS ONLY.** If your student drives or will be picked up by someone other than the parent/legal guardian, the student must bring a written request from the parent/legal guardian. All early dismissal requests must be turned in to the office before first period begins so that they can be verified by phone. Notes are to contain the following information:

- Date
- Student's name
- Reason for the dismissal
- Time to be dismissed
- Name of person picking up student, if student is not driving.
- Parent/legal guardian's signature
- Phone number where parent/legal guardian can be reached.

**NO STUDENT WILL BE DISMISSED VIA AN INCOMING PHONE CALL.**

**ANYONE SIGNING OUT A STUDENT MUST COME INTO THE SCHOOL AND DO SO.**

Any student who does not bring a written request from the parent/legal guardian will not be allowed to leave school unless the parent/legal guardian comes to the school and signs them out. (Telephone requests for early dismissals

will not be accepted.) The Emergency List is for emergencies only such as when the student is hurt at school and the parent/legal guardian cannot be reached.

**NOTE:** On the semester/semester system, students who miss more than thirty minutes of a ninety minute class will be marked absent for that period. Therefore, it is critical that students schedule out-of-school appointments after school hours to avoid being marked absent from any class.

**NOTE:** Health Room dismissals are handled differently. See Illness at School.

### **Absences and Excuses**

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

In order to receive credit for a high school course based on the 4 x 4 block schedule, a student must attend at least 85 days (a semester course). If students are on a traditional schedule, students must attend 170 days through the course of the school year to receive one unit of credit.

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or a licensed physician, dentist or medical practitioner within three days after the student has returned to school. The excuse will contain such other information as directed by the administration. The school administration will keep all excuses confidential.

If a student fails to bring a valid excuse to school, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances.

- Student's chronic or extended illness that is verified in writing by a licensed physician, dentist or other medical practitioner within three school days after the student has returned to school
- Appointment with a licensed physician, dentist or other medical practitioner within three school days after the student has returned to school
- Serious illness or death in the student's immediate family (defined as mother, father, stepmother, stepfather, sister, brother, grandmother or grandfather) that is verified in writing by the parent/legal guardian within three school days after the student returns to school
- Student's observation of religious holidays of the student's faith that is explained in writing by the parent/legal guardian within three school days after the student returns to school
- Student's participation in a school related activity (field trip, college visitation, etc.) for which the student has received prior approval from the principal (Note: Each individual student is limited to three field trip related absences per term.)
- Student's compliance with an order issued by the Department of Social Services, a law enforcement official or a judicial officer
- Extenuating circumstances that have been investigated and approved by the principal

## **Unlawful Absences and Truancy Reporting**

States are required to establish uniform management information and a reporting system, which includes the collection of information on truancy rates on a school-by-school basis. Each public school in South Carolina must use a database to maintain its truancy data.

The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable and educationally sound corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system. An intervention team made up of the Principal/Assistant Principal, Counselor, Attendance Clerk, and other school personnel when appropriate, will work with parents to provide tools and resources to prevent truancy.

Unlawful absences are absences in which a student is willfully absent from school without the knowledge of their parents/guardians or if the student is absent without acceptable cause with the knowledge of his/her parents/guardians. Students who have unlawful absences will be considered Truant based on the following definitions:

- **Truant**-A child, age 6 to 17, meets the definition of a Truant when the child has three consecutive unlawful absences or a total of five unlawful absences for the school year.
- **Habitual Truant**-A child, age 12 to 17, meets the definition of a Habitual Truant when the child fails to comply with the intervention plan developed by the school, the child, and the parent/guardian and who accumulates two or more additional unlawful absences.
- **Chronic Truant**-A child, age 12 to 17, meets the definition of a Chronic Truant when the child has been through the school intervention process, has reached the level of “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences.

In order to encourage and assist students in attending school regularly, the School Intervention Team will administer the following interventional procedures.

**After 3 consecutive unlawful absences or a total of 5 unlawful absences occur**, the Intervention Team will do the following:

Notify the parents/guardians of the absences by letter and/or by phone.

Code the student Truant in the Discipline Atom (grades 1-12).

Hold a conference with the student and parents/guardians at which time they will identify the reasons for the absences and develop an intervention plan to improve future attendance. The student and the parents/guardians will sign this plan.

**After a total of 7 unlawful absences**, the Intervention Team will do the following:

- Notify the parents/guardians of the absences by letter and/or by phone.
- Code the student as Habitual Truant in the Discipline Atom (age 12 to 17).
- School officials will hold a second conference with the student and parents/guardians to review the intervention plan for improving attendance and to re-clarify the consequences of continued absences, which may include a referral to Family Court.

If the student is referred to Family Court, has been placed under court to attend school, but continues to accumulate unlawful absences, the Intervention Team will do the following:

- Notify the parents/guardians of the absences by letter and/or by phone.

- Code the student as Chronic Truant in the Discipline Atom (age 12 to 17).
- School officials will hold a conference with the student and parents/guardians to review the court order, the intervention plan for improving attendance and to re-clarify the consequences of continued absences.
- Refer the student back to Family Court for violation of the previous court order.

The Intervention Team will maintain an attendance folder for each student that will contain a current list of all unlawful absences, parent/guardian contact information, a completed and signed Intervention Plan, and with any Child Protective Services or Family Court referrals.

This attendance folder will travel with the student from year to year and school to school along with the permanent record. A new Intervention Plan will be written, if needed, for each school year, but the new school year information will be added to last year's data in the attendance folder. When a student transfers to another district, a copy of the attendance folder must be forwarded along with all other school records.

Regular school attendance is the cornerstone of success of a student in high school. Whenever a student is absent, valuable instructional time is lost. Students who are frequently absent often do not do well in school and are in danger of losing credit. A student who misses more than thirty minutes in any class will be counted absent for that class. Students may have no more than five (5) unlawful absences in a class in order to receive high school credit for that class. See absences considered lawful by the District listed above under "Absences and Excuses."

### **Make-Up Work Following an Absence:**

Students are responsible for requesting makeup work from individual teachers, for complying with the arrangements and standards for the make-up work outside of the regular class time when teachers can fully assist, and for making such arrangements within the allowable period of time (within three days of a student's return to school). Actual makeup of work may occur later as long as arrangements are made with the teacher within the allowable time period. Failure to do so will be a conscious choice on the student's part and will result in the automatic recording of the grade of "0" for any work not completed.

### **Procedures for Requesting Missed Assignments:**

All students are responsible for obtaining makeup work upon returning to school. Students who are absent for a more extended period of time (3 or more days), may contact the Counseling Office for assistance with collection of missed assignments. Teachers can prepare missing assignments for students during their planning periods. We cannot interrupt their instruction time to ask for assignments; therefore, the following procedures are to be followed for assignment requests:

- Assignment requests telephoned to the Counseling Office before 8:30 a.m. should be ready to be picked up by 3:30 p.m. that same day in the front main office. The school office is open until 4:00 p.m. each day.
- For assignment requests telephoned to the Counseling Office after 8:30 a.m., there will be a twenty-four (24) hour turnaround period from the time the request is received by the Counseling Office for the assignment to be ready to be picked up in the front main office. For example, if assignments are requested at 1:00 p.m. on Monday, they will be ready at 1:00 p.m. the following day on Tuesday.
- When requesting assignments, make sure to ask for assignments for the entire length of the absence. Call by the second day you plan to be out if possible. Do not wait until the day before you plan to come back to request assignments.

- The office and counseling staff cannot collect books, etc. from a student's locker. A classmate or a parent/guardian will need to collect all needed materials from the locker.
- When a student has an extended absence (3 days or more) due to illness or any other circumstance that should occur, the parent or guardian should contact the school office immediately concerning the absence.

## **Extracurricular Activities**

### **Athletics**

#### **Athletics**

BLHS offers a comprehensive athletic program for male and female students. Athletes are expected to serve as role models at all times for their peers and as positive representatives for our school. Unethical behavior may carry school sanctions as well as athletic department sanctions. Athletes are expected to uphold standards of honesty, integrity, and teamwork at all times. The Athletic Department and coaches are not responsible for any items (cell phones, iPods, athletic shoes, warm-ups, uniforms, etc.) taken or misplaced. All items should be secured in their assigned locker. Athletes are also responsible for all athletic issued uniforms and equipment. These items must be turned in at the close of the season. All athletes will be charged for any unreturned issued uniforms and equipment. Sports at BLHS include

Fall Sports: Cheerleading, Boys and Girls Cross Country, Football, Girls Tennis, and Volleyball

Winter Sports: Boys and Girls Basketball and Cheerleading

Spring Sports: Baseball, Boys Tennis, Golf, Boys and Girls Soccer, Softball, Boys and Girls Track

#### **Athletic Eligibility Requirements**

Academic eligibility requirements affect all students who participate in interscholastic activities. Interscholastic activities are defined as activities that involve competition between schools and require preparation outside of the regular classroom more than one day per week. All athletic activities as well as Marching Band have to meet eligibility requirements for interscholastic activities.

