

# WANDO HIGH SCHOOL

1000 Warrior Way  
Mt. Pleasant, South Carolina 29466  
Main 843.881.8200  
Fax 843.849.2890  
www.wandohigh.com

## Home of the WARRIORS

2009-2010

THIS STUDENT AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ GRADE \_\_\_\_\_ ADVISOR \_\_\_\_\_

My Guidance Counselor is \_\_\_\_\_

My Administrator is \_\_\_\_\_

All students are issued a student agenda. This agenda is used as a hall pass and contains an Internet/ Computer permission form and emergency information. It is also designed to assist students with time management and to enhance organizational skills. The agenda must be in the possession of the student whose name appears on this page at all times. Students may not loan their agenda books to others. Replacement cost is \$6.

Every effort is made to ensure accuracy in preparing this agenda book. However, because of our publishing deadlines, Wando High School reserves the right to modify, add, or delete rules and regulations in this book at the discretion of the school administration.

**WANDO HIGH SCHOOL  
ADMINISTRATION**

**PRINCIPAL**

**Lucy G. Beckham**

**NINTH GRADE ADMINISTRATORS**

Kim W. Wilson, Associate Principal  
Cheryl F. Swinton

**ASSISTANT PRINCIPALS (10-12)**

Sherry M. Eppelsheimer  
W. Bryan Hearn  
P. Jeremy Jourdan  
William J. Outlaw  
Sharon E. Randall  
Michael L. Ryan  
Robert R. Woody

**ATHLETIC DIRECTOR**

Bob Hayes

**GUIDANCE COUNSELORS**

Michelle Barini  
Sarah Breland  
Allison Byrd  
Sylvia Chitty, Director  
Lauren Hatley  
Rosemary Kogelschatz  
Justin McGee  
Tonya Morelli  
Sheila Sparks

**EXCEPTIONAL EDUCATION COORDINATOR**

Lou Cothran

Dear Students and Parents,

Welcome to Wando High School! You are a part of one of the best high schools in America. Our students are provided opportunities to take a wide array of courses in our state-of-the-art facility. Our faculty and staff are dedicated to meeting the needs of every child.

Wando has a rich tradition of excellence in academics, athletics, arts, and student activities. Our students and staff continue to excel by winning regional, state, national, and international awards. Our goal is to continue to raise the academic bar by offering instruction and guidance so all students can reach new levels of excellence in academics in a nurturing environment. We combine an atmosphere of high expectations for all students with the goal of helping them enjoy their high school days. We also encourage families and community partners to become involved in the culture at Wando.

This student agenda has been developed as an overview to familiarize you with school guidelines. It is not intended to be all-inclusive. Regulations and policy changes may be made during the year. If you have any questions, please contact the administrative staff.

The faculty, staff, and administration are here to help and support you. Please take advantage of all the opportunities Wando offers. Always exhibit Warrior pride in all that you do.

Sincerely,

Lucy G. Beckham  
Principal

## EMERGENCY INFORMATION

(PLEASE PRINT)

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Student Phone \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Phone \_\_\_\_\_

Father's Employer \_\_\_\_\_ Phone \_\_\_\_\_

#1 Emergency Name Other Than Parent/Guardian:

\_\_\_\_\_ Phone \_\_\_\_\_

#2 Emergency Name Other Than Parent/Guardian:

\_\_\_\_\_ Phone \_\_\_\_\_

Doctor/Hospital Choice \_\_\_\_\_

Permission To Transport Student To Doctor/Hospital: Yes No

Extra-Curricular Activities Involved In: \_\_\_\_\_

\_\_\_\_\_

Special Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

STUDENTS MUST HAVE THEIR OWN AGENDA IN THEIR POSSESSION AT ALL TIMES.

I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE RULES IN WANDO'S STUDENT HANDBOOK.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

I HAVE READ AND UNDERSTAND THE RULES IN WANDO'S STUDENT HANDBOOK. I VERIFY THAT THE EMERGENCY INFORMATION PAGE IS CORRECT.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

### **WANDO HIGH SCHOOL'S MISSION**

The mission of Wando High School, in partnership with parents and community, is to educate all students by providing a challenging program of study, to encourage lifelong academic and applied learning, and to graduate students prepared to meet the challenge of a rapidly changing and diverse global society.

School Mascot: The Warrior  
School Colors: Cardinal Red and Black  
School Newspaper: *Tribal Tribune*  
School Yearbook: *Legend*

### **ALMA MATER**

Southern sun and sky blue waters  
Smile upon you, Alma Mater.  
Here we stand, your daughters and sons  
Join together now as one.  
Knowledge, pride, and honor too,  
All these things we draw from you.  
Wando High School, stand forever  
One with us in heart and mind.

All members of the Wando High School faculty, staff, and student body are expected to adhere to the action principle described below. This action principle was printed with permission from The American Success Institute.

### **BE THE WARRIOR**

The warrior is tough in loyalty, intensity, determination, bearing, initiative, endurance, courage and strength of will. The warrior is soft in calmness, self-confidence and compassion. The warrior is frequently called upon to step forward when most gladly step back. Warriors exist on the battlefield and in daily life.

People may react to you rudely, selfishly and with malice. Be courteous anyway.

Those you help may whine and offer no thanks. Help them anyway.

Your honest words may be challenged and ridiculed. Speak anyway.

Success may involve many mistakes and disappointments. Succeed anyway.

Your donations may seem too small to matter. Give anyway.

A warrior is a master, ever prepared to improve and to be of service to others.

FitzPatrick, B. (2004). *The Action Principles: Create a Life of Purpose, Passion, Prosperity and Peace*. Natick, MA: The American Success Institute.

© The American Success Institute  
www. Success.org

## WANDO COMPUTER ACCEPTABLE USE POLICY\*

Use of Wando High School's computer network shall be in support of education and research that is consistent with the mission of the school and district. Network use is limited to those students who have a specific educational objective to research. When conducting research on the Internet or on the school's network, I understand that access to the Internet is a privilege, not a right, and I:

1. will use the Internet for legitimate instructional or educational purposes;
2. will send E-mail only at the direction of my teacher or media specialist;
3. will not register the name, home address, or telephone number of myself or anyone else in any location on the Internet;
4. will not attempt to download or save files on the computer hard drive or to a disk without teacher permission;
5. will not search for, download, or print any material that violates CCSD or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities;
6. will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e. instant messaging or messaging within or without the LAN) or chatrooms unless I have permission of the teacher or the media specialist;
7. will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses);
8. will not engage in "hacking" the system;
9. will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to CCSD/ Wando equipment without prior permission from administration;
10. will not violate copyright laws;
11. will report any security problem to the system administrator;
12. understand that any user identified as a security risk or determined to be using CCSD and/or Wando computer technology inappropriately or illegally may be denied access to Wando's computers, the CCSD computer network, and the Internet;
13. will not trespass in another's folders, work or files;
14. will not use the school's Internet accounts for financial gain;
15. will be responsible for any unauthorized costs incurred by use of the Internet;
16. will always follow the instructions of staff members;
17. will not perform any other action that may be deemed inappropriate by CCSD and Wando.

DISCLAIMER: CCSD makes no warranties of any kind, whether expressed or implied, for the service it is providing. CCSD will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. CCSD specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

\*These guidelines comply with CCSD's Technology Acceptable Use Policy.

WANDO HIGH SCHOOL AND CCSD RESERVE THE  
RIGHT TO DENY ACCESS TO ANY USER IF IT IS  
DETERMINED THAT THE USER IS ENGAGED IN  
UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS  
VIOLATING THIS CODE OF CONDUCT.

**Internet/ Computer Permission**

I have read Wando High School's Computer Acceptable Use Policy and understand that my participation in any violation of this contract will result in disciplinary action, depending upon the nature of the offense.

Student  
Signature \_\_\_\_\_ Date \_\_\_\_\_

My child has permission to conduct independent research on the Internet under the terms of the Wando Computer Acceptable Use Policy.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## GENERAL INFORMATION

### ANNOUNCEMENTS

Announcements are presented via television, intercom, and Wando website and include information related to scholarships, club meetings, athletic events and other pertinent information beneficial to students.

### ATHLETICS

Sports Schedules - Athletic event schedules are available in the Athletic Director's office or the main office.

Tickets to Athletic Events - Tickets for individual games are sold at the gate. A special athletic pass is available for purchase in the Athletic Director's office. This pass will provide admission to all regular season home athletic events.

### BELL SCHEDULES

#### Regular Bell Schedule

8:28 – 10:02	1 <sup>st</sup> Block
10:02 – 10:10	Class exchange
10:10 – 11:46	2 <sup>nd</sup> Block
11:46 – 11:52	Class exchange
11:52 – 1:57	3 <sup>rd</sup> Block
1:57 – 2:03	Class exchange
2:03 – 3:35	4 <sup>th</sup> Block

**\*\*Additional special bell schedules (i.e. advisement, early release, etc.) are available on the Wando website.**

### BUILDING HOURS

The building will be open for students from 7:20 a.m. to 4:00 p.m. Students are not permitted in the building at other times unless accompanied by a faculty member.

