

# ***Student Handbook***

**2022-2023**

Mayo High School for  
Math, Science & Technology  
405 Chestnut St.  
Darlington, SC 29532  
(843) 398-2650  
(843) 398-2647 Fax  
<http://mhs.dcsdschools.org/>



## ***Mission Statement***

*The mission of Mayo High School for Math, Science & Technology is to achieve excellence through a challenging curriculum with high expectations in a safe, positive environment to develop future leaders.*

2022-2023

**DISTRICT STAFF**

<b>Dr. Tim Newman</b>	<b>District Superintendent</b>
<b>Carlita Davis</b>	<b>Assistant Superintendent for</b>
<b>Curriculum, Instruction and Assessment</b>	
<b>Chuck Miller</b>	<b>Executive Director of Human Resources</b>
<b>Renee Douglas</b>	<b>Director of Finance</b>
<b>Ervin McElveen</b>	<b>Director of Maintenance</b>
<b>Larry Johnson</b>	<b>Assistant Superintendent of</b>
<b>Administration &amp; Operations</b>	
<b>Sarah Tew</b>	<b>Director of Exceptional Education</b>
<b>Christy Sandifer</b>	<b>Benefits Coordinator</b>
<b>Diane Sigmon</b>	<b>Executive Director of Technology</b>
<b>Audrey Childers</b>	<b>Public Information Officer</b>
	<b>Director of Adult Education</b>
<b>Dawn Johnson</b>	<b>Director of Food Services</b>
<b>Dr. Lilkenya Jenkins</b>	<b>Director of EIA/Federal Programs</b>
<b>Tony Thomas</b>	<b>Coordinator of Transportation</b>

**BOARD OF EDUCATION**

**Warren Jeffords, Chairman**  
**Dr. Thelma Dawson, Vice Chairman**  
**Wanda Hassler, Secretary**  
**Richard Brewer**  
**Charles Govan, Jr.**  
**Leigh Anne Kelley**  
**James O. Morphis, III**

**Lucas Reed**

**DARLINGTON COUNTY SCHOOL DISTRICT'S MISSION**

**"Excellence in Teaching and Learning for All"**

**2022-2023**

**Administrative Staff**

Stephania Lenard	Principal
Dawn Taylor	Assistant Principal
Danielle Watkins	School Counselor
Laura Byrd	Secretary
Barbara Jenkins	Bookkeeper
Teniele Blackwell	Student Data Manager

**Faculty and Staff**

Dr. Paula Bailey	Science
Vonda Baker	Mathematics
Dr. Ashley Barrett	Social Studies
Gina Benjamin	Computer Applications
Jennifer Blankenship	English
Carolyn Bruce	Career Specialist
Taquila Buie	Custodian
Bert Cook	Science
Simona Cook	Mathematics
Mary Davis	APEX Learning
Carla Doke	Spanish
Stacy Duke	Technology Specialist
Nancy Fletcher	Science
Jay Flowers	Social Studies
Dohnia Galloway	Media Specialist
Timothy Halliday	Physical Education
Patricia Hunter	Food Services Manager
Candice Jackson	Instructional Assistant
Dwayne Johnson	Music
Sarah Johnson	Custodian
Heyward Kelly	Head Custodian
Jill Knight	Social Studies
Anita Langston	Mathematics
Lyn O'Donnell	Art
Teresa Proctor	Math
Carol Ross	Instructional Assistant
Lisa Sanders	French
Layne Smith	Social Studies
Jennifer Stokes	Academic Coach
Ruth Taylor	Science
Elizabeth Thompson	Coordinating Teacher
Dr. Kimberly Turner	English
Tonya Ward	School Nurse
Kendre Williamson	English

Quentin Wilson

ACCELERATE Facilitator

**FROM THE DESK OF THE PRINCIPAL**

Dear Students:

We would like to take this opportunity to welcome each of you to Mayo High School for Math, Science & Technology.

Mayo High School for Math, Science & Technology promises to set high educational standards of excellence. Strong community support, a quality instructional staff, and students who are exceptional achievers in the classroom and in extracurricular activities will contribute to a unique high school environment. We seek to provide each student an exceptional and challenging education that will prompt a love for learning. This is no easy task. We need your cooperation and understanding if this year is to provide a profitable and satisfying experience for you. Here at Mayo High School for Math, Science & Technology, we will stress academic excellence and we believe “Hard Work Pays Off.”

Our school can take pride in its highly qualified and dedicated faculty. These educators welcome your concerns and they view education as a partnership. If there is anything we can do to help you, please do not hesitate to call. The unvoiced problem cannot be resolved, as the missed opportunity rarely offers itself again. Our goal remains to provide the best possible education for each of you.

We trust that your experience at Mayo High School for Math, Science & Technology will be a positive force as you prepare for your future!