To be eligible in the first semester, a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school. To be eligible during the second semester, the student must meet one of the following conditions: In a 4 X 4 block schedule where units or ½ units are granted at the end of the first semester, the following will apply: If the student was eligible during the first semester, the student must have earned 2 units. If the student was not eligible during the first semester, the student must have earned 2 ½ units.

Questions concerning academic eligibility should be directed to the athletic director.

If a student turns 19 years old **prior** to July 1 of the academic year, he/she is ineligible for athletic participation.

### **Clubs & Organization**

The following clubs and organizations provide leadership opportunities for students at BLHS:

**Academic Bowl Team:** Students in this club will represent BLHS in the WPEC and state academic bowl competitions.(Kim Baxley)



**Drama Club:** The drama club provides the opportunity for students to learn and practice the craft of acting. Meetings will include opportunities to participate in drama games, improvisation and pantomime activities, and rehearsals for a fall and spring production. (Nicholas Sessions)

**Fellowship of Christian Athletes:** FCA is a state and national non-denominational organization whose main emphasis is to help athletes and students get to know each other and Christ better. The FCA is open to all 9-12 grade students and promotes Christian fellowship, morals, and principles throughout the school and community. (Eric Gambrell)

**Future Business Leaders of America:** FBLA is a local chapter of the national organization, which promotes ideals of citizenship, leadership, and a greater understanding of the American business enterprise system. Students enrolled in business education courses are invited to join in club activities. (Jim Adams)

**Future Farmers of America:** The FFA is a national organization of young people preparing for careers in the science, business or technology of agriculture, including natural resources and education. Activities such as conventions, trips, contests, and conferences reinforce skills learned in the classroom and help develop leadership. The FFA organization is open to any 9-12 grade student enrolled in agricultural education. (Libby Templeton)

**Gamer's Anonymous Club:** Are you a gamer? Then, this is the club for you! Socialize with your friends while you enjoy the newest high tech games and gadgets on the market. (Brad Mincey & Paul Spence)

**Guitar Club:** Bring your guitar. Let's strum along and play a song. (Mark Bolduc)

**Interact Club:** Founded in 1962, "Interact" stands for "International Action." Every Interact Club is sponsored by a Rotary Club, which provides guidance to the club. The Interact Club motto is "Service Above Self." Membership is open to students in grades 9-12. (sponsor needed)

**National Art Honor Society:** Selection for membership in NAHS requires that students be in grades 10-12, have a minimum of one semester in art, and maintain a "B" average in art class. NAHS is chartered by the National Art Education Association. (Brad Mincey)

**National Beta Club:** The Beta Club consists of students in grades 10-12 who maintain a 4.0 GPA, participate in sponsored service projects throughout the year, and exhibit worthy character, good mentality, creditable achievement, and commendable attitude. The purpose of this organization is the promotion of scholarship, leadership, and good citizenship at BLHS. Students are invited to join this club each fall based on academic eligibility. (Sadie Hallman & Kelly Price)

**National Spanish Honors Society:** The Spanish Honor Society is sponsored by the American Association of Teachers of Spanish and Portuguese. Batesburg-Leesville High School's Dulcinea Chapter was chartered in 1973. Students inducted into the Society must have an 85 cumulative average in Spanish through Spanish III and must be an active member of the Spanish Club. Active members are defined as attending at least 80% of the club's meetings during the year. The Society is for recognition of excellence in Spanish and inductions take place in the spring.

**Panther BLAST (B.L. Athletic Student Trainers) - Panther BLAST** is an extension of our sports medicine program. This club is open to ALL students who wish to learn more about athletic training. Skills learned in class can be practiced through real life applications by working with athletes here at B-L. (Jim Desrosiers)

**PANTHER Staff:** The PANTHER Staff is responsible for producing and financing the BLHS yearbook. The editorial staff is made up primarily of upperclassmen who have had previous experience working on the yearbook. The business staff consists of any student who is willing to help secure financing for the yearbook. Applications for positions on the editorial staff are usually taken at the end of the academic year preceding service. The business staff is organized at the beginning of each school year. (sponsor needed)

**Panther News Team:** The Panther News Team broadcasts news concerning BLHS students and community. News shows are broadcast via Google Drive for BLHS, as well as YouTube and the School Website for the community.

News Team members are also members of the National Scholastic Press Association, and will submit new stories for national awards. (Era Roberts)

**Pinterest Club:** Do you like to make arts and crafts? Join the pinterest club. (Kim Higgins)

**Relay for Life Team:** The school Relay for Life team supports the efforts of the American Cancer Society in their mission to end cancer. The team sponsors the yearly BLHS Relay Palooza in the spring and participates in community- wide Relay for Life events and fundraising throughout the school year. (Lisa Allison)

**Science Club:** The Science Club is an organization devoted to the promotion of scientific achievement. The organization strives to promote scientific awareness through trips, experimentation, and scientific analysis. (Cathy Watson)

**Spanish Honor Society:** The Spanish Honor Society is sponsored by the American Association of Teachers of Spanish and Portuguese. Batesburg-Leesville High School's Dulcinea Chapter was chartered in 1973. Students inducted into the Society must have an 80 cumulative average in Spanish through Spanish III. The Society is for recognition of excellence in Spanish and does not meet regularly. (Paul Spence / Marshall Harvey)

**Student Council:** The Batesburg-Leesville Student Council is an elected group of students whose purpose is to promote cooperation and fellowship among the students, to provide for student participation in all affairs pertaining to the student body in general, to provide a representative group to act as spokesman for the students, and to make Batesburg-Leesville High School a better and happier place for both students and teachers. Annual student council activities include Homecoming Week, Powder Puff Football, Christmas Candygrams, and student body and class elections. A complete copy of the Constitution of the Student Council is available for review in the school office. (Kim Baxley)

**Student Tech Team:** Club members help with district technology distribution, integration, and overall support. Club activities include device distribution, student and teacher education, and video editing. Club is open to students in grades 9-12 by application. (Paul Spence)

**Technology Students Association:** TSA is open to all 9-12 grade students. During the school year, members are allowed to construct various projects that are used in a competition held in the spring of that year at the TSA Spring Showcase in Columbia, SC. (Shane Bryant)

#### **Scheduling School Sponsored Club Meetings:**

Club meetings will be held during Half-Time. The date and time for club meetings will be posted on a Google Calendar by administration. Any additional club meetings times must be held before or after school.

#### **Establishing Clubs and Organizations**

Clubs and organizations are chartered by and fall under the established guidelines of the student government association as it is outlined below:

- Extra-curricular activities are intended and should be designed to promote and develop the interest and talent of those served by the activity, to foster and promote interest in the school, and to convey a favorable image of the total school program to the parents of those we serve.
- Sponsors should have a genuine interest in the activity and strive to establish an effective program constructed within the framework of a club constitution submitted to administration.
- Each club may establish its own criteria for membership and may disqualify students for non-compliance with those standards. However, no student shall be excluded for failing to meet monetary requirements. Additionally, non-compliance with one club or organization should not preclude the student's membership or participation in another activity with different standards.
- As a precaution, we always require written permission from the parent or legal guardian whenever a trip is planned for a club or organization (one blanket permission for athletic teams, band chorus, etc. that travel

often as a group). All participants in such activities must have student insurance or have a signed statement from parent indicating personal coverage is adequate and relieving school of any liability.

- No club or organization will be allowed to sponsor or participate in a fund-raising activity without the permission of the assistant principal.
- When an organization meets after school, the sponsor of the organization is responsible for supervising the group. The sponsor must remain with the students until all of them have left campus. Students who consistently fail to make arrangements for transportation to arrive at the announced times may be excluded from further participation in such activities.

## **Random Alcohol & Drug Testing for Students Involved in Athletics or Extracurricular Activities**

### **Testing coordinator**

The principal or his/her designee will coordinate and supervise the testing program at both the middle and high schools.

### **Eligibility for testing**

Students in grades seven through twelve participating in athletics or extracurricular activities will be eligible for random drug testing. Students involved in athletics or extracurricular activities become eligible upon submission of [student random alcohol and drug consent to test form](#) [JJIE-E(1)]. Participating students must submit a consent form at least two weeks before the first day they participate in any practice or meeting. Consent forms will be dated and must be placed into the random drug testing database within five working days of their submission. Students remain eligible for random drug testing from the date the consent form is turned in to the coach, athletic director or sponsor of the extracurricular activity and remains in force until the student graduates, leaves the school district or asks in writing that their name be removed from testing due to their withdrawal from sports, competitions and/or all extracurricular activities.