For safety, supervision, and security reasons, students are not to loiter about the building after their daily programs are finished. **All students not under the direct supervision of a staff member must exit the campus by 4:00 p.m. unless they have prior administrative approval.**

## CAFETERIA

Our cafeteria serves breakfast and lunch. Breakfast is available from 7:45-8:10 a.m. Students are to:

- Maintain an acceptable voice level
- Keep their places in an orderly line
- Use acceptable language at all times
- Follow proper procedures for entering/leaving the cafe
- Remove trash and trays from the tables
- Display proper table manners
- Be courteous to everyone
- Sit appropriately, not on the tabletops

## 2009-2010 WANDO HIGH SCHOOL CALENDAR

### AUGUST, 2009

Aug. 18 Tues. **First day for students**

### SEPTEMBER, 2009

Sept. 7 Mon. Labor Day/Schools & Offices Closed

Sept. 12 Sat. ACT

### OCTOBER, 2009

Oct. 10 Sat. SAT

Oct. 20 Tues. HSAP Fall Testing ELA – Day 1

Oct. 21 Wed. HSAP Fall Testing ELA – Day 2

Oct. 22 Thurs. HSAP Fall Testing Mathematics

Oct. 23 Fri. Teacher Workday/No Students

Oct. 24 Sat. ACT

### NOVEMBER, 2009

Nov. 4 Wed. Early dismissal/Parent Conferences

Nov. 7 Sat. SAT

Nov. 25 - 27 Wed-Fri. Holiday/Thanksgiving – Schools Closed

Nov. 26 - 27 Thur-Fri. Holiday/Thanksgiving – Offices Closed

### DECEMBER, 2009

Dec. 5 Sat. SAT

Dec. 12 Sat. ACT

Dec. 21 - Jan. 1 Winter Break – No School for Students

Dec. 24-28 Thurs. – Mon. Holiday/Offices Closed

### JANUARY, 2010

Jan. 1 Fri. Holiday/Offices Closed

Jan. 4 Mon. Students Return

Jan. 12 Tues. End of 1<sup>st</sup> Semester (90<sup>th</sup> day)

Jan. 14 Thurs. Teacher Workday/No Students

Jan. 15 Fri. CCSD PD/No Students

Jan. 18 Mon. Holiday/Martin Luther King, Jr. Day-Schools & Offices Closed

Jan. 23 Sat. SAT

**FEBRUARY, 2010**

Feb.	6	Sat.	ACT
Feb.	15	Mon.	Holiday/Presidents' Day – No school for students
Feb.	24	Wed.	Early Dismissal

**MARCH, 2010**

Mar.	13	Sat.	SAT
Mar.	22	Mon.	End of 3 <sup>rd</sup> grading period (135 <sup>th</sup> day)
Mar.	26	Fri.	Teacher Workday/No Students

**APRIL, 2010**

Apr.	2-9	Fri. – Fri.	Spring Break – Schools Closed
Apr.	2 & 5	Fri. & Mon.	Holiday – Spring Break – Offices Closed
Apr.	10	Sat.	ACT
<b>Apr.</b>	<b>12</b>		<b>Mon. School Resumes for Students</b>
Apr.	20	Tues.	HSAP Spring Testing ELA – Day 1
Apr.	21	Wed.	HSAP Spring Testing ELA – Day 2
Apr.	22	Thurs.	HSAP Spring Testing Mathematics
Apr.	23	Fri.	HSAP Spring Make Up Testing

**MAY, 2010**

May	1	Sat.	SAT
May	31	Mon.	Holiday/Memorial Day- Schools and Offices Closed

**JUNE, 2010**

June	2	Wed.	Half day for students
<b>June</b>	<b>3</b>		<b>Thurs. Last Student Day – (180<sup>th</sup> day) — Half day for students</b>
June	4	Fri.	Teacher Workday/No Students
June	5	Sat.	SAT
June	12	Sat.	ACT

Note: End of Course exams are TBA after week(s) of finals are determined.

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 Note: Inclement Weather Make-up Days for Students to be decided by CCSD. Inclement Weather Make-up Days for Teachers to be decided by CCSD.

### **CHANGE OF ADDRESS**

Please notify the Guidance Office, Room F117, of any change of address or telephone number.

### **DRESS CODE**

This general policy acknowledges that appropriate, decent and non-distracting attire must be worn in an educational setting. Students are expected to show pride in themselves and their school by having their dress and appearance reflect the high expectations of Wando High School. Parents are encouraged to monitor their student's dress to ensure compliance.

Students will be required to wear school-owned T-shirts to correct dress code violations in lieu of being suspended and sent home for the balance of the day.

1. Tops must be long enough that they can be tucked into pants or shorts and shall cover the beltline when the arms are raised above the head. Shoulder straps should be at least 2 inches wide.
2. You must wear clothes that cover all undergarments. You may not wear clothes that have been cut open, ripped or slit. Pajamas are not appropriate. Clothing shall be loose-fitting and should not expose the midriff, cleavage, bare shoulders, back, or underarm area. No tank tops, halter tops, crop tops, strapless tops, see-through garments, etc. shall be worn.
3. No clothing, jewelry, or accessory will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
4. You may not wear jewelry such as spiked bracelets, chains or chokers of a size or design that may be considered or used as a weapon, as determined by the school administration.
5. The minimum length of skirts, shorts, etc. must reach the end of the longest finger while the student's hands are at his/her sides.
6. Undergarments/lack of undergarments must never be visible!
7. You may not wear hats, sweat bands, goggles, bandanas, hair picks, combs, or any headgear on campus. Sunglasses are not to be worn inside the building. The hoods on hooded sweatshirts may not be worn.
8. While on the Wando campus, you may not wear towels, blankets or bandanas as accessories on your clothing, around your body or on your book bag.
9. Health laws require students to wear shoes at all times. To prevent accidents on the stairs, students should avoid wearing shoes that slide off easily. Bedroom footwear is not permitted.
10. Students may wear special dress or costumes for special occasions when approved by the principal.

11. Any other dress or jewelry deemed inappropriate by school administration will result in disciplinary consequences.

#### **ELEVATOR USE**

Elevators are not for student use unless the student has written administrative approval. If a student has a documented medical need to utilize the elevator, he or she should see an administrator to obtain an elevator pass.

#### **EMERGENCY CARDS**

A parent should fill out the student's emergency card completely as well as the emergency page in the Student Agenda. It is crucial that your emergency contacts are people who are usually available to pick up your child. Any significant health problems should be noted on the emergency card and in the Student Agenda. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation.

#### **FIRE DRILLS AND OTHER EVACUATION PLANS**

Each teacher will review fire drills and other evacuation plans with his/her classes. Students must be quiet during emergency situations or drills. Students and teachers should stay with assigned groups.

#### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have a signed Agenda pass. Students are responsible for obtaining the signed Agenda pass. Verbal permission is not acceptable.

#### **HALLWAY AND STAIRWAY BEHAVIOR**

Class traffic in the hallways, corridors, and stairways may be congested. All students should maintain continual movement as they proceed to class. Students should always walk on the right side of the hall. "Hanging" on the hallway walls or stopping to socialize before school or during a class change in the hallway or stairwell will be considered loitering in an unauthorized area. Students must follow traffic patterns in hallways and stairwells as directed. Students should refrain from standing in the middle of the hall or at intersections of halls. Running or talking loudly in the halls or stairwells is not appropriate.

#### **IDENTIFICATION CARDS**

The ID card must be worn at all times around your neck while on campus. Any variance from this must have administrative approval. This card is nontransferable, is the property of Wando High, and must be surrendered at the request of a staff member. A

replacement charge of \$5 is assessed for lost, defaced, and/or damaged cards.

Failure to display the ID card properly, purposely damaging the ID card, wearing of another student's ID card, or failure to pay ID obligations, etc. will result in disciplinary action. It is the responsibility of the student to purchase a temporary ID from the ID office upon entering the campus if he/she forgets the ID card. Each temporary ID is valid for one school day. Students who abuse the use of temporary IDs as determined by administrators will face disciplinary action. Refusal to wear the ID card will result in immediate suspension and referral to the school board.

### **IMMUNIZATIONS**

**All students are required to have met all state and local immunization requirements in order to attend Wando High School.** Any questions regarding immunization should be directed to the school nurse.

### **ILLNESS AT SCHOOL**

Students who become ill may report to the clinic, Room C102, for evaluation. Students should always obtain a pass to go to the clinic. Students who fail to report to class or to the office because of illness are subject to disciplinary action. If the student's condition warrants leaving school, the nurse will try to contact a parent or designated person on the emergency card. If a student leaves school through the nurse's office, he/she will be permitted to return to school that day only with prior administrative approval.

### **LIBRARY MEDIA CENTER**

The Library Media Center offers to all students a rich collection of information that can be located easily through use of a computerized card catalog system. The Library Media Center is open from 7:30 a.m. until 5:00 p.m. Monday through Thursday, and 7:30 a.m. until 4:00 p.m. on Friday.

### **LOCKERS**

Use of lockers is a privilege. Students will be held responsible for all contents of their assigned locker. Students may not share lockers. Students may not use personal locks on lockers. Students may not decorate lockers using any adhesive material or labeling devices. Any damage to lockers will be considered vandalism and will be subject to severe disciplinary action. Writing on the lockers, scratching or denting lockers, etc. is considered vandalism. Lockers are subject to search at any time. Any items left in lockers after the locker use deadline will be donated to a charitable organization.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the Attendance Office, Room F120, where the owners can claim them.

### **MAKEUP WORK**

If a student misses a class, it is the sole responsibility of the student to consult with the teacher on the first day back concerning make-up work or missed assignments. If a student misses an assigned test, it is his or her responsibility to arrange to make-up the test with the time limit determined by the teacher. Work assigned on the missed day(s) should be made up within 5 school days after returning from an absence. Work should be made up at times convenient to your teacher.