Cordially,

Stephania Lenard  
Principal





## **Achievements/Awards**

Silver Award Ranked #4 for SC Schools by US News and World Report 2021-2022  
2013, 2021 National Blue Ribbon School  
Palmetto's Finest Award-2018  
Palmetto Gold Award (2003-present)  
**Excellent** Report Card Rating (2001 – present)  
District Clean School of the Year 2005 & 2007  
District Kitchen of the Year 2006  
SC Advanced Placement Teacher of the Year 2006  
District Cafeteria Manager of the Year 2007  
*US News & World Report* – America's Best High Schools – Silver Award  
*Newsweek* Top High School Schools  
*HSTW* Silver Award for Applied Learning 2009  
Summa Cum Laude for “Distinguished Performance” on the SAT Test  
Cum Laude for “Excellent Performance” on the ACT Test  
Scored 100% on the Federal Report Card  
100% Graduation Rate

## **WHERE DO YOU GO?**

### **If you need assistance contact:**

Attendance	Student Data Manager
Bus Transportation	Main Office
Clubs	Main Office
College/Career Planning	Guidance Office
Curriculum	Main Office
Discipline	Assistant Principal
Illness at School/First Aid	Main Office/School Nurse
Insurance Claims	Bookkeeper
Job Information	Guidance Office
Lost and Found	Main Office
Lunch Information	Cafeteria
Media Services	Media Specialist
Parking	Assistant Principal
Personal Problems	Guidance Office
Scholarships	Guidance Office
Textbooks	Assistant Principal

## **Pupil Information/Change of Address**

If your name, street address, or telephone number changes at any time during the school year, please notify the office staff. This is very important in keeping our records up to date and being able to contact a parent/guardian in the case of an emergency

## **2022-2023 School Year Calendar**

### **JULY 2022**

4.....No school: Independence Day

25-25.....Professional Development

### **AUGUST 2022**

1.....First Day of School

### **SEPTEMBER 2022**

5.....No school: Labor Day

### **OCTOBER 2022**

4-7.....Schools closed. District offices open

10.....End of First Quarter

### **NOVEMBER 2022**

8.....Holiday: Election Day

23-25.....No School: Thanksgiving

### **DECEMBER 2022**

16.....Early Dismissal, End of 2<sup>nd</sup> Quarter/1<sup>st</sup> semester

19-Jan. 2.....No school: Christmas/Winter Break

### **JANUARY 2023**

3.....No school for students; Professional Development

16.....No School; Martin Luther King, Jr. Day

### **FEBRUARY 2023**

20-24.....Schools closed. District offices open

### **MARCH 2023**

15.....End of 3<sup>rd</sup> Quarter

17.....No school for students; Professional Development

### **APRIL 2023**

7.....Early Dismissal

10-14.....Spring Break-students & school staff

10-11.....Spring Break-240-day employees

12-14.....Schools closed. District offices open

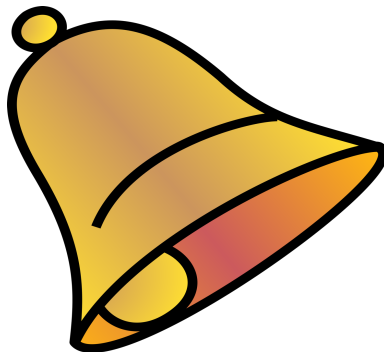
### **MAY 2023**

25.....Last day for students, early dismissal

26.....No school for students; Professional Development  
29.....Holiday; Memorial Day  
**JUNE 2023**  
19.....Holiday; Juneteenth Holiday

***Bell Schedule 2022-2023***

8:00 am	Teachers in classrooms
8:20 am	Students may enter building
8:25 am	Warning Bell
8:30 - 9:55 am	<b>Block 1</b>
10:00 - 11:25 am	<b>Block 2</b>
11:30 am- 12:00 am	Phoenix Phocus/Academic Advising Activity Period/Clubs/Tutorial
11:57 a.m.	Senior Lunch Dismissal
12:00 - 12:30 pm	Lunch
12:35 - 12:00 pm	<b>Block 3</b>
2:05 - 3:30 pm	<b>Block 4</b>
4:00 pm	Teachers dismissed



### ***Academic Renaissance Program***

*Academic Renaissance* is a process that encourages academic excellence, improvement, and citizenship. It joins students, educators, administrators, parents, businesses, and community organizations together to motivate and inspire higher student achievement, and recognizes success. The goals of *Academic Renaissance* are to increase student attendance, improve overall academic performances, increase graduation rates, and create a positive, safe school environment. We use the program to recognize honor roll students, Star students, perfect attendance, and achievements and accomplishments of our teachers and students. This is our school incentive program.

### **Academic Booster Club**

The Mayo Academic Booster Club's purpose is to support the academic program of the school as well as the academic accomplishment of our students and teachers. Parents are encouraged to join the booster club. The club sponsors the Academic Banquet in the spring and provides scholarships for seniors.

### **Honors Diploma**

Eight requirements must be fulfilled in order for seniors to earn an honors diploma. They must have a weighted GPA of 3.65 or better at the end of the first term of the senior year. An SAT score of 1100\* or ACT score of 24 or better is mandatory. They must complete the two components of Senior Thesis: the Exhibition, a written and oral research project and the Portfolio, a compilation of personal documents including a history, post-secondary plan, philosophy, record of service, and a collection of outstanding academic work. The student must have successfully completed four units of mathematics, four units of natural science, service to community and/or school (a minimum of 40 hours), a minimum of 24 units at graduation, and be in good standing at Mayo. (\*subject to change for LIFE eligibility.)

## **Hall of Fame**

A Mayo High School for Math, Science and Technology Hall of Fame student is a highly motivated, well-rounded individual with qualities that complete good moral values and character. He or she is always caring, honest, hardworking, dependable and studious. A Hall of Fame student has good sportsmanship in any situation and willingly volunteers before, during, and after school for tasks that may not always be visibly recognizable, both at school and in the community. He or she has a heart for the school and is the school's ambassador wherever he or she goes. Ten seniors are named into the school's Hall of F

## **Guidance**

### **Guidance Services**

The Guidance Department at Mayo High School for Math, Science & Technology is designed to provide assistance to students on all levels. Our purpose is to provide for and promote the artistic, cultural, educational, technological, and personal-social growth of our students; to assist students to better understand themselves as individuals and as "team players", and to prepare students to make sound educational and career choices.