In the event a student eligible for random drug/alcohol testing ceases to participate or withdraws from a team, he/she has the opportunity to submit to the principal or his/her designee the [team or extracurricular activity drop form](#) [JJIE-E (2)]. In order for a student's withdrawal to be effective and thereby remove him/her from the testing pool, the drop form must be signed by the student, parent/legal guardian, coach/sponsor and principal. A student who has not submitted this form and elects not to complete a scheduled random drug test will be ineligible to participate in athletics or extracurricular activities for 365 days from the date of the scheduled test.

The district will test a minimum of 25 percent of the number of students who participate in athletics or extracurricular activities during each year of the program.

### **Substances for which students will be tested**

In administering the random drug testing program, the district will test for the presence of certain substances that may include, but not be limited to, the following: Alcohol, marijuana (THC), opiates, cocaine, methamphetamines, phencyclidine (PCP), MDMA (Ecstasy), steroids and/or any other substance defined as a "controlled substance" by either South Carolina or federal law.

### **Selection of students for testing**

A confidential testing schedule will be created by the administration and the school district's approved collection agency prior to the initiation of the program to ensure that testing of eligible students is conducted in a manner that is random.

Testing will occur only on the 180 student school days during the academic year. Selection of eligible student athletes or students involved in extracurricular activities for testing will be conducted on a random basis which will be carried out as follows.

- The testing coordinator will provide a roster of ID numbers of eligible students for drug testing to the district's approved collection agency.

- After drawing the numbers of students to be tested, the approved collection agency will provide those numbers to the testing coordinator.
- The principal or his/her designee will locate the student(s) selected for testing and escort him/her to the location designated as the testing site.
- The testing site will be located at the student's school in an area that has a secured bathroom which will maximize privacy of the participant.

### **Administering the test**

All aspects of the random drug testing program, including the collection of the specimens, will be conducted to safeguard any and all personal and privacy rights of the student to the maximum extent possible. The policy treats a student's test result as a confidential health record pursuant to both federal and state regulations. As such, any information obtained by the drug /alcohol testing program which would identify the student as a drug or alcohol user may be disclosed only for those purposes and under those conditions permitted by federal regulations. No testing record of any student will be used to initiate or substantiate any criminal charges against a participant or to conduct any investigation of him/her.

The district's approved collection agency will oversee the collection of specimens in accordance with federal Substance Abuse and Mental Health Services Administration (SAMHSA). The approved collection agency will collect specimens from the selected students and forward the specimens to a licensed laboratory for testing. The student and collector will complete a specimen control form which will detail and guarantee the chain of custody. The student will submit a urine sample for drug testing and a breath sample for alcohol testing according to the random alcohol and drug testing written consent form. A student who has trouble providing a specimen will remain in the collection area until he/she is able to do so.

Negative specimens will be kept by the testing facility for 24 hours. Positive specimens will be kept for one year and one day pending a request for retesting of a specimen, if any. Any attempt by a student to tamper with the specimen collection process will deem and constitute the specimen as positive. All efforts will be made to minimize the instructional impact of testing and to maintain the confidentiality and privacy rights of participating students. All urine testing will be conducted in a partially closed-door restroom without direct observation by adult monitors (as mandated by federal drug-testing laws).

### **Notification of testing and testing results**

If a student athlete tests positive, the student's parent/legal guardian will be contacted and asked to attend a conference with student, principal, athletic director and head coach. A student involved in extracurricular activities who tests positive will be required to attend a conference with his/her parent/legal guardian, the principal and the extracurricular activity sponsor. Results of student drug tests will be provided to the superintendent within 48 hours of the test.

Participating students' test results and subsequent actions will be kept in confidential files separate from their other educational records and will be disclosed only to those personnel who have a need to be informed regarding the result of the test in order to oversee implementation of the drug testing program and consequences for violating the policy. Students' drug testing information resulting from the program will not be turned over to any outside agencies except under circumstances in which the school district is legally compelled to surrender or disclose such test results.

The district respects the privacy of its students and will maintain confidentiality regarding any alcohol and drug testing for this program. The results will be released only to designated district personnel. The district personnel will not release any records to anyone other than the student and parent/legal guardian without written authorization from the student and parent/legal guardian. A report will be provided monthly to the board by the district administration. The report will contain the number of students tested, the sport(s) and/or extracurricular activity in which they participate and the number of positive and negative tests. To ensure confidentiality, no names of students will be provided.

### **Consequences**

Consequences will result from the following.

- a confirmed positive alcohol or drug test
- refusal to participate in testing when selected

- tampering with the specimen collection process
- noncompliance with individual treatment plan

Students who refuse to complete the random alcohol and drug testing program consent form will be ineligible to participate in athletics or extracurricular activities.

### **Positive drug or alcohol test**

#### First offense

- A conference must be held between athletic director, head coach or extracurricular activity sponsor, principal, parent/legal guardian and student. The student will be declared ineligible for two weeks (14 calendar days) of regular or post-season play, contests or field trips and must test negative for drugs and alcohol before resuming participation in any practice or contest. The student will be required to be at all practices and contests during the suspension but may not participate in any practice or contest. A student who fails to attend all practices and contests during his/her suspension will be removed from the team or activity and not allowed to participate in athletics or extracurricular activities for 365 days.
- At the parent's/legal guardian's expense, the student will participate in a drug assessment and up to six counseling sessions provided by a certified clinical counselor. The minimum number of sessions, with the need determined by the counselor, will be three. At the parent's/legal guardian's expense, the student will be subject to periodic drug re-testing throughout the school year to evaluate indication of further use.

#### Second offense

- A conference must be held between athletic director, head coach or activity sponsor, principal, parent/legal guardian and student. Should a student test positive during the second random test, the student will be dismissed from all extracurricular and sports activities and be declared ineligible for 365 days from the date of the test. The student, at the expense of the parent/legal guardian, will participate in a drug assessment and up to 12 counseling sessions provided by a certified clinical counselor. The minimum number of sessions, with the need determined by the counselor, will be six. Failure to successfully complete the sessions will prevent the student from participating in athletics or extracurricular activities in Lexington School District Three at any time in the future.
- At the parent's/legal guardian's expense, the student will be subject to periodic drug re-testing throughout the school year to evaluate indication of further use.

#### Third offense

- Should a student test positive for a third time on a random drug test, he/she will be disallowed permanently from participating in athletics or extracurricular activities in Lexington School District Three.

#### Appeal procedure

- A participating student and his/her parent/legal guardian may request a retest of his/her specimen at their own expense at the school district's approved collection agency. Requests must be made to the district's approved collection agency within 24 hours (not counting weekends or holidays) of receiving the results of his/her drug test. A student is not allowed to play, practice or participate during the appeal.

## **Counseling Office**

School counseling is a sequential effective process through which students learn to know themselves, recognize and accept their abilities and limitations, adjust to their environment, and plan realistically for the future in order to reach their potential.

The Counseling Department performs many functions and activities. Included are the following:

- Counsel with students about personal problems.
- Talk with students about academic work.
- Interpret test results.
- Confer with students about career goals.
- Discuss with parents any problem the parent feels the student may have.
- Collect progress reports on a student's academic achievement.
- Plan an Ed-Op Program, Career Fairs and Career Awareness Programs, Financial Aid Programs.

- Register and counsel with students about the appropriate selection of courses as it pertains to career majors and goals.
- Arrange conferences for parents with teachers; supervise conferences as deemed necessary.
- Schedule new students as enrolled by the principal.
- Coordinate Middle School Orientation with principal.
- Advise students of available scholarship monies.
- Advise students of progress toward receipt of desired exit documents (Academic Diploma, Two Year College Completer, etc.).

The Counseling Department will be responsible for maintenance and security of permanent records. When any faculty member needs information from a student's permanent record, he or she must request it from the records clerk.

There may be times during class when a student needs to come to the Counseling Office. Please do not send a student to the Counseling Office without a pass. Sometimes, the counselor may need to see a student who is in class. If this situation arises, the counselor will call for the student via the intercom. The student referral form should be used if the teacher feels if a counselor should talk to a student. One of the two counselors will be available during both student lunch periods daily and before and after school; students should be encouraged to plan visits to the Counseling Office to coincide with lunch periods, breaks, etc. so minimal class time will be missed.

### **College Visits**

The Counseling Department oversees student college visits. Seniors are granted two (2) college visits per year. More visits must be approved in advance by the Counselor. Juniors are encouraged to shop early for their school and are granted two (2) college visits to be taken in the second (2<sup>nd</sup>) semester of the school-year. More visits must be approved in advance by the Counselor. Sophomores and freshmen are not allowed college visits unless extenuating circumstances exist and must be approved in advance by the Director of Counseling and the Principal. Proper documentation from the Admissions Office of the school visited must be presented to the Attendance Secretary within 3 days of the visit in order to receive credit for said visit.