In case of extended absences, the teacher may extend the makeup time. Failure to meet a reasonable teacher-imposed deadline for extended makeup is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for make-up will result in loss of make-up privileges unless the teacher agrees to change the appointment before the fact or unless a bona fide emergency exists as determined by the administration.

In the event of a dispute over makeup rights, the principal will be the final authority.

If a student is absent for several days, the parent may call the attendance office to request assignments. It will be necessary to have 24-hour notice before assignments can be picked up in order to give the teachers time to collect necessary materials and deliver them to the attendance office.

### **MEDICATION**

**Long term (over two weeks)** prescription and non-prescription medications require a CCSD Medication Permission Request Form (or written orders from doctor or other legal prescriber) properly completed and signed by the parent/legal guardian and the physician or other legal prescriber. These forms are available from the school nurse, the physician, or on the CCSD website, [www.ccsdschools.com](http://www.ccsdschools.com).

Medications prescribed for a **short term (two weeks or less)** may be administered to those who present the medication in a pharmacy labeled container with required information including a current date, plus written permission from the parent or legal guardian (i.e. antibiotics, pain relievers for braces, injuries, etc.). All medications must be given to the school nurse in the original prescription containers with labels and instructions. Students who must carry medicine due to life threatening conditions as verified in writing by a physician must have the prior written permission of the school nurse and principal with them at all times.

### **PARENT CONFERENCES**

Those parents with concerns that require the input and advisement of faculty and staff are invited to contact the Guidance Office (881-8275) to schedule conferences. If the issue involves an academic problem or a class, the conference should be scheduled through the Guidance Office. If at all possible, we recommend a phone conference; however, when several teachers must be involved, these conferences will be set up on Tuesday mornings and Thursday mornings.

### **PERSONAL PROPERTY**

Wando High School is not responsible for books, personal belongings or property that are misplaced or stolen from any location on campus. This includes but is not limited to items left in classrooms, lockers and vehicles.

### **POSTING OR DISTRIBUTION OF MATERIAL**

All public announcements, such as signs, brochures, etc. must be approved by an administrator or designee before being displayed or distributed on the school campus. No adhesive material may be used on interior or exterior walls or furnishings to post materials. Any infraction will result in administrative action.

### **RELEASE OF STUDENT INFORMATION**

The administration of the Charleston County School District and Wando High School take the privacy of student records very seriously. Wando High School occasionally receives requests for information about its students. Additionally, the school might wish to use a student's name in a news release or for some other purpose. A student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student are designated as "directory information."

Unless the parent of a student notifies Wando in writing that such information may not be released, "directory information" will be released without further notice. **Requests not to release such information must be delivered in writing annually to the Main Office of Wando High School.**

Under certain situations, student information may be released without parental consent. At the official request of law enforcement officers, a student's address, telephone number and date of birth may be released. A special resolution adopted by the U.S. Congress provides that schools will make available students' names and addresses to authorized representatives of the U.S. Armed Forces.

Also, release of information to emergency workers is permitted if necessary to protect the health or safety of the student or other persons.

#### **RESTRICTED AREAS OF THE CAMPUS**

1. Upon arrival at school, students are to remain on campus until officially dismissed.
2. Prior to 7:20 a.m., students may only enter the second floor with a verifiable pass from a teacher.
3. Students are not allowed in parking lots or surrounding areas before school or during school hours. Students who need to go to the parking lot during school hours must receive written permission from an administrator. When a student arrives early, he/she should lock his/her vehicle and leave the parking lot immediately. Students who arrive early should go to the cafeteria, cafeteria courtyard, or Media Center to wait for school to begin.
4. Students are allowed in the cafeteria and cafeteria courtyard during lunch. Students may not loiter in the hallways or rotunda area during lunch.
5. Students are not allowed in classroom areas or gym areas during lunch. In addition, students are not allowed in the restrooms in these areas or the hallways/walkways near these areas during lunch. Students should utilize restrooms adjacent to the cafeteria during their lunch period.
6. Students should not loiter on campus during the school day.
7. Students are not allowed in the faculty restrooms/ work rooms.
8. School policy restricts loitering in or near restrooms, hallways, the school store, areas near the rotunda, or stairwells at any time. Students are prohibited from entering the roof or stairway storage areas at any time.
9. Wooded areas, ponds, wetlands, and open fields on campus are strictly off limits to students unless they are accompanied by a staff member.
10. Athletic and practice fields, tennis courts, and the areas between the school building and athletic and practice fields are off limits to students during the school day unless they are accompanied by a staff member.
11. Sound, lighting, and back stage areas of the Performing Arts Center are off limits to students unless they are accompanied by a staff member.

### **STUDENT CLUBS, ORGANIZATIONS, AND SPORTS**

Wando High School recognizes the benefits of student involvement in extracurricular activities. Wando offers a wide range of student clubs, organizations, and sports. A comprehensive list of opportunities is available on Wando's website, [www.wandohigh.com](http://www.wandohigh.com).

### **STUDENT MESSAGES, GIFTS, & FOOD DELIVERIES**

Students will not be permitted to carry balloons, gifts, flowers, stuffed animals, birthday cakes, etc. throughout the building. We will not deliver gifts, flowers, food, etc. to students. In addition, we will be unable to deliver messages to students, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, job times, meeting places, etc. should be made before students arrive at school.

### **USE OF SCHOOL PHONES**

Office and classroom telephones are for business use only. Students will not be dismissed from class or study hall to use the phone. Students should not use the phones to arrange early dismissal. Early dismissals are handled through verifiable notes from parents. These notes should be delivered to the Attendance Office, Room F120, upon arrival at school. Any student who calls 911 for non-emergencies shall be suspended, recommended for expulsion, and reported to the appropriate law enforcement agency.

### **TEXTBOOKS**

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him. Students should check the textbooks carefully when issued and be sure the teacher is aware of any previous damage or abuse to the textbooks. Textbooks are loaned to the students. The student is responsible for keeping the textbook clean and handling it carefully.

Student's name, grade, and teacher are written on the book label in case the book is misplaced. Students will be required to pay for lost, stolen, or damaged books. If a textbook is lost, students should check immediately with the subject teacher. Students should also check in the lost and found bin in the attendance office (Room F-

120 or B-208). It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks that were issued to him/her. All textbooks turned in to the office will be returned to the subject teacher or administrator in charge. The State Department of Education has implemented a new Textbook Inventory System for the 2008-2009 school year. The system requires every state-owned textbook to be bar-coded. Students found tampering with, destroying, or removing textbook bar codes will be subject to disciplinary action and/or charged the replacement price of the subject textbook.

Lost textbooks are to be paid for in the main office. Ask your teacher for the price of the book. Students should keep their payment receipt for the replacement book. A refund will be issued with this receipt if the original book is found in usable condition.

#### **VIDEO SURVEILLANCE**

As part of Wando High School's safety and supervision plan, our school and campus are monitored by video surveillance equipment. Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest.

#### **VISITORS**

**Visitors must go directly to the Main Office to state their business and present a picture ID to obtain a visitor's badge. Visitors who do not report to the Main Office are subject to arrest.** Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior administrative approval.

## **GUIDANCE SERVICES AND ACADEMIC POLICIES**

The Guidance Department's goal is to serve the students by providing educational, career, social and personal counseling. This department also advises students and/or parents regarding academic and attendance problems. Guidance offices are located on the main hall, Room F117, and have their own entrance and waiting room. This is a complete facility with a College and Career Center, an extensive collection of occupational information, college catalogs, and reference materials to assist students in their college and career planning. The Guidance Dept. may be visited during school, before or after school, and during lunch. Office hours are 7:30 to 4:00 daily. All students coming to Guidance during class periods should have passes from teachers.

## **AVAILABILITY OF CLASSES**

Decisions on whether courses can be offered are dependent on student enrollment and teacher staffing. Wando High School reserves the right to cancel or eliminate courses for any given school year. If the administration decides to cancel a course due to low student enrollment or lack of teachers, the student's alternate choice will be used. If no classes are open, students will be assigned to study hall.

## **COLLEGE CREDITS WHILE IN HIGH SCHOOL**

Students may obtain college credits through the following:

**Advanced Placement** courses are offered for academically gifted students who are ready to engage in work beyond the high school level. The advanced curriculum of these courses requires mastery of higher level thinking skills. Students enrolling in AP classes must meet the prerequisites as defined for each course and must participate in the AP examination administered in May. Although individual college requirements vary, most colleges award credit to students who earn at least a rating of "3" on these examinations.

**Technical Advanced Placement** courses are offered through an articulation agreement with Trident Tech. By making at least an 85 average in designated high school occupational courses, students can receive credit at Trident Tech toward a 2-year degree.

**Dual Credit** courses are college courses taken at Trident Tech or other accredited colleges that can also count for high school credit. A 3-semester hour college course shall transfer as 1 Carnegie unit at the high school. Students must meet admission requirements, have prior permission from the principal to enroll for dual credit and pay all college fees. Forms for permission to enroll in college courses for dual credit are available in the Guidance Office. Some dual credit courses are available on Wando's campus including English 101, English 102, and Teacher Cadet.

### **COURSE LOAD**

All students enrolled as regular students in grades 9-12 at Wando High School must be enrolled in a minimum number of courses or unit equivalents as follows:

Grades 9 - 10	8 units
Grade 11	6 units
Grade 12	5 units

### **ELIGIBILITY**

#### **Eligibility for Activities**

The South Carolina High School League has implemented academic standards for any student who wishes to participate in interscholastic activities and competition. You must earn passing grades to qualify to play sports, participate in band, and participate in other competitive activities between high schools.