The Guidance Office is open 30 minutes before school and 30 minutes after school for student convenience. The school's guidance counselor will be available to assist students with any concerns or needs that arise. The Student Data Manager will also be available to provide information that students may need.

### **Grades and Grading**

Each student's academic progress is evaluated using interim reports and report cards. At the end of each year, students' grades will be reviewed. **Students who fail to maintain a 2.0 (C) total GPA for their coursework at Mayo will have their permanent records sent back to their home school and will not be allowed to continue their high school studies at Mayo High School for Math, Science & Technology.** Interim reports are provided throughout the grading period, and report cards are issued at the end of the nine weeks period. Number grades are used, with a 60 being the lowest passing grade.

### **Conferences with Teachers**

Parents and students are encouraged to talk with teachers concerning academic progress and/or problems at school. Appointments may be made with teachers during their planning period, before, or after school, depending on the individuals involved. Parents are asked to make appointments by contacting the teachers to schedule a conference. Because instruction is our primary goal, conferences will be scheduled during a teacher's planning period, if possible.

### **Make-up Work**

Students are responsible for the work that is done in class during their absence. They will be given the opportunity to make up work and tests that have been missed. Teachers will provide information on assignments, etc. Students have five days to make up missed work. It is the responsibility of the student to get both written and oral assignments, as well as to complete tests that have been missed. A parent/guardian may contact the attendance clerk or email teachers and request that the teachers send the assignments. This request should be made before 9:00 a.m. so that teachers can prepare the materials necessary for students to make up their work.

### **Parent-Portal**

Darlington County School District has implemented the Parent Portal for *PowerSchool*, where parents can have Internet access to their child's student information. The Parent Portal offers parents the opportunity to stay up to date with your child's progress. Grades, assignments, and attendance are available. You can also communicate directly with teachers through the portal. If you have any problems logging in, please contact us.

### **Cheating, Plagiarism and Forgery**

Mayo High School for Math, Science & Technology administrators, faculty and students place a high value on honesty and integrity. Lying, stealing, or deceiving fellow students, teachers, or administrators is considered a very serious matter and will result in disciplinary action. An incident of cheating, plagiarism or forgery will result in a zero, parental contact and possible suspension.

### **Examinations**

Examinations will be given at the end of each semester. An examination schedule will be given out early to allow sufficient time for study.

Students who do not take an exam at the scheduled time must have a doctor's excuse and/or principal permission to make up the exam.  
A senior may exempt the fourth nine weeks exam if he/she meets the designated requirements.

### **Schedule/Course Changes**

Teachers, counselors, and administrators will make every effort to place students in courses that are appropriate for their abilities and future educational or career choices. During the spring of each year, parents and students will be given the opportunity to meet with the counselor to plan schedules for the coming year. Once the selection is made, we will honor them to the extent possible. Please note: All students must be enrolled in 7.0 units per year. Every student at Mayo must be enrolled in English, Math, Science and Social Studies course each academic year.

### **Procedures for Dropping and/or Adding a Course**

- a. Students can withdraw from a course within 3 days in a 45-day course (.5 unit) or 5 days in a 90 day course (1 unit).
- b. Students who withdraw from a course after the 3 or 5 day limitation shall be given a "WF" and the "F" will be converted to a numerical grade of "61", and then computed in the students' GPA.
- c. The limitations for withdrawing from a course without penalty do not apply to courses or course-level changes initiated by the school administration.

### **Graduation Requirements**

<b>Course</b>	<b>Unit(s)</b>
English	4
U. S. History	1
Economics/American Government	1
Other social studies	1
Mathematics	4

Natural Science	3
Physical Education	1
Electives	7
Foreign Language	1
Technology Related-Course	1
Total units needed to graduate	24

### **Graduation Policy**

1. All diploma requirements must be met in order for a student to receive a diploma and participate in graduation.
2. A student must be enrolled and in regular attendance the last term of his/her senior year to participate in the graduation exercise.
3. Attendance at graduation practice is mandatory if a student is to participate in the graduation ceremony.
4. No senior will be allowed to practice and participate in the graduation ceremony, if senior debt is still outstanding. Once the outstanding items are cleared, the senior will receive a graduation clearance email/letter.

### **Transcripts**

A request for a transcript form may be obtained from the Guidance Office or the school website. A fee of \$8.00 will be charged for each transcript request.

### **Transfers/Withdrawals**

If a student transfers to another school during the school year, he/she must get a withdrawal from the guidance office and a decline form. All items must be cleared and signed by the appropriate person to show that there is no indebtedness to the school. No information will be released to another school until the clearance sheet is on file in the Guidance Office. Students can withdraw from Mayo at the end of 1<sup>st</sup> semester unless moving out of the district.

### **Promotion Policy**

Policy for students who enter the ninth grade for the first time in the 2012-2013 school year and thereafter.

1. To be promoted from Grade 9 to Grade 10

- a. Must pass English in the ninth grade.
  - b. Must pass math in the ninth grade.
  - c. Must have a total of five (5) units.
- 2. To be promoted from Grade 10 to Grade 11
    - a. Must pass English in the tenth grade.
    - b. Must pass math in the tenth grade.
    - c. Must have a total of twelve (12) units.
- 3. To be promoted from Grade 11 to Grade 12
    - a. Must pass English in the eleventh grade.
    - b. Must pass math in the eleventh grade.
    - c. Must have a total of seventeen (17) units.