### **MTC-BLHS College and Career Development Center (CCDC)**

The first step toward making career decisions is to bridge the gap between where you are and where you want to be. The College and Career Development Center provides one-on-one private visits, career advising, career planning and employment skills. An advisor from the CCDC will help any individual identify their field of study with career interest inventories, colleges search, and learn more about the application and admissions process.

The College and Career Center serves the parents and students of Batesburg-Leesville High School and community. It connects with local employers to provide career information, professional networking, and work experience for students. The center also provides college and career access to parents and students and initiates campus and/or business tours for students. We provides onsite ASSET and COMPASS college placement testing for those students who are interested in the technical college route. The Center strives to increase student access in the areas of alternative energy, advanced manufacturing, health sciences, and information technology.

Students have access to the College and Career Development Center during the normal school business hours. The Midlands Technical College Representative is available to assist any student in need.

### **Scheduling**

Scheduling is done via a computer scheduling program designed for this purpose. Placement in sections is determined randomly. Pre-registration is used each year to determine the classes needed for the next fall and the number of teachers required in each subject area. The parent/guardian(s) and student must sign the completed registration form. No change should be needed unless a course is failed, prerequisites have not been met, a course selected will not be offered, or selections are found by the counselor to be inappropriate.

**Class change requests for reasons such as wanting to be in classes with friends, to have certain periods free, or to have a different teacher will not be considered.** Adjusting to new circumstances and situations is an important skill to be developed in high school. Students and parents should study carefully subject choices before the registration form is submitted.

### **Withdrawals from School**

A student who is withdrawing from Batesburg-Leesville High School for any reason should complete the Student Transfer Slip in the Counseling Office. All fines for damaged or lost library books or textbooks and/or any outstanding debts must be paid.

### **Work-based Learning**

The South Carolina School-to-Work Transition Act of 1994 provides students the opportunity to develop rigorous and relevant academic skills combined with learning experiences in actual work sites. Opportunities for students to learn about careers, relate the demands of those careers to the academic preparation required, and plan for their futures will be provided. As part of the student's career exploration, various assessments will be administered at the appropriate grade levels.

Students participating in Work-Based Learning as a class are required to sign out and back in through the Work-Based Learning office. Failure to sign out or in properly will result in disciplinary actions. Students who fail to report to their Work-Based Learning assignment will be considered as cutting class. Students are also required to call the workplace supervisor and the WBL Coordinator when absent. Activity logs must be completed and signed by the workplace supervisor at the end of each work week.

## **Discipline & Code of Conduct**

### **Alcohol/Drug Use**

The possession, sale, distribution, or use, in any amount of alcoholic beverages, marijuana, hallucinogenic drugs, or any other illegal narcotic on the school grounds is strictly prohibited. This includes in the school buildings, on buses, at any school-sponsored event, or during any other time that the student is under the administrative jurisdiction of the school whether on or off the school grounds. Any student who violates this policy will be immediately suspended from school and may be recommended for expulsion.

Students must have a doctor's statement or parental permission in order to have prescribed medicine on school premises. The statement from a physician or authorization from a parent or legal guardian must be presented to the school office upon arrival at school. Violation of this rule may result in expulsion, suspension, or a lesser penalty as may be deemed appropriate by the principal.

Students who come to school or any school function in an intoxicated condition or under the influence of alcohol or drugs may be arrested for a misdemeanor under Section 16-17-530 SC Code as well as suspended or expelled from school. Students may seek advice from counselors or school officials concerning drug and alcohol treatment without fear of expulsion, arrest, or being reported to law enforcement authorities. Legal Ref: SC Code 16-17-530 Act No. 445, 1971.

### **Bullying**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

Penalties for Bullying are outlined in the discipline code.

## **Bus Conduct**

### **IMPORTANT INFORMATION FOR ALL LEXINGTON COUNTY SCHOOL DISTRICT THREE BUS RIDERS**

It is important to follow Bus Safety Rules for the safety of everyone! Students should be aware that school buses are provided as a privilege. Abuse of privileges can result in denial of the same. Students must be willing to follow rules of conduct while boarding, riding, and disembarking the bus. The safety of the bus passengers comes before anyone's rights. It is the responsibility of the bus driver to ensure that his/her bus operates safely.

If a child is to be transported by school bus to a different location (a location other than the one listed on the Transportation Information Form), this information must be submitted in writing by parent/guardian to the child's teacher or school secretary on the day that the child will go to a different location no later than 12 noon except in the case of an extreme emergency. This is being done for the safety of all of our students and will help us ensure that our office staff and our bus drivers have time to communicate with each other on changes that need to be made.

The following rules of conduct will apply to all students riding buses in Lexington County School District Three. Offenses are divided into two categories: Severe and Standard. Severe offenses are divided K-4 to 8<sup>th</sup> grade and 9<sup>th</sup>-12<sup>th</sup> grades. Standard offenses apply to all. Students should be aware that riding the bus is an extension of the school day and behavior rules for each school also apply. Students who are suspended from riding a bus may not participate in field trips requiring school bus transportation.

***The bus and the bus stop are extension of the school day. Bus and bus stop consequences may be superseded by District #3 policy. The bus driver has the authority to assign seats. The sexual/racial/religious harassment policy, the weapons policy, and bullying policy of District #3 will be strictly enforced on the school bus as well as at school. Video cameras may be used on school busses.***

These are bus sanctions for student discipline on the buses, HOWEVER, bus discipline and school discipline go hand in hand and there will be school sanctions such as, detention, ISS, and OSS for each bus incident as well as bus sanctions. Depending upon the severity of the offense, a student can be removed from the bus for the remainder of



the year after the first offense. Any student who is suspended from riding a school bus but who continues nevertheless to board or ride the bus will be considered to be a trespasser. A police report and criminal charges will be filed by the school district.

Lexington County School District Three Board Policy EEACH-R states that the bus driver must “not wait for any pupil unless he observes the pupil making an effort to meet the bus, or unless the school bus supervisor has requested them to wait longer.”

## **Bus Behavior Offenses**

### **CLASS I OFFENSES**

1. Spitting
2. Excessive noise
3. Horseplay/mischief/distracting behavior
4. Eating/drinking/littering on the bus
5. Leaving seat/standing without permission from driver
6. Profanity, verbal abuse, harassment, obscene gestures or unacceptable material
7. False identification/refusal to identify oneself
8. Riding wrong bus or using wrong bus stop
9. Riding or attempting to ride any bus during a bus suspension
10. Disobedient to the driver
11. Inappropriate cell phone use
12. Other offenses as reported by the driver principal

### **CLASS II OFFENSES**

1. Hanging out of window
2. Throwing/shooting of any object
3. Bullying and/or physical aggression against any person
4. Profanity/threats directed towards the bus driver
5. Possession/use of tobacco or any controlled substance
6. Vandalism to bus (restitution will be made)
7. Holding onto or attempting to hold onto any portion of the exterior of the bus or any “Danger Zone” infringement
8. Lighting of matches, lighters, or any flammable object or substance
9. Unauthorized entering or leaving bus through emergency door/tampering with the bus equipment
10. Possession or threat of weapons/explosive/flammables
11. Other offenses as reported by the driver of principal
12. Fighting

## **Bus Consequences**

**(Driver has the authority to assign seats at any time)**

### **CLASS I**

- 1<sup>st</sup> Offense – 3 Day bus suspension
- 2<sup>nd</sup> Offense – 5 Day bus suspension
- 3<sup>rd</sup> Offense – 10 Day minimum bus suspension & possible loss of all bus services
- 4<sup>th</sup> Offense – Loss of bus Services

### **CLASS II**

- 1<sup>st</sup> Offense - 5 Day bus suspension

- 2nd Offense – 10 Day bus suspension
- 3rd Offense - 10 Day minimum bus suspension & possible loss of all bus services
- 4th Offense – Loss of bus services

### **Care of School Building**

We all have the responsibility of caring for our buildings. Please adhere to the following:

- Students may not sit on desktops tables, cafeteria tables, etc.
- Students are responsible for any damage they cause to school property.
- The use of trash cans is encouraged on the campus.

### **Code of Conduct**

Every student at Batesburg-Leesville High School is responsible for his/her conduct and must accept the consequences for it in accordance with school and district policy. The following rules and regulations governing standards set for conduct of our students have been adopted by the Lexington Three School Board. This code complies with the legal provisions of the state of South Carolina, regulations of the State Department of Education, and opinions of the Attorney General of the State of S.C.

Students are required to conduct themselves at all times in a manner that will promote the best interest of individuals and the school. Conduct by a student which disrupts classwork or involves substantial disorder or invasion of the rights of others is ultimately a basis for suspension or expulsion from school.

