

WEST FLORENCE HIGH SCHOOL



2023 - 2024

Parent & Student Handbook

221 North Beltline Dr.
Florence, SC 29501
843-679-6750

SCHOOL ADMINISTRATION

Mr. Matthew Dowdell, Principal

Mr. Christopher Coleman, Assistant Principal (R - Z)
Mrs. Lauren Hasty, Assistant Principal (E - K)
Mrs. Afton Hicks, Assistant Principal (PEC/SPED Students)
Mr. Saani Perry, Assistant Principal (A - D)
Dr. James Sinkler, Lead Assistant Principal (L - Q)

SCHOOL COUNSELORS

Mrs. Julie LeMaster, School Counselor (10-12, A - C)
Ms. Courtney Graham, School Counselor (10-12, N - S)
Mrs. Betty Lawrence, School Counselor (9, A - J)
Mrs. Paigelyn McElveen, School Counselor (10-12, D - H)
Mrs. LaWanda Pendergrass, School Counselor (9, K - Z)
Ms. Margaret Wallace, School Counselor (10-12, I - M)
Mrs. Britton Yarborough, Director of School Counseling (10-12, T - Z, STEM)
Mr. Andres Perkins, Career Specialist
Mrs. Whitney Hill, Attendance Interventionist
Mr. Graylin Howard, School Based Therapist (A - M)
Ms. Coretta Casley, School Based Therapist (N - Z)

SUPPORT STAFF

Ms. Lisa Bird
Ms. Toni Carter
Ms. Christina Schenk
Ms. Robin Siegal
Ms. Betty Solomon
Ms. Debbie Gibbs
Ms. Cynthia Hatfeild

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2023 - 2024 WELCOME LETTER

July 31, 2023

Dear Students:

Welcome to the 2023-24 school year at West Florence High School! As you start this school year, it should be with anticipation of all the new experiences that will be yours. Our wish is that you have a successful year – one during which you move closer to achieving your potential. This applies not just to your schoolwork, but also to your relationships with everyone else in this building – students, faculty, staff, and administration. We encourage each of you to begin this year with an idea of what you want to achieve for yourself, as well as what you want to achieve for West Florence High School.

This handbook has been prepared as a guide to acquaint you with policies and procedures that you will be following this school year. As with any guide, it serves only as a framework in which to plan your activities. It is not possible to cover every situation in detail, but only to give you the essentials from which to start. In the absence of specific instructions, you should comply with the spirit of good citizenship and, when in doubt, talk it over with your teachers.

You are the most important part of this school. Without you, the school would cease to exist. Be honest, carry your fair share of the load, and above all, apply yourself to the task. It is our fondest hope that your high school days will be inspirational and meaningful, and prepare you to become a productive member of society.

Again, we hope this is a good year for each of you. Please make a commitment to live up to your responsibilities and obligations, and we will do the same. Take full and fair advantage of the many positive opportunities offered to you at West Florence High School.

GOOD LUCK!

West Florence Administration Team

WEST FLORENCE HIGH SCHOOL MISSION, VISION, AND BELIEFS

WEST FLORENCE MISSION STATEMENT:

Our mission at West Florence High School is to prepare our students for a globally competitive society by providing a high-quality education. In partnership with parents, students, educators, and community members, West Florence will build supportive relationships and utilize innovative practices to encourage and motivate our students to be accountable life-long learners.

WEST FLORENCE HIGH SCHOOL VISION STATEMENT:

West Florence Knights are E.P.I.C.! We Engage. We Prepare. We Inspire. We Challenge.

THE BELIEFS OF WEST FLORENCE HIGH SCHOOL

Learning is a lifelong process. Cultural diversity changes the learning process. The child is at the center of all decision making. The quality of relationships impacts student learning. An informed and educated public is a supportive public. A safe and orderly environment is essential for learning. Student learning is the chief priority of the faculty and staff. Students are encouraged to demonstrate positive character traits. A positive classroom atmosphere facilitates learning and discipline. Faculty and staff instill in students the value of becoming lifelong learners. Every person in the organization contributes to the success of the children.