### **SAT Preliminary Dates**

Test Date  
 August 27, 2022  
 October 1, 2022  
 November 5, 2022  
 December 3, 2022  
 March 11, 2023  
 May 6, 2023  
 June 3, 2023

### **ACT Preliminary Dates**

Test Date  
 September 10, 2022  
 October 22, 2022  
 December 10, 2022  
 February 11, 2023  
 April 15, 2023  
 June 10, 2023  
 July 15, 2023

### **PSAT/NMQST Test Date**

The 2021 PSAT/NMSQT will be administered on Wednesday, October 12, 2022.  
The fee for the 2022 PSAT/NMSQT is \$18.00.

### **ADVANCED PLACEMENT 2023 EXAM SCHEDULE**

The AP Exams will be held at Mayo High School for Math, Science & Technology during the following dates.

May 1-5, 2023

May 8-12, 2022

## **Scholarships**

### **Palmetto Fellows\***

**In order to be eligible to apply for a Palmetto Fellows Scholarship, a high school senior must meet ALL of the following minimum requirements:**

- Score at least 1200 on the SAT or 27 on the ACT. SAT scores may be the best combined scores, and all test scores must be submitted to the Commission on Higher Education by no later than the scholarship application deadline. Any scores submitted after the deadline will not be accepted;
- Earn a cumulative 3.50 grade point ratio on the Uniform Grading Scale at the end of the junior year;
- Rank in the top six percent of the class at the end of either the sophomore or the junior year

### **LIFE Scholarship\***

**In order to qualify for the LIFE Scholarship, first-time entering freshman attending an eligible four-year institution must meet two of three of the following criteria:**

1. **Earn a 3.0 cumulative grade point ratio on the Uniform Grading Scale by the end of the senior year**

The grade point ratio must be reported to two decimal places (minimum) and cannot be rounded. The GPA must be calculated after official completion of courses required for graduation.

2. **Score an 1100\* on the SAT or an equivalent 24 on the ACT**

a. SAT/ACT scores will be accepted through the June test date of the high school graduation year.

b. it is permissible to select a SAT critical reading score and math score from different test administrations.

3. **Graduate in the top 30% of the graduating class**

The ranking percentages must be reported in two decimal places (minimum) and cannot be rounded. The class rank must be based on the Uniform Grading Scale.

**\*Criteria subject to change.**

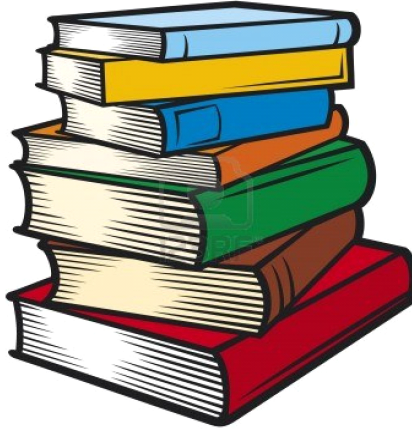
### **HOPE Scholarship**

*In order to qualify for the SC HOPE Scholarship, first-time entering freshmen must meet the following criteria:*

***Earn a 3.0 cumulative grade point ratio on the Uniform Grading Scale at the end of the senior year.*** *The grade point ratio (GPR) must be reported to two decimal places (minimum) and cannot be rounded. The GPR must be calculated after official completion of courses required for graduation.*

### **Fees/Textbooks**

Fees will be collected at registration and students will be given a receipt. Students are responsible for the textbooks issued to them. If those textbooks are lost or damaged, the student will be required to pay for them. It is the student's responsibility to return textbooks to the Assistant Principal if a course is changed or dropped. No senior will be allowed to practice and participate in the graduation ceremony, if senior debt is still outstanding. Once the outstanding items are cleared, the senior will receive a graduation clearance email/letter.



**Darlington County School District**  
**Attendance Policy**

*The Darlington County Board of Education believes classroom attendance is crucial to educational success.*

**ABSENCES ARE NOW DEFINED AS “LAWFUL” OR “UNLAWFUL.” *The district no longer recognizes “excused” or “unexcused” absences.***

**IF A STUDENT HAS MORE THAN FIVE ABSENCES IN A COURSE, THE STUDENT MAY LOSE COURSE CREDIT OR PROMOTION. It doesn’t matter if the absences are lawful or unlawful: Five is the limit.**

**SUSPENSIONS NOW COUNT TOWARD THOSE FIVE ABSENCES. Student absences due to suspension will be treated as an absence for course credit only. Days absent awaiting an expulsion hearing or appeal hearing will not count toward the limit, nor will the absences count toward truancy.**

**STUDENTS WILL BE ALLOWED TO MAKE UP WORK THEY MISSED DURING AN ABSENCE. Within five days of returning to school, students must make arrangements with the teacher to make up missed work.**

**SCHOOL OFFICIALS WILL CONTACT PARENTS AFTER EACH UNLAWFUL ABSENCE. After three unlawful absences, further intervention will take place.**

**STUDENTS WITH MORE THAN FIVE ABSENCES HAVE THE RIGHT TO APPEAL TO THE SUPERINTENDENT'S DESIGNEE.**

**HIGH SCHOOL STUDENTS MUST BE IN ATTENDANCE 120 HOURS TO EARN COURSE CREDIT, NO MATTER HOW MANY DAYS MISSED OR WHY.**

**ALL ABSENCES REQUIRE OFFICIAL DOCUMENTATION EXPLAINING WHY THE STUDENT WAS ABSENT. This documentation must be turned in within five days of the student's return to school.**

**STUDENTS WHO ENROLL AFTER THE SCHOOL YEAR BEGINS ARE CONSIDERED ABSENT. They must provide documentation about why they were absent. This must be presented to the Principal for approval.**

### **Classroom Attendance**

To minimize classroom interruptions and to enhance classroom success, students should be dismissed at the end of the class period.