#### **Eligibility for Interscholastic Athletic Activities**

To participate in interscholastic athletic activities, students in grades 9 - 12 must achieve an overall passing average in addition to the following:

1. To be eligible in the first semester a student must pass a minimum of 5 Carnegie units applicable toward a high school diploma during the previous year. At least 2 units must have been passed during the second semester or summer school.
2. To be eligible during the second semester the student must meet one of the following conditions:
  - a. If the student met first semester eligibility requirements then he or she must pass the equivalent of four 1/2 units during the first semester.
  - b. If the student did not meet first semester eligibility requirements then he or she must pass the equivalent of five 1/2 units during first semester.

For more details, see your coach, sponsor, or guidance counselor.

### **EXIT EXAM**

The Education Accountability Act of 1998 requires that the South Carolina Department of Education develop or adopt and administer standards-based assessments. This includes an exit examination that is to be first administered in the second year of high school. Students must pass this exit examination in order to receive a South Carolina High School Diploma.

The South Carolina High School Assessment Program (HSAP) will be administered to all qualified students and is a graduation requirement.

The HSAP is being implemented in two subject areas: Mathematics and English Language Arts (ELA). Students who do not pass either portion of the exam will be enrolled in a remedial program at the school and retake the section or sections of the exit exam that they failed. Students exiting the 12<sup>th</sup> grade without having passed the exit examination may be awarded an appropriate state certificate instead of a high school diploma.

#### **EXAM EXEMPTIONS**

Students who have an average of 93 or higher, and have no unlawful absences, are eligible to exempt exams. **This policy does not apply to courses where a South Carolina End of Course Examination is required.**

#### **CERTIFICATES**

*South Carolina Certificate of Attendance* - This certificate is awarded to students who have completed the required units for the state high school diploma but have failed any part of the S. C. Exit Examination.

*CCSD Certificate of Achievement* - This certificate is awarded to exceptional education students whose disabling conditions may limit achievement in one or more academic disciplines but who complete an Individual Education Plan.

*CCSD Employment Diploma For Students With Disabilities* – The CCSD Employment Diploma for students with disabilities is a locally sanctioned exit option. The program features a functional curriculum, required community and work experience components, and a cumulative portfolio. The instructional strands are designed to include competencies that are essential for students to master in order to prepare for transition to independent living and employment. Students pursuing the CCSD Employment Diploma for students with disabilities must earn 24 Employment Diploma credits and complete an approved employment portfolio.

#### **GRADUATION REQUIREMENTS**

A candidate for graduation must have completed the State diploma requirements. A Charleston County School District Certificate of Achievement will be issued only to certain special education students. The S.C. Certificate of Attendance will be awarded to students who have completed required units for graduation but have failed any part of the Exit Exam.

Failure to complete the requirements will disallow participation in commencement exercises. The school is not responsible for announcements, caps and gowns or other graduation supplies for those students who do not complete requirements.

### GRADUATION EXERCISES

Seniors who participate in graduation exercises at the end of the academic school year must meet the following requirements:

1. Successfully complete all state requirements for a diploma.
2. Complete senior sign-out sheet to verify eligibility to graduate.
3. Complete senior survey in Guidance for final college transcripts and scholarships.
4. Clear any fines/fees due.
5. Must attend the entire graduation rehearsal to participate in the graduation ceremony.
6. Pay graduation fees.

### SOUTH CAROLINA HIGH SCHOOL DIPLOMA REQUIREMENTS

Subjects	Diploma Requirements	
	College Prep	Tech Prep
English/ Language Arts	4 units	4 units
Mathematics	4 units	4 units
Science	3 units	3 units
U.S. History/Constitution	1 unit	1 unit
Economics	.5 unit	.5 unit
U. S. Government	.5 unit	.5 unit
Other Social Studies	1 unit	1 unit
PE or JROTC	1 unit	1 unit
Computer Science (including Keyboard)	1 unit	1 unit
Career & Technology	0 units	1 unit
Foreign Language	1 unit	0 units
<b>CORE UNITS</b>	<b>17units</b>	<b>17 units</b>
Electives-Lang.Arts, Math, Science, S.S., Visual & Performing Arts, Band, Foreign Language, Career & Technology, P.E., etc. to include health education.	7 units	7 units
Total Units Exit Exam & Computer Proficiency	24 units pass exit exam demonstrate proficiency in computer literacy	

### CREDITS AND PROMOTION

To earn a high school credit, a student must pass the class academically and meet the state requirements regarding class attendance. Students are promoted from grade to grade based on meeting minimum requirements for credits earned each year. **GRADE LEVEL PROMOTIONS OCCUR ONLY AT THE END OF THE SCHOOL YEAR.**

<b>Promotion to Grade 9</b>	<b>0 units</b> Must pass 8th grade
<b>Promotion to Grade 10</b>	<b>6 units</b> Must include English 1 and 1 unit of math
<b>Promotion to Grade 11</b>	<b>12 units</b> Must include English 1, 2, 2 units of math, and 1 unit of science
<b>Promotion to Grade 12</b>	<b>18 units</b> Must include English 1, 2, 3, 3 units of math, and 2 units of science. Have all courses needed to graduate by the end of the school year.

### GRADING POLICY

All grades will be interpreted for all purposes using the South Carolina Uniform Grading Scale. Numerical grades will appear on the report card.

<b>Letter Grade</b>	<b>S.C. Uniform Grading Scale</b>
A	93 - 100
B	85 - 92
C	77 - 84
D	70 - 76
F	69 or below
WF	61
FA	61

A student enrolled in more than the minimum number of courses may withdraw if circumstances warrant, provided the course is an elective. Courses will not be added to the student's schedule to replace a dropped course. Students will be assigned a study hall. If a student withdraws from a course with a **passing grade** after the 10<sup>th</sup> day of a 180-day course, the 5<sup>th</sup> day of a 90-day course, or the 3<sup>rd</sup> day of a 45-day course, a grade of 61 will be posted and included in the student's grade point ratio (GPR). The grade penalty for late withdrawal does not apply in cases in which the school administration cancels a course or initiates other schedule changes. In any case, administrative approval is necessary prior to withdrawal from a course.

If a student retakes a course in which a D or F has been earned within the same academic year or no later than the next academic year, all grades for the course will be included in the student's GPR with one exception: students may retake a middle school Carnegie unit only in the 9<sup>th</sup> grade and, no matter what grade was earned in middle school, only the grade earned in the 9<sup>th</sup> grade will appear on the transcript whether it is higher or lower.

#### **SCHEDULE CHANGES**

Students are urged to consider their course selections carefully during registration. Teacher assignments, course offerings, and class sizes are determined from registration information. **Choice of teachers cannot be honored. Schedules cannot be changed to accommodate jobs after school. DROPPING A CLASS MAY ADVERSELY AFFECT A STUDENT'S ELIGIBILITY FOR ATHLETICS AND OTHER INTERSCHOLASTIC COMPETITION.** After the end of the spring term, students **may not** request changes for the following school year except for the following reasons:

1. When credit is needed for graduation.
2. When credit has been earned in summer school.
3. When a student has not passed the prerequisite for the course.
4. When a student has previously failed with a teacher.
5. When the school administration recommends the change.

#### **EARLY COMPLETION**

The purpose of the 4x4 schedule is to provide students more opportunities to take a broader array of courses as well as to have room to "specialize" in a career interest area. Course requirements are outlined for each grade level. Early completion is highly discouraged.

However, students with extenuating circumstances may petition their assigned administrator in writing to complete their studies at Wando at the end of the first term. Exams will not be given early to accommodate early completers. The assigned administrator will review requests on an individual basis and make a decision. Students who are granted early completion status are not eligible to participate in any extra-curricular activities and must formally withdraw from Wando at the end of the first term. The only exceptions to this are attendance at the Junior-Senior prom, the Senior Picnic, participation in mandatory graduation practice, and participation in the graduation ceremony. Graduation exercises will only be held at the end of the school year. Students are encouraged to take advantage of dual credit and other courses that will better prepare them for further studies and careers.

#### **LATE ARRIVAL/EARLY DISMISSAL SCHEDULE REQUESTS**

The first priority given in course scheduling is to make certain that all students receive the strongest academic preparation possible. **Freshmen and sophomores are not eligible for late arrival/early dismissal.** Late arrival or early dismissal will be considered only after all other courses are scheduled.

1. Juniors must be enrolled in at least 6 courses.
2. Seniors must be enrolled in at least 5 credits for the school year with at least 2 credits in one term and 3 credits in the other.

#### **LATE ARRIVAL/EARLY DISMISSAL PROCEDURES**

Students who have late-in privileges must arrive no more than 10 minutes prior to their first class unless they have administrative approval. Students should report to the cafeteria and sit in the back near the courtyard to wait for the bells to ring to change classes. **Students who are scheduled for an early-out are required to exit the campus within 10 minutes after dismissal of their last class unless they have administrative approval to remain.** Students who fail to exit the campus in the allotted time will be assigned to study hall.

Students with late-in and/or early-out privileges must adjust to special bell schedules, homeroom bell schedules, etc. and should listen for announcements of special schedules. Failure to be in class or homeroom on time, failure to adjust to special schedules or loitering on campus will result in the loss of late-in and/or early-out privileges and disciplinary action.