The curriculum is structured to allow students to develop critical thinking skills. Students, parents, and school personnel share responsibility for student learning. Learning is enhanced when students are actively involved in the learning process. A challenging curriculum and high expectations promote high levels of achievement. Faculty and staff involvement in student activities helps develop a positive relationship. Cultural diversity is encouraged, accepted, and valued by students, staff, and community. Extracurricular activities encourage students to become actively involved in their community. Students are taught respect, responsibility, and accountability through modeling by faculty and staff. Faculty and staff provide the knowledge and skills necessary to prepare students for life in the future. Strict and consistent discipline, coupled with mutual respect, increases the potential for student success. All students and staff have the right to a safe, secure, and pleasant environment in which to work and learn. Communication between faculty, staff, students, and parents is an important element of the educational process. All students can learn if given encouragement and the opportunity to learn through appropriate techniques and technology.

WEST FLORENCE STUDENT EXPECTATIONS

1. Students are expected to arrive on time to school as well as each class they are enrolled in.
2. Students are expected to stay in the building at all times, unless signed out by a parent or guardian (Students are not to be out of area at any time - including the parking lot, restrooms without permission, in cars, off-campus, etc.)
3. Students should not leave campus to go across the street to any of the stores or restaurants at any time, nor should students leave campus during lunch, unless signed out by a parent/guardian or early dismissal.
4. Food deliveries of any outside food/beverages are not allowed on the campus at any time (even from parents/guardians). Food delivering companies (DoorDash, UberEats, etc.) are not allowed to be used. Delivered food will be confiscated.
5. Students are expected to treat everyone with respect at all times, including themselves, other students, faculty and staff.
6. Students may not sit in their vehicles at any time during the school day, including lunches. Students can only report to their vehicle if given admin permission, being signed out by a parent/guardian, or leaving campus due to early dismissal.
7. Students should adhere to the West Florence and Florence 1 Schools dress code at all times (see dress code below).
8. Students should make a conscious effort to use the restroom during class changes, at lunch, and before/after school. Students should try to limit restroom use during class time. Students should treat restrooms with care and respect.
9. Students should put forth effort in every class - this includes doing all assigned work, going to tutoring or asking teachers for assistance when needed.
10. Students should have pride to be a West Florence Knight and take efforts to clean after themselves. Students should not leave trash around the building, or on tables at lunch.
11. Students should not use cell phones, or any other electronic devices during class time. Electronic devices should be placed in either the students back pack or pockets.
12. Students should have a hall pass anytime they are out of class. Students should not be out of area or off-limits (being in area away from the destination on the written pass).
13. Students should not cut class or leave school. Being out of class for more than 20 minutes is considered cutting class.

Please [CLICK HERE](#) to see the student discipline matrix for information regarding consequences to disciplinary referrals.

2023 - 2024 SCHOOL CALENDAR



Florence 1 Schools 2023-2024 District Calendar

Year-Round Modified
Updated 2/15/2023

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Florence 1 Schools is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. The days are for emergency situations, such as inclement weather or utility interruptions. They are not planned days on the calendar.

- July**
- 4 Holiday (Independence Day)
 - 10 Beginning Workday for 220 Employees
 - 10 Beginning Workday for 215 Employees
 - 10 Beginning Workday for 210 Employees
 - 17 Beginning Workday for 200 Employees
 - 17-20 Registration
 - 24 Beginning Workday for 190 Employees
 - 24, 27-28 Teacher Workdays
 - 25-26 Teacher Professional Development
 - 31 First Day for Students

- August**
- 30 Interim Reports Issued for Q1

- September**
- 4 Holiday (Labor Day)
 - 29 Last Day of Q1

- October**
- 2-6 Intersession
 - 9 Teacher Workday
 - 17 Report Cards Issued for Q1

- November**
- 3 Early Dismissal/Parent Conference Day
 - 9 Interim Reports Issued for Q2
 - 22-24 Holiday (Thanksgiving)

- December**
- 11-15 S1 Exams
 - 15 Half Day for Students
 - 15 Last Day of S1/Q2
 - 18-31 Holiday (Winter Break)