**9:55 am**

**11:30 am- 12:30 pm**

**2:00 pm**

**3:10 pm**

\*Students must attend Academic Advising and Phoenix Phocus sessions.

Once classes begin, teachers and students will not be interrupted unless it is an emergency. Emergency situations will be dealt with on an individual basis.

### **Sign-Out Dismissal Guidelines**

If a student needs to leave school before the end of the school day, the following guidelines are to be used at the designated release times:

1. The parent/guardian can come to school to sign the student out and the student will be released to the parent/guardian.
2. The parent/guardian may send written permission with the proper date and telephone number for the student to be dismissed from school. Upon verification with the parent, via telephone, the school will release the student either to the designated adult or allow the student to transport him/herself as set forth in the parent's written note. If the parent cannot be reached to verify the request for release, then students will not be dismissed.
3. Notes from parents and documentation of telephone calls for verifications will be filed with each day's sign out form.

If a student needs to leave school due to serious illness, the administration will initiate the call home so that the parent can come and get the student, send someone to get the student or if the child is a driver, get permission from the parent/guardian for the child to be released when they are capable to drive.

We are no longer allowed to take parent permission over the phone. We must have:

1. permission in writing so it can be verified;
2. the parent to come in to get the student;
3. the school to make contact with the parent if the parent is not able to come to the school or the child is a car rider.

Ultimately, we would like for the parent to come and sign out and sign in students, but every effort will be made to accommodate special circumstances.

## **Discipline**

### **Student Behavior**

All students are expected to behave themselves. Respect yourself and the rights of others. A detailed account of student behavior expectations and consequences is provided to each student in the Darlington County Secondary Discipline Code Booklet.

### **Fighting**

Fighting at school disrupts the educational process and creates a situation, which is dangerous for those, involved in the fight, as well as other students and school personnel. Fighting will not be tolerated at Mayo. It will result in suspension/expulsion from school. Those involved may also be referred to law enforcement agencies.

### **Dress Code**

According to the DCSD (Darlington County School District) Dress Code Policy, "the purpose of the dress code rules is not to restrict unduly, but to permit students to dress in accordance with the fashion and good taste of the times in accordance with standards conducive to a proper educational atmosphere in the public schools of the Darlington County School District. In addition, the principal of individual schools, in applying these rules to their respective schools to determine whether certain styles of dress are proper for school wear, will consider whether or not the styles of dress involved create a disruption or disturbance with respect to the educational process taking place within the school or whether the same creates safety and health hazards for the students or others who are involved at the school."

Please remember that every day is a possible Media day at Mayo High School for Math, Science & Technology. Please dress appropriately.

### **Conduct on School Bus**

Drivers have the safety of the pupils on their bus uppermost in their minds, and they have completed charge over those pupils. Therefore, their instructions must be followed at all times. Offenses will result in loss of transportation privileges.

### **Disciplinary Actions for Bus Infractions**

**First Referral:** Warning from the principal or administrator of the student's school.

**Second Referral:** Suspension from riding the bus until a parent conference and/or an administrative conference with the student is held.

**Third Referral:** One week suspension from riding the bus.

**Fourth Referral:** Two weeks suspension from riding the bus.

**Fifth Referral:** Three weeks suspension from riding the bus.

**Sixth and Subsequent Referrals:** A referral to the district hearing officer to determine if bus riding privileges should be taken away. Student is suspended from riding the bus until the hearing is held.

**Note:** Restitution may be used for vandalism or abuse of bus or bus equipment.

### **Visitors**

1. Parents and other visitors are always welcome at Mayo High School for Math, Science & Technology. We do, however, ask that they come to the Main Office to sign in and receive a visitor's badge to visit a classroom or see a teacher.
2. To ensure the safety of our students, all visitors must report to the main office. (Exception: Parents who are signing students in or out should report directly to the Attendance Office.)
3. Trespassing. The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. The School Resource Officer will be called and warrants will be signed for the arrest of trespassers.
4. Students are not allowed student visitors at school during school hours.
5. Mayo High School for Math, Science & Technology students are not to be around or in parked cars in the front or the side of the administration building.
6. Visitors must observe our school dress code.

### **Alcohol/Tobacco/Drug Use**

The possession, sale, distribution, or use - in any amount - of tobacco or utensils used when smoking, alcohol, marijuana, hallucinogenic drugs, or any other controlled substance on the school grounds, in the school buildings, on school buses, or during any other time that the student is under the jurisdiction of school officials, is absolutely prohibited. Violations will result in suspension/expulsion from school.

### **Nuisances**

Water guns, whistles, fireworks, and other noise-making or potentially dangerous objects are not allowed at school. Violators will be punished according to the district's discipline code.

### **Weapons on Campus**

The Mayo administration, faculty, and staff are committed to providing a safe learning environment for all our students. Students who bring any dangerous weapons on campus will be suspended and recommended for expulsion. Warrants will be signed for their arrest. Search batons will be used according to the Darlington County School Board Policy.

### **Sexual Harassment**

Sexual harassment by students is unacceptable conduct. Sexual harassment consists of unwelcome sexual advances and or other verbal or physical conduct of a

sexual nature. Any student who feels she/he has been subjected to sexual harassment should see the Assistant Principal/Guidance Counselor. Additional information may be found in the Darlington County Secondary Discipline Code.