**Note:** All students, regardless of late-ins or early-outs, are required to attend Advisement. Failure to attend Advisement will result in disciplinary actions, including loss of driving or other privileges.

### **STUDENT RECORDS**

Wando High School uses computers for grade reporting and issuing report cards at the end of each 9-week period. Students will receive progress reports at the midpoint of each grading period. Numeric grades are recorded on report cards and permanent records.

### **TESTING**

Testing is a necessary part of effective teaching and counseling. Interest, achievement and aptitude testing will be done as prescribed by Charleston County School District. All students are encouraged to visit the Guidance Office to talk to their counselor, research colleges, explore careers, or to obtain general information.

### **TRANSCRIPTS**

All official transcripts are requested through the Registrar, Room F117, and sent directly to colleges, employers, and schools. The first official transcript and the final transcript will be sent at no cost to the student. Each additional official transcript will cost \$2.00 per copy. Each unofficial transcript will cost \$1.00 per copy.

No final transcript or records will be sent for any student who owes fees, has not turned in textbooks, or has not returned other Wando property.

### **WITHDRAWAL FROM SCHOOL**

The parent/guardian of a student must come to the Guidance Office to sign a Withdrawal Form as soon as he/she is aware that his/her child must withdraw from Wando High School. On the day prior to the day of withdrawal, the student should go to the Guidance Office where the counselor will issue a Withdrawal Form. Counselors will initial the Withdrawal Form and collect books. At the end of the school day, the Withdrawal Form must be taken to the Attendance Office after all appropriate personnel have initialed it. The attendance clerk will then sign it, and a copy will be given to the student.

Any student who leaves school without formally withdrawing will have his record charged with the price of all his textbooks, any library books and any other fees owed. The school will not issue a copy of the student's transcript or re-enroll the student until all textbooks are returned and all fees are cleared with the school. Requests for records from other schools or employers will not be honored until all fees are cleared.

**SPECIAL SERVICES**  
**REHABILITATION ACT OF 1973 (SECTION 504)**

Section 504 is an act that prohibits discrimination against persons with a handicap in any program receiving federal financial assistance.

This act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activities (major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

In order to fulfill its obligation under section 504, CCSO recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under section 504, to afford access to appropriate educational services. Parents of students who may be eligible for accommodations under section 504 may assist in this process by contacting their child's guidance counselor. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

**EEO/TITLE IX/SECTION 504 STATEMENT**

It is the policy of the Charleston County School District not to discriminate on the basis of race as required by Title VI of the Civil Rights Act of 1964, on the basis of sex as required by Title IX of the 1972 Education Amendments, or on the basis of handicap as required by Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act, PL 10-476; and other Civil Rights Laws.

**EXCEPTIONAL EDUCATION SERVICES**

Students who qualify for exceptional education services must have an Individual Education Plan (IEP). The following three programs exist for students who qualify:

**Self-Contained Placement** - This transitional program is designed to assist students in reaching their academic and vocational potential. Training in employability and life skills is stressed. These students are eligible for a Charleston County Certificate of Achievement or a CCSO Employment Diploma.

**Resource Placement** - This program is designed to assist students

academically through IEP goals and objectives. These students will be able to use resource credits as electives in a Tech Prep, College Prep, or other specially designed program.

**Inclusion Placement** – This program is designed to assist students academically through IEP goals and objectives using a co-teaching model. These students earn a core academic credit based on the class in which they are enrolled.

## **ATTENDANCE POLICIES**

### **STUDENT ATTENDANCE**

As a result of the Education Improvement Act of 1984, guidelines have been established for student attendance and absences. Attendance is a requirement for promotion and/ or credit. **Students must attend 85 days of each 90-day term course to receive 1 unit of credit.** No student who misses all or any portion of a school day, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event.

Failure to attend class constitutes an absence. Students previously enrolled in the district and those residing in the state that are entering for the first time shall be counted absent without excuse (for promotion/ credit consideration) for each day missed due to late enrollment.

All absences are defined as lawful or unlawful. Students are not permitted to make up work for unlawful absences.

### **LAWFUL ABSENCES**

Per state law, lawful absences have been defined as follows:

1. Students who are ill and whose attendance in school would endanger their health or the health of others may be temporarily excused from attendance.
2. Emergency medical or dental appointments that **cannot be scheduled outside of school hours.** Beginning and ending times must be recorded on the appointment slip by the doctor's office and only the appointment time and minimum travel time will be excused.
3. Students in whose immediate family there is serious illness or death.
4. Students may be excused from attendance in school for recognized religious holidays of their faith.
5. Students may be excused from attendance in school if they are required to be present in a court of law. Judge or attorney verification is required in writing.
6. Students who are absent due to suspensions.
7. Students who have prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.
8. Students may be excused from attendance in class(es) for

participation in activities representing the school if they have a passing average in each class they will miss and have not been excessively absent. All student absences for such school activities must have prior approval of the principal. Approved activities include state and national competitions and ceremonies honoring outstanding students.

Note: Approved field trips, students late due to bus problems, and students assigned to in-school suspension programs are not considered absent.

### **UNLAWFUL ABSENCES**

Per state law, unlawful/unverified absences have been defined as follows:

1. Students absent from school without the prior knowledge of the parent.
2. Students absent from school without acceptable cause with parental knowledge. For example, a family vacation is an unlawful/unverified absence.
3. Students suspended from the school bus and not reporting to school.
4. Parental notes for student illnesses in excess of 10 days which cannot be substantiated by medical statements.
5. Students absent from class as a result of extracurricular activities not approved by school administration.
6. Routine appointments for medical, dental, or counseling services once a student has exceeded 5 absences per term course.

### **STUDENT ABSENCES**

All excuses for absences must be documented in writing in the Attendance Office. It is the responsibility of the student to bring in a note or fax from a parent or physician confirming the reason for the absence. All business with the Attendance Office must be conducted outside of class hours. Taking class time to submit an excuse or obtain an ID card does not exempt a student from the attendance policy.

### **NOTES FOR STUDENT ABSENCES**

All absences will be listed as unverified or unlawful until the student petitions the Attendance Office to change the status of the absence with a written request from a parent or guardian including a verifiable excuse.

**If a student is absent for any reason and wishes the day(s) to count as an excused absence, he must turn in his excuse no later than three (3) days after the absence to the Attendance Office (Room F-120) or the absence will remain as recorded, unverified/unlawful. Students with any unverified absences**

**cannot exempt exams.** When an excuse requires additional documentation, the three day limitation will be extended to five days. Excuses for absences received after the designated deadlines may not be accepted.

**Excuses are valid only for the date(s) of absence and must contain all of the information specified: date, name of student as it appears on the permanent record, reason for absence, date(s) of absence, grade level, legal signature of parent or guardian and a daytime contact phone number.**

Excuses must be presented in the Attendance Office before first period to receive verification of the excuse permitting the classroom teacher(s) to provide makeup work and/or tests. These notes are crucial in determining whether credit can be awarded. Physicians' notes and excuses for legal appointments and death in the family are important factors in determining if credit can be awarded.

### **CHRONIC ILLNESS**

Parents of a student with a chronic illness (one which reoccurs and may cause the student to miss excessive days) must contact the school as early as possible in the school year so that a chronic illness form can be secured and filled out by the medical doctor. School officials may contact the doctor concerning the illness. Chronic illness written verification by a doctor must be renewed each school year. Verification will go into effect on the date the doctor verifies the condition. Even when the school has verification of a chronic illness, absences must be excused by the standard procedure. The parent must send a note to the Attendance Office specifying whether the absence is directly related to the chronic illness condition.

### **CREDIT DENIAL**

Credit for any course may be denied if a student does not meet attendance requirements.

**Credit will be denied regardless of whether absences are lawful: excused (exc), unexcused (unx) or unlawful: unverified (unv), cut (cut) or truant (tru).**

Exceptions for Denial of Credit are limited to:

- a. Court intervention with appropriate documentation
- b. Serious illness (chronic or long term) or a disabling injury with medical documentation
- c. Death in the immediate family with appropriate documentation
- d. Other extraordinary hardships with appropriate documentation

### **CLASS MAKEUP TIME**

Class makeup days for absences will be scheduled each semester. Students may check in the Attendance Office for the Class Makeup

schedule. Each of these days will allow a student to make up time for missed class periods and avoid the risk of being denied credit due to excessive absences. The student must be engaged in class work the entire makeup period. The student is responsible for obtaining appropriate class work from his/her teacher. Any student may be dismissed for not following the directions of the proctor. Any student who is dismissed will not receive credit for the makeup.

The student must make an appointment for the make-up session through the Attendance Office (Room F-120). No student will be admitted to the makeup session without an appointment and their Wando ID. A student will not be allowed to “bank” days.

### **COLLEGE VISITS**

Wando seniors and juniors are permitted two college visit days with official documentation. Official college visit forms are available in the Guidance Office or from the college. These forms should be completed, stamped and signed by college officials. Catalogs, brochures, and parent notes are not sufficient to document an official college visit.

### **EARLY DISMISSAL**

Students are expected to attend all classes each day of the school year except for medical and family emergencies. The parental request for a student’s early dismissal is **not** an excuse for an absence. The student should bring the appropriate excuse back upon his/her return to school. **Example: A doctor’s appointment followed by a doctor’s excuse or a court appearance followed by a court note.** In cases where a student must leave school before the end of the school day, please adhere to the following procedures:

1. A student should present a note written by a parent/guardian for early dismissal to the Attendance Office **before** first period. Notes presented after first period may not be honored.
2. Each note should include the student’s full name, signature of parent/guardian, reason for dismissal, and a phone number where the parent/guardian can be reached for verification of the early dismissal.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the Attendance Office before leaving school grounds. Students who do not drive to school must have a parent sign in at the front office and report to the attendance office to sign out their student. If a student returns the same day from an early dismissal, he/she must sign back in to school through the Attendance Office immediately upon returning to campus.