**Suspensions:** Suspension shall mean the temporary removal of a student from class or the school. No student may be suspended in excess of ten days for any one offense. No student may be suspended for more than thirty days in one school year. No student may be suspended during the last ten days of school if the suspension will make the student ineligible to receive credit for the school year without the approval of the School Board. The suspension starts the first day after the student has had a conference with an administrator unless an immediate suspension is necessary. Students are not to be on any school grounds during a suspension; violation of this could result in a trespass charge. Students must make arrangements with their teachers for make up work within three (3) days of their return to school from suspension.

**Exception:** If the student constitutes an actual threat to class or school and a hearing with the parent is granted within twenty-four hours of the suspension.

- Authority to suspend students from school shall be granted to the Superintendent, the Building Principal, the Assistant Principal, and designated Administrative Assistants. Written records of all suspensions shall be kept in the school. Reports of suspensions shall be required on a regular basis to the Superintendent. When a student is suspended from a class or school, the administrator shall notify in writing the parents or legal guardian of the student, giving the reason for such a suspension and setting the time and place that the administrator will be available for a conference with the parents. The conference will be set within three days of the date of the suspension and should be held prior to the student's being readmitted to school. After the conference, the parent or guardian may appeal the suspension to the Superintendent and then to the School Board.
- Should the Board of Trustees reject any administrative recommendation for suspension or expulsion or should any suspension or expulsion action of the Board of Trustees be ultimately rejected by the courts on appeal, all absences resulting from said action shall be excused.

**In-School Suspension:** ISS will operate from 8:05 a.m. to 3:25 p.m. The ISS unit is designed as an intermediate punishment that removes the student from his/her education setting, while keeping up with his/her work. Students assigned to the ISS unit are expected to bring all books, complete all assignments, and to comply with ISS rules of behavior (refrain from communication with others in the unit, remain in assigned seat, work independently and quietly on assignments at all times while in the unit, etc.). There will be no early dismissals from ISS except in cases of emergency. Failure to comply with ISS expectations may result in additional ISS time and/or OSS. Students who fail to report for ISS will be assigned Out-of-School Suspension unless they have a medical excuse. Teachers are

required to provide assignments to students assigned to In-School Suspension. Official attendance for the student will be taken while in ISS.

**Administrative Detention:** Administrative detention is the least severe of the sanctions used by an administrator and can be assigned only by administrators. Administrative detentions will be held via Half-Time. Students reporting late to detention will not be allowed to stay. Failure to comply with administrative detention rules will result in additional disciplinary sanctions.

Students will be assigned Half-Time Detention by administration. Students should bring Chromebook, textbooks and study material during this time to be used for instructional purposes only. Other electronic devices will not be allowed. Students should the portion of their Half-Time while not serving HTD to eat lunch. Failure to attend HTD or arriving after 5 minutes or greater after the appointed time will result in:

1st Offense	ISS
2nd Offense	ISS
3rd & Subsequent Offenses	OSS

**Teacher Detention:** Teacher detention is one of the options available for classroom teachers to use as consequences for classroom misconduct. Teacher detentions are typically assigned before school but may be assigned during break or after school. Teachers who assign detention after school must give the student at least 24 hours notice and must complete and have the student sign a teacher detention notice that specifies the reason for the detention as well as the date and time. Students should be reminded that prior to the detention being served, it is their responsibility to make arrangements for their transportation. Failure to report for Teacher Detention will result in 1 day of ISS.

**Tardy Sanctions**

1 <sup>ST</sup> Offense	Warning
2 <sup>nd</sup> Offense	Warning
3 <sup>rd</sup> Offense	Warning/Parent Email or Call home
4 <sup>th</sup> Offense	30 min Half-Time Detention
5 <sup>th</sup> Offense	30 min Half-Time Detention
6 <sup>th</sup> Offense	30 min Half-Time Detention
7 <sup>th</sup> Offense	ISS/Administrator Phone Call Home
8 <sup>th</sup> Offense	ISS/Administrator Phone Call Home
9 <sup>th</sup> & Subsequent Offenses	OSS/Referral will be Written as Insubordination

## Code of Conduct Sanctions

<b>Breach of Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
<b>Cell Phones/MP3s/CAMERAS/GAMES/WCDs/ETC.</b> ( <i>WCD's may only be used in non-instructional areas unless permitted by the teacher. Use includes checking time. Instructional areas include classrooms, lab spaces, computer labs, Media Center and outside areas where instruction is occurring.</i> ) 4 <sup>th</sup> violation and above will be considered insubordination.	HTD	2-HTD (1 hour total)	ISS
<b>Class Cutting</b>	ISS	ISS 2 days	OSS
<b>Disobedience</b>	HTD or ISS	ISS	OSS
<b>Disrespect</b>	Teacher detention/ HTD / ISS / OSS	ISS or OSS Up to 3 days	OSS Up to 10 days and/or RE
<b>Disturbing School Operations</b> ( <i>BLPD will be notified</i> )	OSS Up to 10 days and/or RE		
<b>Dress Code Violation</b>	Warning	HTD	ISS/OSS
<b>Drug/Alcohol Violation</b> ( <i>Possession, distribution or under the influence at school or at a school activity - Sheriff's Office will be notified. Student may be subjected to a field sobriety test.</i> )	OSS Up to 10 days and/or RE		
<b>Failure To Disperse During A Fight/Interference With Breaking Up A Fight/Standing On Tables During a Fight</b>	OSS Up to 3 days	OSS 3-10 days	RE
<b>Fighting</b> ( <i>Any fight may result in charges by the BLPD</i> )	OSS Up to 10 days and/or RE	RE	
<b>Fire Alarm Violation</b> ( <i>BLPD will be notified.</i> )	OSS 5 days	RE	
<b>Fireworks/Explosive Devices/Stink Bombs</b> ( <i>Possession and/or discharging at school or at a school activity -BLPD will be notified.</i> )	OSS Up to 10 days and/or RE	RE	
<b>Food/Drink In Non-Designated Areas</b>	Warning	HTD	ISS
<b>Forgery</b>	ISS Up to 3 days	OSS	OSS Up to 3 days
<b>Gambling</b>	Warning	ISS	OSS
<b>Gang Activity</b> ( <i>As determined by law enforcement- BLPD will be notified.</i> )	OSS Up to 5 days	RE	
<b>Inappropriate/Dangerous Behavior</b>	OSS - Up to 10 days and/or RE		
<b>Inappropriate Display Of Affection</b>	Warning	HTD	HTD (1 hour)
<b>Inappropriate Use Of Computers</b> ( <i>BLPD may be notified.</i> )	Restriction or loss of computer privileges		
<b>Indecent Exposure</b> ( <i>BLPD may be notified.</i> )	OSS Up to 10 days and/or RE		
<b>Instigation Of A Fight</b>	OSS Up to 2 days	OSS Up to 5 days	RE
<b>In Unassigned Area</b>	HTD or ISS	ISS	OSS
<b>In Unauthorized Area</b>	OSS	OSS	OSS Up to 3 days
<b>Insubordination</b>	OSS - Up to 10 Days and/or RE		
<b>Leaving Campus Without Permission</b> ( <i>Can result in loss of driving privileges</i> )	ISS/OSS	OSS Up to 3 days	OSS Up to 10 days
<b>Leaving Class Without Permission</b>	ISS	ISS 2 days	OSS
<b>Loitering</b>	Warning	HTD or ISS	ISS or OSS

<b>Lying</b>	HTD	ISS	OSS
<b>Misconduct</b>	HTD or ISS	ISS Up to 3 days	OSS
<b>Misconduct in HTD</b>	ISS	ISS	ISS
<b>Misconduct in ISS</b>	OSS		
<b>No show to Administrative Detention</b>	ISS	ISS	OSS
<b>No Show To Teacher Detention</b>	HTD (1hr)	HTD (1hr)	ISS
<b>Obscene Gesture Or Material</b>	ISS	ISS 2 days	OSS
<b>Obscene Gesture To Faculty/Staff</b>	OSS - Up to 10 days and/or RE		
<b>Physical Abuse Of A Student Or Faculty/Staff Member</b> <i>(BLPD may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Possession Of Drug Paraphernalia</b> <i>(BLPD will be notified.)</i>	OSS Up to 10 days	RE	
<b>Profanity</b>	HTD or ISS	ISS 2 days	OSS
<b>Profanity/Racial Remarks To A Student Or Faculty/Staff Member</b>	OSS - Up to 10 Days and/or RE		
<b>Sexual Harassment/Sexual Misconduct</b> <i>(BLPD will be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Smoking/Tobacco /Electronic Cigarettes/Tobacco Substitutes Violations Including Possession Of Matches/Lighters</b> <i>(BLPD will be notified.)</i>	ISS 2 days	OSS	OSS Up to 3 days
<b>Stealing</b> <i>(Student will be required to pay for or replace item(s). BLPD may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Threatening, Bullying, Harassing or Intimidating A Student, Faculty Or Staff Member (including electronic offenses)</b> <i>(BLPD may be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Transporting Another Student Off Campus Without Permission</b> <i>(Can result in loss of driving privileges)</i>	OSS Up to 3 days	OSS Up to 5 days	OSS Up to 10 days and/or RE
<b>Vandalism</b> <i>(Student will be required to pay for or replace item(s) - BLPD will be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Weapons Violation</b> <i>(Possession of a weapon such as a knife, blackjack, chain, razor, ammunition, mace, box cutter, etc., at school or at a school activity - BLPD will be notified.)</i>	OSS - Up to 10 days and/or RE		
<b>Weapons Violation</b> <i>(Possession or use of a firearm or facsimile, or threatening to use any instrument as a weapon - BLPD will be notified.)</i>	RE		

### **Parking Regulations**

<b>Breach of Conduct</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Being In Parking Area without permission</b>	HTD	ISS	OSS And loss of driving privileges
<b>Driving Off Campus Without Permission</b>	Loss of driving privileges for the remainder of the semester	Loss of driving privileges.	