## **Extracurricular Activities**

### **Extracurricular Activities/Clubs**

Students attending Mayo are expected to participate in clubs/activities sponsored by Mayo. Mayo students are not allowed to participate in extracurricular clubs/activities of other high schools in the Darlington County School District.

Clubs/activities sponsored by Mayo are intended for Mayo students only. Students from other high schools are not permitted to participate in clubs/activities sponsored by Mayo.

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

Mayo offers membership in the following clubs and organizations:

Academic Challenge  
Band  
Chess Club  
Chorus  
Drama Club  
Environmental Club  
Final Frontier  
First Priority  
French Club  
Future Business Leaders of America (FBLA)  
Library Advisory Committee  
Mayo Ambassadors  
Mayo Globetrotters  
Mayo Makers

Media Production  
Model United Nations  
Mu Alpha Theta Math Honor Society  
National Art Honor Society  
National Beta Club  
National English Honor Society  
National French Honor  
National Honor Society  
National Spanish Honor Society  
Prom Committee  
Robotics Club  
SADD  
Spanish Club  
Student Council  
Teacher Cadet  
Tri-M Music Honor Society  
Virtual Book Club  
Yearbook

### **Class Meetings/Academic/Assemblies**

Meeting together as a class or a student body is an important part of school life. Programs of interest are scheduled throughout the year. All students are expected to attend these assemblies.

### **Field Trip Policy**

Students who plan to participate in school-approved field trips must have a personal liability release form for each activity signed by a parent or guardian and filed with the sponsoring teacher prior to trip.

Students must also meet the following qualifications:

**Attendance** - A student may not participate if he/she was absent the previous day. If the field trip is for less than a day, the student must be present at school for the rest of the day.

**Grades** - Individual teachers have the right to prohibit a student from attending a field trip based on grades (60 or below) and absences from that class.

**Discipline** - The Assistant Principal may deny participation to a student who has ANY infractions, has shown a lack of responsibility, and/or maturity.

**AP Students** may not participate in field trips in April or May unless special permission is granted by the AP Teachers of the students involved.

**Fees** may be collected from students to cover the actual cost of the field trip. If fees are required, they must be collected before the student can participate.

### **Insurance**

Each fall, school insurance is available at registration. Accident insurance is recommended for all students, especially band students. It is required, however, for all students participating in athletics, physical education, chemistry, physics, and all courses, which involve any possibility of physical injury.

If a student is enrolled in one of the classes/activities listed above and is covered by a family insurance plan, the parent must sign a waiver if he/she does not want the additional coverage from the school insurance. This waiver should be returned to the Main Office.

For insurance purposes, an injury that occurs on the school grounds or at a school-sponsored activity should be reported within 24 hours to Main Office

### **Lunch/Canteen**

Students may not leave campus during lunch. No student is to bring food on campus for another student or adult. Violators will be disciplined. Students must bring their lunch or eat in the cafeteria, where a well-balanced meal is provided for a nominal charge. Drink machines and concessions are offered in the canteen on a conditional basis as an incentive for the students. To keep this special privilege, students are asked to keep this area clean as well as the campus

### **Closed Campus**

Our school operates on a CLOSED CAMPUS POLICY in that students are not allowed to leave campus during the inclusive hours of their classes.

### **Senior Privileges**

The senior class provides the leadership for the academic year, as well as in extra-curricular activities. The tradition of senior privileges has been one way the faculty and administration could show appreciation for a job well done. These privileges are granted based on the classes overall attendance, scholarship, and contributions to the school. The designee of the senior class should put the requests in writing and submit them to the principal for approval.

## **Prom**

### **Prom Guidelines**

The Junior-Senior Prom is a formal, school event sponsored by the junior class in honor of the graduating class; therefore, it will be governed according to the rules and regulations that have been established by Darlington County School District and Mayo High School for MST. The Junior-Senior Prom is a PRIVILEGE and not a RIGHT. All students and guests that attend Mayo's Prom must be properly dressed. The Prom is a formal affair where formal attire is expected. Formal attire is clothing that is worn to formal occasions in the evening. This consists of clothing of a distinctive style that is designed specifically for a special occasion. Attendees will be expected to dress and behave in a dignified manner. To help students understand what is expected of them, we are providing the following guidelines:

### **General Prom Rules**

1. Students must be listed as a junior (11th grade) or as a senior (12th grade).
2. Students who have suspensions must seek the approval of an administrator before purchasing a Prom ticket.
3. Any student, who has been placed on suspension on the day of the Prom, CANNOT attend the Prom.
4. Students who do not attend Mayo High School for MST cannot purchase tickets.
5. Alumni of Mayo who wish to attend the Prom must be invited by a junior or senior that is currently enrolled at Mayo; alumni must pay the full amount.
6. Guests must present current picture identification before being admitted into the prom.
7. Females are not permitted to wear the jacket that belongs to her date to camouflage inappropriate attire.
8. Any student who chooses not to abide by the Prom Guidelines WILL NOT BE ADMITTED.

**NOTE:** Remember, the cost of clothing does not determine whether they are appropriate for the occasion.

### **Gentlemen**

Tuxedos with bowtie, necktie, or a suit with a necktie accompanied with dress shoes are permitted. **NOTE: YOU MUST WEAR A JACKET.** Sunshades, shorts, and baseball caps are NOT allowed.