**Please note---Once a student arrives on campus he is present**

**for the day and shall not leave unless properly dismissed.**

The student will be given a pass to leave class at the appropriate time to report to the Attendance Office to meet his parent. Only students with verifiable medical or judicial appointments will be excused on pep rally days.

**REMEMBER:**

- 1. STUDENTS MAY NOT LEAVE CAMPUS WITHOUT SECURING PERMISSION AND SIGNING OUT THROUGH THE ATTENDANCE OFFICE OR CLINIC. FAILURE TO FOLLOW SIGN OUT PROCEDURES WILL RESULT IN DISCIPLINARY ACTION.**
- 2. SIGNING OUT DOES NOT ACCOUNT FOR THE ABSENCE. YOU MUST BRING AN APPROPRIATE NOTE UPON RETURNING TO SCHOOL.**
- 3. CLASSES WILL NOT BE INTERRUPTED TO CALL A STUDENT FOR EARLY DISMISSAL UNLESS THE SITUATION IS AN EMERGENCY.**

Note: No student who misses all or any portion of a school day, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event.

**HOMEBOUND INSTRUCTION**

South Carolina, through the Charleston County School District, provides a minimum of one hour of homebound instruction for each day on homebound status for students who cannot attend classes due to illness, injuries, or pregnancy. Any deviation from this policy or change in student schedule will be determined during the initial homebound placement.

The instruction application may be obtained from the Attendance Office. It must be signed by a medical doctor only and returned to school immediately. Applications signed by a psychologist or midwife will not be approved. Homebound instruction is not retroactive. When the student receives instruction, he/she is counted as present in school and, hopefully, will not be behind in his/her studies when able to return to school. Homebound instruction does not guarantee that the students will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to CCSD attendance policies or homebound services may be terminated. Questions regarding homebound should be referred to the administrator in charge.

## PARKING RULES AUTOMOBILE REGULATIONS

Driving personal vehicles to Wando High School is a privilege, not a right. No parking permit will be issued until all prior school obligations are paid in full. Vehicles parked on school property are subject to search by school authorities. The entire Wando High School campus is under the jurisdiction of the Mount Pleasant Police Department. Students who drive on campus must follow all driving and parking regulations. Failure to do so will cause the permit to be revoked and may result in additional disciplinary action.

Students must pay for each tag issuance or replacement. Eligible students who purchase a second parking tag due to the loss of their first tag may pay half price for the second issuance. The permits are the property of Wando High School and are non-transferable. Permits must be surrendered at the request of a staff member, upon withdrawal, or graduation. No refunds will be given for tags that are rescinded, lost, stolen, etc.

Students should familiarize themselves with the following rules and obey them at all times. Failure to comply with all parking regulations will result in loss of parking privilege, forfeiture of parking fee, and possible towing at the owner's expense. Parking registrants are reminded that as a matter of policy **they and their passengers must vacate their vehicles and the parking lot as soon as they arrive at school.**

Any student whose parking permit is rescinded for a prescribed period must reapply for privileges. **If space is available,** the student may purchase a new permit/ sticker at half price to regain the parking privileges.

## PARKING RULES

1. All vehicles driven to school by students and parked on Wando's campus during school hours must have the Wando 200-2010 East, West or Early Out parking permit hung from their rear view mirror facing forward. Wando's campus includes all areas along Warrior Way and Tomahawk Trail and the **ENTIRE CAMPUS**. The deadline for displaying a valid tag on your vehicle is the 1<sup>st</sup> day of school 2009. Do not park in the student lots until you have been assigned a parking space. Vehicles will be towed at owner's expense after this date.

2. Parking permits will be sold to seniors then juniors. Sophomores may be allowed to purchase stickers at a later date depending on availability. Only **one tag** will be sold to each eligible student who drives to school. The number of parking permits sold is based on parking spaces available. No student is guaranteed parking privileges. Waiting lists may be necessary. Siblings who are authorized to purchase a tag **may** purchase one tag and either

eligible sibling may drive to school provided both names are on the Wando Parking Permit Application. However, if either sibling breaks any of the parking rules the tag will be removed from the vehicle.

3. Eligible students **cannot** purchase parking permits for or from other students. Hang tags are numbered with either East or West parking designated. All student parking spaces are numbered and your **assigned** parking space correlates with the number on the hang tag. That is the only space you are allowed to park in. Tags may not be changed with, sold, or given to another student. If this occurs, tags will be forfeited and returned to administration for resale. The student who registered for the tag must be driving the car with the tag displayed.

4. Vehicles should be kept locked at all times. Wando High School **will not** accept responsibility for anything stolen out of vehicles, any damage done to vehicles while parked on campus, or any vehicles stolen while parked on campus.

5. Students must use only one parking space (between the white lines) and park in the paved East, West, or Early Out (Band Practice Area) student parking lot, lots #1-2-3-4. Students who park and take more than one space will have their tag removed. Student vehicles parked anywhere else on campus (see #1 above) will be towed at the student's expense and will result in lost parking privileges.

6. **Do not** block driveways, exits, or entrances or park in the "no parking" hash-marked areas. **Do not** drive across the grass, bushes, landscaping, athletic and practice fields, road shoulders, or any other unpaved area.

7. Students parking without a hang tag displayed or parking in a spot not assigned to them will be towed at their own expense.

8. If you do not have a vehicle and purchase one during the school year, purchase a parking permit prior to parking on the campus. If no permits are available, you will be placed on a waiting list.

9. Only one parking tag will be issued to a student. If you purchase another vehicle, you **must** transfer the tag.

10. During the school year parking permits will be sold in the Front Office from 7:00 am to 7:45 am daily.

11. In accordance with CCSD Policy and State Law, students and visitors parking on Wando campus shall be deemed to have consented to reasonable search of their vehicles. Possession of any contraband items in a vehicle is to be construed as possession by the driver/ owner of the said vehicle. The Wando Campus is under the jurisdiction of the Mount Pleasant Police Department.

12. Wando parking lots are unauthorized areas for students during the school day. If you are in a parking lot without a pass from an **administrator** you are subject to disciplinary action and forfeiture of parking privileges.

13. Students are expected to be punctual to their classes. **Students who have 10 documented tardies to classes during the school year will have parking privileges revoked.**

14. **Student parking is a privilege afforded to eligible students on a first come-first served and space-available basis. It will be removed for misconduct, disciplinary infractions or failure to follow parking rules. No refunds will be made.**

As a matter of policy, student-parking privileges will be revoked for a period of **30-60 school days** in the event that the registered vehicle is used in violation of the CCSD or Wando Code of Conduct. After the revocation period, the student may purchase a new tag or be put on the waiting list to purchase a new one. Additionally, in accordance with other CCSD and Wando policies, other penalties may be incurred. Parking privileges may be revoked based on the disciplinary infraction. Such violations may include but are not limited to:

- a) Being in the parking lot without permission;
- b) Leaving campus without permission;
- c) Transporting other students from campus without permission;
- d) Transporting non-students or unauthorized person(s) to or from campus;
- e) Allowing, urging, or enticing students to violate school rules, i.e., loitering, hiding, smoking in a vehicle, etc.
- f) Concealing contraband items or substances;
- g) Dangerous driving, reckless driving, or speeding on or in proximity of the campus;
- h) Cutting classes/school;
- i) Excessive tardiness (see #13);
- j) Out of school suspension;
- k) Violation of Wando parking regulations;
- l) Carrying passengers in the bed of a pickup truck;
- m) Driving on non-paved areas of the campus.
- n) Cutting through the back gate and bus parking lot

15. **Students with Early Out parking can only park in the Early Out (East #4) lot located on the north side of the East Student Parking Lot. All students with an Early Out MUST have their vehicle moved by the end of the school day to allow the band to practice on the lot. If an early out student needs to stay on campus they must move their vehicle to another designated student parking lot at the end of the school day. Vehicles left in the Early Out lot at the end of the school day are subject to towing.**

16. Student vehicles are subject to search by school officials at any time. Students parking or driving in an unauthorized area or without a Wando parking sticker will have their vehicles towed and parking privileges revoked.

17. The speed limit for all roads on the Wando campus is 10 mph. The speed limit applies to Warrior Way, Tomahawk Trail, and all

other campus roads and lots. Violators will lose parking privileges and are subject to further disciplinary action.

18. Students park at their own risk on the Wando campus. Wando High does not provide continuous monitoring of the parking lots.

## **DISCIPLINE**

### **STUDENT BEHAVIOR CODE**

Students at Wando are required to conduct themselves at all times and places in a manner that will be in the best interest of the school. Conduct that contributes to any disturbance or invasion of the rights of others is a basis for student suspension or expulsion.

The rules, regulations and due process procedures are designed to protect all members of the educational community in the exercise of their rights and responsibilities. These rules are effective during the following times and in the following places: on the school grounds during and immediately before or immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off the school grounds at a school activity, function, or event; and en route to and from school on a school bus (to include bus stops) or other school vehicle. The administration, faculty, and staff assume that high school students are mature and responsible for their own proper behavior at school and that all discipline matters can be handled in a calm and reasonable manner.