<b>Parking In Wrong Space Or Unauthorized Space</b>	Warning	Loss of driving privileges.
<b>Unsafe Driving/Failure To Stop For Faculty</b>	May result in loss of driving privileges, depending upon circumstances.	

Students are permitted to park on school premises as a matter of privilege, not of right. The following expectations are to be met by all students parking on campus:

- Abiding by the legal speed limit in any South Carolina parking lot, 5 mph.
- Students must leave their vehicle immediately upon arrival on campus.
- Students may not return to the parking area for any reason until the end of the school day unless given permission by an administrator.
- Once a student arrives on campus, he/she may not leave until the end of the school day without going through the sign-out process in the Main Office.
- Unless participating in a supervised after-school activity, students must report directly to their vehicles at the end of the day and depart campus as soon as possible.

Students must maintain good standing with the school in order to keep parking privileges. Good standing means all debts owed to the school are up to date and the student does not have any serious discipline incidents. Driving privileges may be revoked for an excessive number of tardies as outlined in the school discipline code. Parking permit fees will not be refunded if a student loses driving privileges.

Act 373 of 1994 states: Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. BLHS may conduct random searches of school grounds including vehicles. Searches can involve the use of canines. Students are responsible for any item found in their cars during searches.

### **Discipline for Extracurricular Activities**

An activity often times entails activities of public interest, visibility, and focus of attention. Students who take part in such activities, in effect, serve as special ambassadors of the school they represent. Consequently, the behavior of those students who choose to participate in these activities draws such public interest and attention that it is unique in its capacity to elevate or diminish the School District's standing in the public's mind. Strong public education cannot exist without strong public support.

Therefore, all students participating in extracurricular activities who are charged by law enforcement authorities with criminal conduct or who engage in other acts of "gross misbehavior," e.g.: (A) possession or use of controlled substances at school or at school-sponsored activities, (B) acts of disrespect to a teacher or other school authority, (C) acts of cruelty or violence either physical or emotional, (D) use of profane or vulgar language-shall, at the discretion of the principal, be subject to suspension and/or possible exclusion from participation in extracurricular activities.

Before taking disciplinary action, pursuant to this rule, the principal shall meet and confer with the student's teacher and extracurricular sponsor(s). The principal's decision shall be final unless reversed or modified on appeal to the Superintendent or the Superintendent's designee, in which event the decision of the Superintendent or the Superintendent's designee shall be final.

If a student is found to be in violation of the above rule, the following consequences shall be applied:

**First Offense:** The student shall be suspended from participation in all extracurricular activities for not less than five (5) consecutive school days. If the offense involves use or possession of a controlled substance, the student must enroll in an approved drug/alcohol abuse program and complete the program. If, at any point, the student fails to follow all rules and regulations for attendance and participation in the program, he/she will immediately become ineligible to participate in any activity until the program is fully completed. The student's eligibility to resume

participation is contingent upon his/her agreement to participate in a random controlled substance testing program for a period of not less than six school months.

**Second Offense:** The student shall be suspended from all extracurricular activities for the remainder of the school year. However, if the second offense occurs with less than six (6) weeks remaining in the school year, the principal may, if he/she chooses, extend the suspension period to include the first six (6) weeks grading period of the ensuing school year.

**Criminal Offenses:** Charges brought by law enforcement for general sessions criminal offenses shall result in immediate ineligibility for a calendar year from the date of the charge or until the charge is resolved by the court, whichever is longer. If a student is found to be not guilty of such charges, he/she shall be eligible, following review by the principal, for immediate reinstatement. If a charge brought forth by law enforcement is of a high and serious nature, but may be classified as a misdemeanor offense in magistrate or municipal court, the charge may be determined, by review of the principal, to be treated the same as a general sessions offense for purposes of this rule. Any violation of this rule under a court ordered penalty or performance obligations (i.e. pre-trial intervention) of some kind would remain ineligible, as the rule should apply, until the court order has been fully satisfied.

### **Dress Code**

The appropriateness of dress is a subject on which opinions can and do vary. No dress code can or should try to limit all the constantly changing fashions. Students are expected to dress in a manner acceptable with local standards. "Fashionable" dress is not necessarily "appropriate" dress. Clothing that will cause, or is likely to cause, a disruption of the learning process of others may not be worn. The following list should be used as a guideline for proper school dress:

- Clothing should be worn as it is intended to be worn.
- Certain activities including but not limited to laboratory classes, CATE classes, and Work-Based Learning activities may require more restrictive dress.
- Clothing/jewelry should not depict or promote alcohol, tobacco, drugs, gangs, violence, or have logos that are suggestive, obscene or profane.
- Hats, visors, and head coverings are not to be worn inside any of the school buildings.
- Appropriate shoes are to be worn at all times while on campus. No bedroom shoes may be worn at any time.
- Clothing must not be overly tight and legwear must be below mid-thigh. No bare skin should be exposed above mid thigh. Tops worn with form-fitted leg wear should fall at or below mid-thigh.
- Tops that expose any of the stomach or chest areas may not be worn.
- Strapless, backless, or spaghetti strap dresses and tops must be worn with a jacket or sweater.
- Clothing worn without appropriate undergarments or in such a way as to expose undergarments is not allowed.
- No blankets or throws may be brought for use at school. If a student is cold-natured, they should wear a sweater or jacket.
- No pajama bottoms or pajama tops may be worn.
- No "sagging pants" -- gym shorts or undergarments must not be visible.

The administration reserves the right to decide whether or not certain types of clothing are acceptable. Individuals requesting accommodations based on religious beliefs or medical issues must submit a written letter to administrators for the nature of their attire. Students whose clothing does not follow these guidelines will not be allowed to attend class until the clothing is changed to acceptable wear.

**Earbuds / headphones** may be used in the classroom at the teacher's directive. Earbuds and headphones **MAY NOT** be used before school, during class changes, breaks not during lunch. Violation will result in earbud/headphone confiscation.

## **School Boundaries and Discipline**

The physical boundaries of an educational institution do not represent the limits of authority to control the conduct of students. The power of school authorities to suspend or expel pupils is not limited to acts done by pupils in school, but may be applied to offenses committed outside of school hours while still within the jurisdiction and supervision of the school authorities. The power of school authorities to suspend or expel pupils may be applied as to offenses committed outside of school hours and not in the presence of the school official.

## **Unauthorized Areas**

Certain areas of the school are off limits to students without direct supervision from the staff. These areas are as follows:

- Parking Lots (except while loading and unloading)
- Football Stadium
- Fine Arts Center
- Loading Dock at Fine Arts Center
- Nature Trail
- Athletic Fields
- Tennis Courts

## **Due Process**

When the behavior of any student becomes disruptive and requires the application of disciplinary measures, the following due process steps are to be followed:

- Confront the student with a complete description of the disruptive behavior.
- Allow the student an opportunity to react to the charges by telling his side of the story.
- Apprise the student of the reason for the disciplinary action. If suspension is required, the student should be informed of the length, dates or duration, and the fact that he or she has the right to appeal the suspension.
- Student guardian will be notified. The notification will specify the reasons for the suspension, dates, length of suspension, and notice of the right to appeal.
- A complete file of each student's disciplinary record shall be maintained by the school administration.

## **Appeals**

### **Suspensions**

Any student who is suspended from school will have the right to appeal the suspension in accordance with the following procedure. If the suspension is imposed by an assistant principal, the principal will conduct the initial appeal. Any student who is dissatisfied with the principal's decision shall have the right to appeal to the superintendent or his/her designee. In the case of a suspension which is imposed by the principal, the appeal shall be to the superintendent or his/her designee. This decision shall be final.

### **Expulsions**

Expulsion is the removal of a student from a school for the remainder of the school year or until readmitted by the board. Authority to expel students from school rests solely with the board. The board delegates the initial authority to hear and decide recommendations for expulsion to the superintendent. The superintendent delegates the responsibility of conducting hearings to the district hearing officer. The hearing officer may be overruled by the superintendent. Unless an appeal is taken by the student, the decision of the hearing officer or superintendent expelling a student is final, and no further action is necessary.