### **Young ladies CAN NOT WEAR**

Ladies wearing dresses with exposed midriffs, exposed sides, open backs, slits more than 4 inches above the knee, or skirts shorter than 4 inches above the knee,

strapless, or two piece outfits will NOT be allowed to enter the prom and will NOT be refunded any money. NO strapless dresses are allowed.

- Sheer fabric that reveals body parts; attire should cover the entire body.
- Navels (belly buttons) and cleavage should not be exposed.
- Slits in dresses/skirts that extend two (2) or more inches above the kneecaps. Leather outfits, bikini tops, diamond bras, or bras worn as shirts
- Backdrop dresses that extend below the bra strap
- Two-piece outfits (skirt with matching top).
- No plunging necklines.
- No strapless dress

NOTE: The attire that has a matching jacket must meet guidelines when or if the jacket is removed (females).

### **Invited Guests**

A current Mayo High School for MST student may bring one approved guest to the prom. Guests must meet the following criteria:

- Current high school students who are in good standing with the respective high schools. Visitor's form must be completed & returned to Mayo by the deadline and guest must show valid picture ID at door (school ID if enrolled, driver's license, etc.)
- Persons, ages 20 and under, may attend pending a satisfactory background check. Visitor permission form must be completed and returned to Mayo by the deadline and guest must present valid ID at the door.
- Invited guests that have been withdrawn from Darlington County or any school ARE NOT eligible to attend the Prom.
- Guests that have dropped out of school ARE NOT eligible to attend the Prom.
- All guests must follow all rules and regulations that are outlined. It is your responsibility to make certain that your guest is apprised of these rules.

### **Admission to Prom**

- The Prom will begin at 8:00 p.m., and end at 11:00 p.m.
- Do not leave valuables in your car or lying around unattended in the ballroom.
- Students will not be allowed to leave the ballroom to retrieve forgotten items or put items inside of the car. Students will not be permitted to leave the

- ballroom once they come in.
- Students and guest MUST have a current, picture identification. Altered identifications will not be accepted.

#### **Ticket Sales and Refunds**

- Prom tickets will be sold in the Main Office.
- Refunds cannot be issued if you are not able to attend the Prom or if you are not admitted to the Prom due to dress code violations or if you have been placed on suspension on the day of the Prom.
- Students cannot sell their tickets to other students.
- REFUNDS CANNOT BE GIVEN FOR LOST OR STOLEN TICKETS.

#### **Crowning of the Prom Royalty**

The crowning of Prom Royalty will take place on the night of the Prom.

#### **Prohibitive Acts**

Smoking of legal or illegal substances is strictly prohibited. Consumption of alcoholic beverages, mood modifiers or illegal drugs is also prohibited. Underage alcohol consumption and/or use of illegal drugs are acts punishable by law. Any Attendees caught participating in any illegal act will be dealt with accordingly by a law enforcement officer and their parents will be notified.

#### **Prom Day**

Prom is generally on a Saturday so students are required to be present at least half day on the Friday before prom. Prom is the same as any other school day. Students who wish to leave school early must follow the same sign out procedures.

## **Media Services**

#### **Media Center**

The Media Center is located in Building 3. This center offers students a variety of materials for class assignments, research, and individual reading pleasure. Computers are also available for research and multimedia projects. Students are encouraged to use all the materials, computers, and equipment resources available. Students are allowed to make copies for a nominal fee.

#### **Student Expectations**

Students should present a pass and ID every time he/she enters the library. Before leaving students should have the pass dated and signed by a staff member. Since the Media Center is for the benefit of everyone, it is important that each student

cooperate by speaking softly and helping to create an atmosphere for study and concentration. When in the library, the student will follow the directions of the staff and be engaged in constructive activity such as reading, studying, researching or writing. Students are not permitted to eat, drink, or chew gum in the library. Food and drinks can ruin printed materials and equipment; especially computers. If a student chooses not to conduct himself/herself according to the rules, he/she is subject to disciplinary action.

### **Checkout Procedures**

All library materials should be checked out from and returned to the circulation desk. Fiction and nonfiction books may be checked out for a two-week period. Magazines, other than those in plastic binders, may be checked out for a one week period. Students will be fined five (5) cents per day for materials not returned on time. Videos may be checked out for a two day period. Students will be fined twenty-five (25) cents per day for videos not returned on time. Books that teachers put on reserve cannot be checked out. Reference materials are meant to be used in the library so all students have access to these materials when needed. However, reference materials may be checked out overnight. The fine for overdue overnight materials is twenty-five (25) cents per day. If library materials are lost, the student must pay for them. If the materials are found, the cost of the materials (minus any accumulated fine) will be refunded to the student. Students will be charged for damaged library materials.

## **Safety**

### **Safety Practices**

The learning and development of safe work habits is a very important part of the learning environment. Future employers will require that safety rules be followed. There are good reasons for this: one, it makes good sense to avoid injury and to avoid damaging equipment; and two, federal and state laws require that certain safety equipment, such as eye protection and machine guards, be used. Willful disregard for the safety rules established for each classroom shall be cause for disciplinary action. Continued disregard will result in removal from the program. Mayo High School for Math, Science & Technology has developed an Emergency Management Plan that will be implemented in case of an actual emergency. Your teachers have an emergency plan that is to be implemented should such an event take place.

A. **Fire Drills.** Everyone is expected to respond immediately to a fire drill and to follow the evacuation plan as outlined in the fire drill bulletin.

**False Alarm:** Because the lives of students and faculty could be endangered, persons initiating a false alarm will be prosecuted to the full extent of the law.