In order to maintain an atmosphere conducive to learning, certain standards of behavior are necessary. Each student is under the direct control of all staff members and their substitutes. Standard procedures for disciplinary infractions will be enforced fairly, promptly and equitably to every student. Additional guidelines can be obtained from the 2009-2010 Charleston County Student Code of Conduct.

### **LAWS AND POLICIES**

Wando High School operates under and is bound by state laws and regulations and Charleston County School District policy. State laws that require criminal charges and penalties are in addition to administrative action taken at the school.

### **DISTURBING SCHOOL**

“It shall be unlawful: (1) for any person willfully or unnecessarily (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this State (b) to loiter about such school or college premises or act in an obnoxious manner thereon; or (2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or person in charge.” Any person violating any provisions of this section shall be guilty of a misdemeanor and, on conviction,

thereof, shall be fined or imprisoned.

#### **SAFE SCHOOL ACT**

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less. Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher or principal any letter, document, etc. which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

#### **SOUTH CAROLINA SCHOOL SAFETY ACT**

This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel. In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction, the student can be fined up to \$1,000 or imprisoned up to one year or both.

Furthermore, the new law mandates that all offenses be placed in a student's permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, a teacher, or principal now carries a fine of \$5,000 or five years or both. Threatening a public employee, which means any other staff member who works for the District, carries a fine of \$500 or 30 days or both.

#### **THREATS**

It is unlawful for any person to knowingly and willfully deliver or convey to a public official, to a teacher, or to a principal of any school any letter or paper, writing, print, electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, principal, or member of their immediate families. Any person violating the provision of this section must, upon conviction, be punished by a term of imprisonment of not more than 5 years.

### **SEARCHES OF PERSONS AND PROPERTY**

In accordance with the laws of the state of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause.

School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

### **LAW ENFORCEMENT NOTIFICATION**

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

### **FALSE FIRE ALARMS & FALSE 911 CALLS**

State law reads as follows: "16-17-570. Interference with fire alarm and police alarm boxes; giving false alarms. Any person who shall willfully, maliciously or mischievously interfere with, cut or injure any pole, wire, insulator or alarm box, give a false alarm from such box or by use of a telephone, or break the glass in such box of any fire or police alarm system in this state or any of the appliances or apparatus connected therewith shall be guilty of a misdemeanor and, upon conviction, shall be sentenced to hard labor in the State Penitentiary or on the chain gang for a term of not less than sixty days or the payment of a fine of not more than \$200."

### **WEAPONS**

No firearms, knives, dirks, razors, metal knuckles, slingshots, bludgeons or any other type of weapon, device or object which may be used to inflict bodily harm or death shall be allowed on any school district property or at any school-sponsored event. If these items are found, the student will be referred to the Office of Student Placement and could face penalties under state law.

This prohibition shall apply on school grounds, in school

buildings, on buses or at school-related functions. No student may possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property.

No vehicles parked on school property may contain firearms, knives, blackjacks, razorblades or other items which are generally considered to be weapons. If these items are found in a vehicle on campus, the owner will be referred to the Office of Student Placement and could face penalties under state law.

The District will expel for no less than one calendar year a student who has brought or possessed a firearm on school property, a school bus, at District-related or school related functions, or any setting under the jurisdiction of the District. A firearm is generally defined as a gun or destructive device and will be interpreted in accordance with the State and Federal law.

Violators will incur not only school disciplinary action but also penalties under the law.

#### **GANG ACTIVITY**

Displaying any apparel, accessories, bandanas, book bags or other items that by virtue of its color, arrangement, trademark, markings or other attributes, denotes membership in a gang which advocates illegal, disruptive, or delinquent behavior is strictly prohibited, both during the school day or at any school activity. Violations will result in serious disciplinary action. Repeat violations will result in referral to the school board for expulsion.

#### **HARASSMENT**

Any form of harassment, whether verbal, sexual, or physical, is a serious matter and will result in serious disciplinary action. Victims of harassment must report the incident immediately to a teacher or an administrator.

#### **POSSESSION OR DISCHARGE OF MACE, PEPPER SPRAY, ETC.**

Any person who has possession of or discharges Mace, Pepper Spray, or the like will be subject to disciplinary action.

#### **POSSESSION, DISTRIBUTION, OR USE OF DRUGS/ALCOHOL**

Possession, distribution or being under the influence of drugs or alcohol on the school grounds, at school-sponsored events, or on school-sponsored trips is in violation of the Charleston County School District Policy. The Substance Abuse Policy does not apply to a student who legally possesses a controlled substance such as a prescription drug for his own medically approved use if such use is in accordance with Board policy. The distribution, dispensing or sale of such legally possessed substance, however, shall be grounds

for expulsion.

The principal shall recommend further disciplinary action for all students found using or to be under the influence of drugs or alcohol, in possession of drugs or alcohol, or involved in the distribution of drugs or alcohol. The principal or other responsible administrator shall report drug and alcohol-related offenses by students to the appropriate law enforcement authority. The principal shall retain a copy of any written report filed with law enforcement in a file established for that purpose.

### **SCHOOL BUS CONDUCT**

Students are to conduct themselves on the bus in a manner consistent with established standards for safety and classroom behavior. The school bus and bus stop are extensions of the school campus. All bus riders must cooperate fully with the bus driver and observe the bus rules.

A school bus driver represents the school authority and, being responsible for the passengers on the bus, must have supervision and authority over the passengers. All school rules apply to bus conduct. Students who throw items from the bus are subject to suspension of bus privileges for the school year, expulsion, and arrest. Any student not adhering to these rules will be referred for disciplinary action.

Students who wish to ride a bus to a friend or relative's house must present a written parent request to an administrator for pre-approval. The contracted bus company has no obligation to transport students to locations other than their primary residence. Administrator approvals may be overridden for safety reasons if the bus reaches capacity with regular riders.

### **TRESPASSING**

Charleston County School District prohibits the presence of individuals on school campuses for any reason other than school related business, functions, and activities. Any non-student entering the campus must report to the Main Office in the front of the building. Individuals loitering or lingering on campus without administrative approval will be considered trespassing and are subject to arrest. Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. In addition, any student who is placed in an alternative program by the Office of Student Placement may not attend any school-sponsored events. If the student enters the campus without administrative permission, he/she is subject to arrest.

### **VANDALISM**

Graffiti on walls, desks, lockers, buses, and other school areas is vandalism. Students, who disfigure property, break windows or do other damage to school, buses, or personal property or equipment, will be disciplined severely. The student must make restitution for damaged property as well as make reimbursement for any rewards given. Students are subject to a recommendation for expulsion due to any vandalism.

### **FACILITY RESPONSIBILITY**

Students must respect our campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Any damage to the facility may result in a recommendation for expulsion.

### **ENVIRONMENTAL RESPONSIBILITY**

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment may result in a recommendation for expulsion.

### **ACADEMIC MISCONDUCT**

Academic misconduct includes, but is not limited to, inappropriate use of a Wando computer, cheating, plagiarism and/or collusion, and falsification of information.

- A. A computer violation of the honor code is defined to include the following:
  - 1. Representing another's work or answers as one's own.
  - 2. Using another's access (password) for either obtaining privileged information or causing unauthorized changes.
  - 3. Bypassing, by any means, security measures installed on the computer.
  - 4. Using Wando Internet access for sending, receiving, or printing information which is personal or unrelated to current course work.
  - 5. Accessing or attempting to access LAN/WAN folders or files that are not your own.
- B. Cheating is defined as giving or receiving help on graded work unless authorized by the teacher. The definition also includes the following:
  - 1. Copying from another student's work.
  - 2. Using unauthorized material during a test.
  - 3. Unauthorized collaborating with any other person during a testing situation.
  - 4. Substituting material written ahead of time for material

- required to be produced during a testing situation.
5. Soliciting, obtaining, using, buying, selling, or transporting unauthorized tests or information about tests or other course projects.
  6. Accessing or attempting to access LAN/WAN folders or files that are not your own.
- C. Plagiarism is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.
- D. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit.
- E. Falsification of information with intent to deceive.
- F. Other behavior constituting academic misconduct as determined by School Administration.

#### **CONSEQUENCES OF ACADEMIC MISCONDUCT**

- First Offense - Student will receive a zero on the work and the teacher will notify parents and administrator, who will determine if further disciplinary action is necessary.
- Second Offense - Students will receive a zero and disciplinary action that may include suspension and loss of privileges. Dispensation of the case will be made by the School Administration. Any appeal must be made in writing to the principal or his/her designee.

#### **CELLULAR PHONES, PAGERS, AND OTHER COMMUNICATION DEVICES**

Because of the disturbances/distractions created by cell phones, pagers, and other communication devices, these devices must be powered off and kept out of sight at all times during the school day. Cell phones may not be used inside the building during school hours. If these items are found powered on (including in vibrate mode), they will be confiscated and shall be returned to the student at the end of the school year or earlier to the parent or guardian. If these items are not picked up on or before the last day of the school year, they will be donated to a charitable organization. Repeat offenders will face disciplinary action.

**At no time will an administrator investigate the theft or loss of a cell phone, pager, or other communication device. Wando High School assumes no responsibility for any loss or theft of such devices.**

### **RADIOS, CD/ MP3 PLAYERS, I-PODS AND OTHER ELECTRONIC DEVICES**

Because of the disturbances/distractions created by radios, CD/MP3 players, I-pods, Bluetooth headsets and other electronic devices, they are strictly prohibited on the school campus at any time. If items are found, they will be confiscated and shall be returned to the student at the end of the school year or earlier to the parent or guardian. If these items are not picked up on or before the last day of the school year, they will be donated to a charitable organization. Repeat offenders will face disciplinary action.