The board will expel any student who brings a weapon to school. The expulsion will be for the duration of twelve months unless modified by the superintendent. For purposes of this policy, weapon means a firearm. The term firearm is defined extensively in the U.S. Code.

## **Definitions**

1. Insubordination	Willfully disobeying the directions of an administrator
--------------------	---



2. Instigating a fight	Threatening, harassing, intimidating, arguing with or provoking another student including through electronic means
3. Fighting	Physical contact between 2 or more individuals which requires others not involved in the conflict to separate or resolve
4. Self-defense	Self-defense is defined as protection of one's person against bodily injury. <b>There must be no means of escape or flight to avoid a physical altercation.</b> Failure to report a threat to a school official, however, and then fighting back prohibits a student from using self-defense as an excuse for fighting back. Students should report all threats to an administrator.
5. Tardy to class	Not being in the classroom when the tardy bell rings
6. Misconduct	Any behavior that is disruptive or prevents other students from learning
7. Unassigned area	Not being in a designated area
8. Unauthorized area	Being in an area off-limits to students
10. Disobedience	Willfully disobeying the directions of a teacher or support staff member
<b>LEGEND</b>	HTD = Half-Timl detention ISS = In-school suspension OSS = Out-of-school suspension RE = Recommendation for expulsion/change of placement

## General Information

### Announcements

Announcement should be submitted to administration via email for review. Approved announcements will be forward to the BLHS news broadcast program and posted on the BLHS Student Google Classroom. Announcements maybe be made over the intercom on a case by case basis as approved by administration.

### Assembly

Throughout the school year it will be necessary to have assembly programs in the auditorium or gym. Classes will have assigned seating for the auditorium and students will be escorted to the assembly location by their class period teacher.

### Blackboard Connect Broadcast System

The Blackboard Connect system is a telephone broadcast system that allows the school to distribute emergency and other vital information to parents and guardians via the telephone.

### Chaperones

Any parent or person who wants to participate in a field trip must sign up properly with the teacher or group sponsoring the trip and be subject to a SLED background check. No parent or person may "meet-up" with the trip unless pre-approved in advance as a chaperone.

## **Distribution of Literature**

No pamphlets, posters, or literature of any kind may be distributed on school grounds without prior approval of the principal.

## **Early Dismissal**

All students must be signed out through the main office when leaving school early. Once a student arrives on campus, even if it is before school begins, he/she is considered “at school” and may not leave campus without following the proper procedures for early dismissal. (i.e.: Students may not come on campus and decide to leave for food, return home, etc.) Students who leave school without signing out properly will receive disciplinary consequences.

**BLHS STUDENTS ARE DISMISSED TO PARENTS/LEGAL GUARDIANS ONLY.** If your student drives or will be picked up by someone other than the parent/legal guardian, the student must bring a written request from the parent/legal guardian. All early dismissal requests must be turned in to the office before first period begins so that they can be verified by phone. Notes are to contain the following information:

- Date
- Student's name
- Reason for the dismissal
- Time to be dismissed
- Name of person picking up student, if student is not driving.
- Parent/legal guardian's signature
- Phone number where parent/legal guardian can be reached.

Any student who does not bring a written request from the parent/legal guardian will not be allowed to leave school unless the parent/legal guardian comes to the school and signs them out. (Telephone requests for early dismissals will not be accepted.) The Emergency List is for emergencies only such as when the student is hurt at school and the parent/legal guardian cannot be reached.

**NOTE:** On the semester/semester system, students who miss more than thirty minutes of a ninety minute class will be marked absent for that period. Therefore, it is critical that students schedule out-of-school appointments after school hours to avoid being marked absent from any class.

**NOTE:** Health Room dismissals are handled differently. See Illness at School.

## **Electronic Mobile Devices**

**All users of the Lexington 3 network and equipment must comply at all times with the district’s Responsible Use Agreement and Personal Mobile Device Agreement, which are available on the [district web site](#).**

**Additional details may be found within the [Technology Handbook for Parents and Teachers](#). Student’s failure to follow these agreements will be subject to the school’s discipline code.**

Lexington School District 3 encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with procedures and regulations that have been established for technology use in the district.

Students must:

1. Respect and protect their own privacy and the privacy of others.
  - a. Use only assigned accounts.
  - b. Keep personal information such as name, address, phone number, etc., offline.
  - c. Keep passwords secret.
  - d. Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Conserve, protect, and share these resources with other students and Internet users.

- c. Lexington School District 3 is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
  - d. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
    - a. Cite all sources appropriately.
    - b. Follow all copyright laws.
    - c. Use electronic communication devices appropriately to assure academic integrity.
  4. Respect and practice the principles of community.
    - a. Communicate only in ways that are kind, responsible, respectful and lawful.
    - b. Use electronic communication devices for schoolwork only.
    - c. Lexington School District 3 email should only be used for school-related email and projects.
    - d. Report threatening or offensive materials to a teacher or administrator.

### **Terms and Conditions of the Computing Device Agreement**

Students who use Lexington School District 3 devices are required to purchase the protection plan for computing devices. **The cost of the Protection Plan is \$20 annually and is nonrefundable.** Students may opt not to take home their device. Whether the device goes home or stays at school, it is imperative that the device the student is issued be maintained and handled in a responsible way. Damages will require the student to pay a deductible or to replace the equipment based on the Device Protection Schedule. The terms of the device protection plan are detailed in the Device Protection Schedule.

### **Off-Campus WiFi Access**

We are aware that rural locations as well as financial considerations prohibit reliable home Internet access for all students at Batesburg-Leesville High School. Therefore, to support the one-to-one technology initiative we have begun, we have used a portion of our grant funding to provide further assistance to those students who do not have Internet access at home.

Students may check out a wireless hotspot through our media center. Students and parents must sign the [Kajeet Permission Agreement](#) prior to receiving the device. These devices have been purchased from a company called Kajeet and can be borrowed by students for a period of one semester. Each hotspot will allow for wifi access in the home for up to 500 MB of data per day and will filter for content in the same manner as all other district devices and networks. The devices will only work for the loan period allowed and must be returned at the end of that time.

As with most technology equipment, there is substantial cost to the district for replacement due to loss or damage. The model devices we have purchased, Kajeet SmartSpot 800, retail for \$189. Device components are priced individually for replacement as follows: soft-sided case (\$11), two-piece power supply (\$12). Please consider your willingness to undertake the responsibility for these items before borrowing, as students will incur these charges in cases of loss, theft, or damage. Use of the Kajeet SmartSpot devices will be governed by the same procedures outlined in Lexington Three Responsible Use Policy and Personal Mobile Computing Device Agreement and will be subject to the school's discipline code.

### **Fees**

- 2017-2018 Fees:
- \$20.00 Materials Fee
- \$10.00 Parking hang tag
- \$5.00 Student ID (Replacement)
- \$10.00 Graduation Fee (Seniors Only)

\$5.00	Class Fee for Underclassmen
\$2.00	Each Transcript (After the First Two)
Per Unit of Credit	
\$10.00	Agriculture Science
\$10.00	Art
\$10.00	Building Construction
\$10.00	Business and/or Computer Courses
\$10.00	Engineering Technology
\$20.00	Health Occupations Workbook
\$10.00	Health Science Technology
\$10.00	Law Enforcement/Public Safety
\$5.00	Math Course Battery Fee-(One fee per year)
\$10.00	Mechatronics
\$5.00	PE/Weight Room
\$18.00	SAT Workbook for Preparation Class
\$10.00	Science Lab Fee
\$14.00	Spanish Workbook
\$10.00	Sports Medicine

### **Field Trips**

Field trips serve as an extension of curriculum or classroom learning and provide an opportunity for students to represent the school. Written approval of the parent or guardian is required for field trips requiring transportation and/or extending beyond the boundaries of the school district. Field trips must be self-sufficient in terms of funding (no school funds may be used); however, no student can be denied the opportunity to participate based solely on the inability to pay. **Students who owe debts for fees or any other obligations to the school must clear these debts before being allowed to participate in a school-sponsored trip; sponsors should double check with the bookkeeper to ensure that this policy is enforced.**

Any parent or person who wants to participate in a field trip as a chaperone must sign up properly with the teacher or group sponsoring the trip and be subject to a SLED background check. No parent or person may “meet-up” with the trip unless pre-approved in advance as a chaperone.

Any student who is suspended from riding a school bus may not participate in a field trip requiring school bus transportation.