B. **Tornado Drill.** The signal for a tornado drill will be notification over the public address system. In case this system is not working, a courier will be sent to all the buildings. Everyone is expected to respond immediately. Students will accompany their teachers to the appropriate areas. If outside and a tornado is in sight, lie down in the nearest low area or ditch.

C. **Bus Evacuation.** To ensure the safety of school bus students, regular bus evacuation drills will be carried out.

### **Student ID Cards**

ID cards are required. ID cards will be made during registration. Lost or stolen ID cards will be replaced in the office. There is a replacement fee of \$7.00.

The ID card is necessary for:

1. Campus monitoring.
2. Checking out library books/magazines.
3. Receiving textbooks.
4. Other times, as needed.

### **Hall Passes**

Students must have a pass from an administrator or a teacher to be in the halls during class. Any student out of the classroom without a pass will be referred to his teachers, sponsor, or administrator for appropriate discipline.

### **Student Parking**

Parking on school grounds is a privilege afforded to students. Certain conditions are attached to that privilege and students who choose not to meet those conditions will be subject to loss of parking privileges. Students and parents are required to sign a parking contract before they will be allowed to park on campus.

1. Students are required to park in their designated parking space.
2. All cars in the parking lot must have a decal. If you lose yours, see the assistant principal to get a replacement.
3. Speeding or reckless driving is prohibited.
4. Students must have a written pass to go to the parking lot during school hours. (The teacher on duty will check passes.)
5. Students are not to play radios excessively loud while on school grounds.
6. When students arrive at school, they are to leave their car and not loiter in or around the car or in the parking lot.
7. Students are to enter the parking lot from Allen Street and exit on Southern Pine Street.

### **Medicine/First Aid**

All medicine (prescription and over the counter) that is to be taken during the school day must be turned in to the main office upon arriving at school. Also, the student must have written permission to take their medicine from parent(s), guardian(s) or physician. Medicine must be contained in original container or packaging. Students will be given a pass to go to the main office to take their medicine as prescribed. The school will administer no medicine without written permission from the physician. Permission may be given using a form in the main office. The health room, gym, science labs, and Mayo Annex are furnished with first aid materials. Injuries should be attended to properly. Please see the appropriate adult to assist you.

### **Inclement Weather/School Closings**

In case of severe weather, the official announcement for school closing will be heard over the local radio station WHSC (AM1460) and WYNN (FM106) or the local Florence TV stations: Channel 15 and Channel 13. You can also check the Darlington County School District's website at [www.darlington.k12.sc.us](http://www.darlington.k12.sc.us)

### **Buildings and Grounds**

1. Students are to remain outside the building until 7:50 a.m. and at lunch except in cold or rainy weather. (NOTE: The library is available for study during these times.) Restrooms will be open in Building 2 for students who arrive on campus early and the cafeteria is open in the mornings for those students who wish to wait there until students may enter the building (7:50 a.m.). Students should be out of the buildings by 3:30 p.m. unless under the direct supervision of a faculty member.
2. Students who need to use the library for instructional purposes may enter at the designated time
3. Loitering in the halls is not permitted.
4. Students are not to take chairs or tables out of any building at any time without permission from an administrator.
5. Food and drinks are prohibited in all buildings except the cafeteria.

### **Selling Items on School Grounds**

Selling items on school grounds is restricted to fundraising for approved clubs or school organizations for Mayo. Students may not sell anything on school grounds unless the principal has given permission. Unauthorized sales will result in the student's referral to an administrator and suspension from school.

### **Money and Valuable Articles**

Please do not bring money or other items of value to school. Any items of value should be kept with the owner at all times. MHS/MST cannot accept responsibility for stolen articles or money. If you cannot afford to lose it, please leave it at home

## **Technology**

### **Technological Tools Policy**

Technological tools are provided at Mayo High School for MST for instructional purposes. Students are expected to abide by all stated rules and to utilize prudent judgment as they access these resources. Mayo High School for MST administration has taken action to protect students and to restrict access to material, especially on the Internet, that is inappropriate for the high school instructional setting.

#### **Rules**

A signed copy of the Technology Policy Agreement must be on file at Mayo High School for MST. Student user names and passwords will be assigned upon receipt of the appropriately signed form. All access to computers is governed by a student's ability to log in with their student user name and password.

Instructional uses have a priority above recreational uses. If you are using a computer for recreation and another student needs it to work on a project, you should log out and allow the other student to use the computer.

No computer programs (or parts of programs) are to be installed by a student.

User names and passwords are intended for one individual only. Students should not use another student's name and password to access information.

For your protection, personal information such as name, phone number, address, etc., is not to be shared with other computer users.

Tampering with, altering or other changes to workstation configuration/setup is a serious offense and will be treated as such.

Other inappropriate uses of the computer and other technological tools are subject to penalties as described below

### **Penalties**

Loss of computer privileges means that you may not use any computer at Mayo High School for MST during the period of suspension (this includes using computers in/ for a class). In addition, offenses committed by students are punishable in accordance with the Darlington County School District's Secondary Discipline Code.

### **Announcements**

General announcements are made over the public address system each day and shared via the student email accounts and Schoology. Announcements must be printed or typed in complete sentences including all pertinent information such as who, what, where, when, and why. Announcements must be in the main office by designated time and signed by the sponsoring teacher

### **Lost and found**

The Lost and Found Department is located in the Main Office of Building 1. Please check there first if you have lost something, or to take articles you have found there.

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

The Darlington County School District offers equal opportunities in its employment, admission and educational activities in compliance with Title IX, Section 504 of the Rehabilitation Act of 1972 and other civil rights laws.