At no time will an administrator investigate the theft or loss of a radio, I-pod, or other media device. Wando High School assumes no responsibility for any loss or theft of such devices.

### **SMOKING OR USE OF TOBACCO PRODUCTS**

The possession and/or use of tobacco products is prohibited on the property of all schools in the Charleston County School District.

All students are prohibited from the possession and/or use of tobacco products while inside school facilities, riding school buses and activity vehicles, and during the practice of or participation in or spectator to extracurricular activities sanctioned by the CCSD.

The term "tobacco products" includes, but is not limited to, the use of cigarettes, cigars, pipes, chewing tobacco, smokeless tobacco, and snuff. Since students are not to be in the parking lot during the school day, the use of the parking lot as a place to smoke or use tobacco products may result in several separate violations of policies. Each one of the violations may be counted as a separate offense.

### **TARDY POLICY**

In preparation for future employment and post-secondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. A tardy student is not inside his/her classroom when the tardy bell rings. Cards containing four "free" tardy punches will be issued to all students each quarter. Students are advised to use these punches wisely. Excessive tardy infractions will result in further disciplinary action including assignment to detentions, ISS, OSS and loss of privileges such as parking (see Parking Rules), exam exemptions, and attendance or participation in school activities.

If the student does not have a tardy card, he/she must report to an assigned room for a pass/referral to be admitted to class. It is the student's responsibility to make up any work missed. Random "sweeps" will be conducted throughout the school year. During the sweeps, tardy students in the halls will be escorted to a "holding area" for disciplinary processing/immediate detention.

## **TECHNOLOGY MISUSE**

Unauthorized or illegal use of or access to computers, software, telecommunications, and related technologies; any willful act that causes physical, financial, or other harm or otherwise disrupts information technology is absolutely prohibited. Violations will result in severe disciplinary action.

## **OFFENSES RESULTING IN DISCIPLINARY ACTION**

- Abusive language to anyone
- Any behavior which infringes upon the rights of others to learn or interrupts the learning process and the instructional program
- Arson
- Blackmailing, threatening, bullying or intimidating any student or staff member
- Bomb threats
- Bus misconduct
- Cheating, plagiarism, forgery, or lying
- Cutting class
- Disturbing school
- Failure to follow directives of administrators or staff
- Falsification of school records or documents
- Fighting or physically abusing a student or staff member
- Harassment
- Inappropriate dress
- ID violations
- Obscene gestures to anyone
- Possession, use, or distribution of any controlled or illegal substance or paraphernalia
- Possession of electronic devices such as beepers, cell phones, radios, CD players, I-pods, etc.
- Possession, use, or transfer of any object which may be used to inflict bodily harm
- Possession/use of explosives including fireworks
- Posting/distributing material unauthorized by the principal
- Sexual offenses
- Stealing
- Tampering with fire alarms
- Tardiness
- Truancy or leaving class or school grounds without authorization, whether or not the school day has begun
- Use of annoyances such as water pistols/water balloons
- Use or possession of tobacco products or paraphernalia
- Vandalism/defacing school property
- Violations of classroom rules

- Violations of parking or driving regulations
- Violations of safety rules
- Unauthorized access or misuse of computers, software, telecommunications, and related technologies
- Any other behavior deemed inappropriate by school administrators

### **DISCIPLINARY ACTION PROCESS**

In general, any conduct by a student that is injurious to others, poses a threat to the health or safety of persons or property, or conduct that disrupts or interferes with the education of him or other students shall result in disciplinary action. The Board of Trustees of Charleston County School District affirms that every effort should be taken on the part of each school to work constructively with the student in such a manner that he be allowed to preserve uninterrupted his educational goals. Disciplinary measures should be used constructively when possible, punitively when necessary.

The following modes of disciplinary action may be used according to approved procedures: (1) Detention, (2) Work Detail, (3) Saturday School, (4) Withholding of Privileges, (5) In-School Suspension, (6) Conditional Suspension, (7) Parent Conferences, (8) Disciplinary Probation, (9) Suspension, (10) Alternative School Placement, (11) Expulsion, and (12) other consequences deemed appropriate by school administration. If parent or pupil refuses punishment, the student will be suspended.

Disciplinary action will increase according to a progressive discipline plan implemented by Wando staff. Special circumstances may warrant a recommendation for expulsion, e.g., consistent offenders, unprovoked assault on a student by more than one student, distribution or being under the influence of alcohol or drugs.

### **TEACHER DETENTION**

Teachers will assign detentions for violations of classroom rules. Detentions may be held before or after school at the teacher's convenience.

### **WITHHOLDING PRIVILEGES**

Student misconduct may result in the loss of the following privileges: driving privileges, bus transportation, locker use, participation and attendance in extracurricular activities, or other privileges as determined by the administration.

### **WORK DETAIL**

Work detail may be required of a student as a mode of discipline. No work will be assigned that will be harmful to a child. Authority rests with the administrators.

### **PRINCIPAL'S DETENTION**

Principal's Detention is an alternative to out-of-school suspension. It is held after school for one hour. Students are required to be on time and wear their student ID. It enables students to complete homework and serve a consequence for an infraction. Students are required to report without delay to the assigned room. It is the responsibility of the student to arrange transportation, if applicable, to and from Principal's Detention. Failure to report to Principal's Detention may result in suspension.

### **SATURDAY SCHOOL**

Saturday School is an alternative to out-of-school suspension. It is held on selected Saturdays during the school year. Students are required to be on time and wear their student ID. The program is designed to correct behavior while allowing students to remain in classes during the week. Students are required to bring textbooks in order to complete any academic assignments. Members of our staff will be present to supervise students in completing academic assignments and "work detail."

Students assigned to Saturday School are required to perform duties outlined by the supervisor. Such duties may include but are not limited to completing academic assignments, cleaning the ground of trash, sweeping walkways, pulling weeds, etc. All students should be prepared to work outside and should dress according to the weather. The Wando dress code is in effect.

Students are required to report to Room B-124 prior to 7:20 a.m. They will be dismissed no later than 11:30 a.m. Failure to report to Saturday School or perform duties assigned by the supervisor may result in out-of-school suspension. Misbehavior during Saturday School will result in immediate dismissal and out-of-school suspension by an administrator.

Students can be given several Saturdays on any single assignment. The number of Saturdays assigned depends upon the severity of the infraction.

### **IN-SCHOOL SUSPENSION**

ISS provides an alternative to suspending students from school for behavioral problems. Students may be assigned for one or several periods depending on the circumstances. Lack of improvement in student behavior upon return from ISS to regular classes will subsequently result in out-of-school suspension. The following guidelines apply to ISS:

1. Students will report to ISS without delay for the class period(s) assigned. Students must have their Wando ID card appropriately displayed. Tardiness may result in additional days of ISS.
2. Students are responsible for completing all assignments given by the ISS monitor. These must be completed prior to leaving ISS. Failure to do assignments will result in further disciplinary action.
3. Failure to report to ISS may result in out-of-school suspension for a minimum of one day.
4. Failure to cooperate, follow instructions, perform as instructed, as well as the commission of any infraction that usually could result in a lesser penalty may result in the student's removal from ISS and immediate out-of-school suspension for a minimum of one day.
5. It is the student's responsibility to obtain make-up work from their regular teachers following completion of ISS.

#### **OUT-OF-SCHOOL SUSPENSION**

The purpose of suspension is to notify the parent that the child's behavior is unacceptable. The term "suspension" is used in this code to mean the temporary exclusion of a student from school grounds and participation in school-sponsored activities.

If another breach occurs while a student is under suspension, the suspension may be extended. Students are entitled to make up work missed during suspension. It is the student's responsibility to initiate makeup work with his or her teachers and complete all makeup work within five days of returning to school. A student is under suspension from the time he/she is notified by a school administrator.

#### **DISCIPLINARY PROBATION**

The school administrators, Office of Student Placement, Associate Superintendent, or Constituent Board of Trustees, may place a student who has been found to be in violation of the Student Code of Conduct on probation. Notice of such action shall be given to student and parent. A parent conference shall be held in order to explain the guidelines for probation. The parent and student shall sign an acknowledgment of the probation.

During the probation period, the student may be denied the privileges of participation in or attendance at all extracurricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges. If the student is further involved in an infraction of school rules during the probationary period, he shall be suspended and/or expelled. No student shall be administratively placed on probation twice in any school year.

### **EXPULSION**

The term “expulsion” is used in this code to mean the forfeiture of a student’s right to attend school in the Charleston County School District. A student excluded from any constituent district shall be ineligible to attend school in any other constituent district. Every expelled pupil shall have the right to petition for re-admission for the succeeding school year.

Once the expulsion process is initiated and prior to the hearing before the Constituent Board, a student cannot withdraw from school and enter another public school in Charleston County to avoid expulsion. Authority to expel a student rests with the Constituent Board of Trustees.

Any student who has been expelled may not enter any CCSD school campus without prior administrative approval. Students entering the campus without prior administrative permission are subject to arrest.

### **STUDENT APPEALS PROCESS**

Every student is entitled to due process in discipline matters. Any student has the right to appeal disciplinary actions according to the process outlined in the CCSD Student Code of Conduct.