### **Fundraisers**

Clubs, classes, and organizations that wish to raise funds through fundraising activities must have written authorization from the Administration prior to the activity beginning. Students who participate in fundraisers are responsible to fulfill their obligation in the fundraiser, which includes turning in all money to their sponsor. Students who do not fulfill their obligation on Freshman, Sophomore, Junior or Senior Class fund raisers are not allowed to attend the prom until all money is paid in full.

### **Illness at School**

BLHS has a school nurse who will dispense all medications and monitor ill students sent to her by the teachers. Students who are ill should not call home but should come to the main office and report to the school nurse. The school nurse will assist the student in making contact with a parent/guardian and will, if necessary, assist in the release of the student to the parent/guardian or the parent's designee. The school nurse will determine if the student should remain at school or go home. Absences from class due to health room visits will be coded as unlawful unless deemed necessary by the school nurse.

The school is not allowed to give any medications to students unless there have been prior special arrangements made. A “Parental Consent For Medication” form must be completed and returned to the school before any

medication can be given. These forms are available in the office or health room. No student is allowed to have any prescription or over-the-counter medications in their possession. Please call the school nurse if you have any questions or special concerns.

Communicable Disease Control: Illness and disease within the school increase student and school personnel absenteeism. Communicable disease prevention is, therefore, a safety and cost-effective measure within the school. Parents, pupils, and teachers should understand their responsibilities in communicable disease control. Diseases commonly found in school are head lice, impetigo, scabies, pink eye, chicken pox, ringworm, and strep throat. Please be sure to complete and/or correct the "Student Information Form" you received at registration so we will have correct, up-to-date emergency information on each child. Please insure all information is correct and if it changes during the year, let us know. This information is critical!

The State is currently revising state standards which may supersede school rules and regulations.

### **Insurance**

All students enrolled in Lexington County School District Three are covered under an accidental injury policy. If a student is injured while at school or during a school sponsored event and the injury requires medical attention, you must first file the claim with your own private insurance policy and then we can file the remaining balance with the district's policy. This policy will not pay your claim in full but will pay a portion of the claim. You will be responsible for any remaining balance once the school insurance has paid its portion.

The injury must be reported to the school nurse or coach immediately following the injury. The school nurse or coach will complete the top portion of the claim form and send it to Lisa Price at the district office. Lisa Price will then contact the parent in writing to notify them of all claim procedures.

### **Internet & Use of Computer Network**

The use of the computer network is a privilege, not a right. Inappropriate use will result in cancellation of all privileges, disciplinary action, and possible restitution.

### **Keys**

No student is to be allowed to handle a teacher's keys at any time.

### **Late Buses**

Students who arrive at school late because of a bus must report to the main office to sign in. The student will report to class with a computer generated pass from the School Check In/Out system.

### **Lockers**

Lockers are school property and are subject to search at any time by the administration. Students are not to share lockers or to allow anyone else access to their combination. Lockers are to be cleaned out and all books returned at the end of each semester. Only school owned and school issued locks may be used on any locker on campus.

### **Lost and Found**

Lost and found items are kept in the main office. Students should check there for any lost items.

### **Media Center**

Hours of Operation: Monday – Friday: 7:45 AM – 3:45 PM

Recommended Website for Research: DISCUS (<http://scdiscus.org/>)

username: discus17      password: smart

The mission of the BLHS Media Center is to reflect and support the school's curriculum, to ensure that members of the learning community are effective consumers and producers of information, and to foster a lifelong love of reading and learning.

Toward these goals, the media center houses a variety of print materials including books, magazines, and state and local newspapers, as well as audio books and educational videos. Computers with Internet access and a range of software are available for student and faculty use. Students must have a signed Responsible Use Procedures form on file in order to access the Internet from the media center computers. To cover the cost of toner, students are charged 10¢ per page for black and white printing and 50¢ per page for color printing.

The media center is staffed by a media specialist and a media assistant and is open each school day from 7:45 AM to 3:45 PM. Students may arrange with the media specialist in advance to stay later than the posted library hours to work on school assignments. During class time, students must have a signed agenda to visit the media center. They must use this time to work on assignments from that teacher's class. For example, if students come out of an English class, they must work on an English project, not on a history paper. Passes or agendas are not necessary for student visits before school, after school, or during lunches.

Students are held to the same standards of behavior in the media center as in the rest of the school and are expected to work diligently while in the media center. Consequences for behavioral infractions include verbal warnings and referral to administration. Students unable to work without direct supervision or those who cause disruptions will be asked to leave.

Students are allowed to borrow 3 books at a time, although exceptions may be granted for students requiring additional materials for class assignments. Books are generally loaned for 10 school days (2 weeks). Class sets for English courses are loaned for 42 days (6 weeks). Students are responsible for returning or renewing borrowed materials by their due dates. Overdue fines of 5¢ per day for books and 25¢ per day for videos will be charged.

### **Messages for Students**

Only an emergency message from a parent or guardian will be given to a student. Batesburg-Leesville High School cannot assume responsibility for delivering non-emergency messages. Students will not be called from class for phone calls.

### **Parking**

Students wishing to drive to school must complete the "Alive @ 25" program required by Lexington School District Three and paid any outstanding fees prior to being allowed to purchase a parking hang tag. All students must park in the student parking lot on the stadium side. BLHS parking hang tag must be purchased and properly displayed on all vehicles driven. Parking hang tags are not transferable to other students. All hangtags must be visible from front windshield. No parking hang tag will be issued without the following information:

- Completion of the Alive @ 25 program
- Payment of all fees
- A valid driver's license
- Complete vehicle identification information for each vehicle to be driven (Year, Make, Model, Color, Tag)

The first BLHS hang tag cost is \$10.00 per year. Additional hang tags for extra vehicles cost \$10.00 each. Students who violate parking regulations will be sanctioned following the school's discipline code.

\* BLHS reserves the right to suspend driving privileges on the first offense if warranted by the severity of the offense.

The student parking lot is off limits during school hours. Upon arrival at school, vehicles should be locked and students will vacate the parking lot immediately. There will be no loitering in the parking lot before, during, or after school. A school administrator must approve all passes to the parking lot.

## **Passes**

### **Hall Pass**

When a student needs to leave the classroom, they are to receive a pass with the date, time and destination on the Hall Pass. The sending teacher will then record the time of departure and sign. When the student arrives at the destination, the appropriate time of arrival and signature is to be recorded.

### **Restroom Pass**

No restroom passes will be allowed during the first ten minutes of each class. Students are expected to utilize the 10 minute break between classes to take care of personal issues. In the event a student has a need to be excused from class after the first ten minutes, they must have a pass signed by the current teacher and must have their pass with them when going to the restroom. Students with medical conditions must provide a doctor's excuse in order to be allowed excessive restroom passes. The doctor's note must be presented to the nurse. Affected teachers will be notified. In the case of emergencies, teacher discretion should be utilized.

## **Student Drop-off and Pick-up**

Students who do not drive or ride a bus are to be dropped off and picked up on the Fine Arts Center side of the student parking lot. The student parking lot is the only authorized area for student dropped off in the morning and pick up in the afternoon. **Students who violate this policy will be treated as in an unassigned area.**

## **Summer Reading**

Summer reading is strongly encouraged for all students! Students enrolled in any English Language Arts course, including AP language and literature courses, are given required readings and assignments for summer. Please contact the English Department Chairperson during normal school hours for further information. Let's all READ, READ, and READ!

## **Textbooks**

Mid-year Collection of Textbooks: Students who withdraw from school prior to the end of the semester or academic year should turn-in all textbooks to the Administration.

Loss of Textbooks: Students who have lost a book will not be issued another book until they pay the bookkeeper for the lost book and present a fee receipt to the assistant principal indicating they have paid for the lost book.

Damaged Textbooks: Students are responsible for damage to textbooks. The following guide will be used in determining the amount charged for damaged books:

- Broken Backs                      \$10.00
- Missing Cover                      \$10.00
- Missing Pages                      Full Price of Book
- Water Damage                      Full Price of Book
- Excessive Wear                      ¼ of Total Cost
- Non Removable Writings              \$1.00 Per Page
- Torn Pages                          \$1.00 Per Page

## **Visitors**

It is important for student safety that access to the school be monitored. All visitors must park in the parking lot in front of the school and check in through the main office to secure a visitor's badge. For safety purposes, all visitors will be required to produce a driver's license. The driver's license will be used to conduct a National Sex Offenders check. All visitor badges must be worn and properly visible at all times. Visitors must report back to the main office upon leaving to check out and return the visitor badge. Visitors are only to go to the area designated on the visitor's badge.

### **Volunteers**

Parents and guardians are encouraged to be volunteers at the school. Interested persons may call the school office to offer their services. All volunteers are subject to a SLED background check.

### **Withdrawal from School**

A student who is withdrawing from Batesburg-Leesville High School for any reason should complete the Student Transfer Slip in the Counseling Office. All fines for damaged or lost library books, district-owned mobile devices, or textbooks and/or outstanding debts must be paid.