- January**
- 1 Holiday (Winter Break)
 - 2 Teacher Professional Development
 - 3 Students Return
 - 10 Report Cards Issued for S1/Q2
 - 15 Holiday (Martin Luther King Jr. Day)

- February**
- 5 Interim Reports Issued for Q3
 - 8 Parent Conference/Teacher Day (8:00 AM-12:00 PM - * no students)
 - 19-23 Presidents' Day/Intersession

- March**
- 15 Last Day of Q3
 - 27 Report Cards Issued for Q3
 - 29 Holiday (Spring Break)

- April**
- 1-5 Holiday (Spring Break)
 - 25 Interim Reports Issued for Q4

- May**
- 22 Graduation Rehearsals
 - 23 West Florence Graduation—am
 - 23 Wilson Graduation—pm
 - 24 South Florence Graduation—am
 - 23-24 S2 Exams/Half Day for Students
 - 24 Last Day for Students
 - 27 Holiday (Memorial Day)
 - 28-29 Teacher Workday
 - 29 Last Day for 190 Employees

- June**
- 5 Last Day for 200 Employees
 - 12 Last Day for 210 Employees
 - 19 Last Day for 215 Employees
 - 26 Last Day for 220 Employees

Registration
School Days for Students
Teacher Workdays
Professional Development Days
Early Dismissal/Parent Conference Day
Half Day for Students
Parent Conference/Teacher Workday
Holidays

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Early Dismissal Days—November 3
Elementary Schools dismiss at 12:10 PM
Middle/High Schools dismiss at 1:30 PM

Half Days - December 15, May 23, May 24
Elementary Schools dismiss at 11:10 AM
Middle/High Schools dismiss at 12:00 PM

WEST FLORENCE BELL SCHEDULES

WEST FLORENCE BELL SCHEDULES: Please print the schedules below and keep them handy for alternative schedule days.

REGULAR BELL SCHEDULE	
1st Block	8:30 AM - 10:00 AM
2nd Block	10:07 AM - 11:37 AM
3rd Block	11:44 AM - 1:53 PM
LUNCH TIMES <i>(During 3rd Block)</i>	1st Lunch: 11:54 AM - 12:14 PM 2nd Lunch: 12:27 PM - 12:47 PM 3rd Lunch: 1:00 PM - 1:20 PM 4th Lunch: 1:33 PM - 1:53 PM
4th Block	2:00 PM - 3:30 PM

1st Lunch: A-Hall & D-Hall Corridors
2nd Lunch: Downstairs F Hall
3rd Lunch: C-Hall & B-Hall Corridors
4th Lunch: Upstairs F-Hall, V-Hall Corridor, Gym

ADVISORY BELL SCHEDULE	
ADVISORY	8:30 AM - 9:00 AM
1st Block	9:07 AM - 10:27 AM
2nd Block	10:34 AM - 11:54 AM
3rd Block	12:01 PM - 2:05 PM
LUNCH TIMES <i>(During 3rd Block)</i>	1st Lunch: 12:11 PM - 12:31 PM 2nd Lunch: 12:43 PM - 1:03 PM 3rd Lunch: 1:15 PM - 1:35 PM 4th Lunch: 1:45 PM - 2:05 PM
4th Block	2:12 PM - 3:30 PM

1st Lunch: A-Hall & D-Hall Corridors
2nd Lunch: Downstairs F Hall
3rd Lunch: C-Hall & B-Hall Corridors
4th Lunch: Upstairs F-Hall, V-Hall Corridor, Gym

PEP RALLY BELL SCHEDULE	
1st Block	8:30 AM - 9:51 AM
2nd Block	9:58 AM - 11:18 AM
3rd Block	11:25 AM - 1:28 PM
LUNCH TIMES <i>(During 3rd Block)</i>	1st Lunch: 11:35 AM - 11:55 AM 2nd Lunch: 12:05 PM - 12:25 PM 3rd Lunch: 12:35 PM - 12:55 PM 4th Lunch: 1:08 PM - 1:28 PM
4th Block	1:35 PM - 2:55 PM
PEP RALLY	3:00 PM - 3:30 PM

1st Lunch: A-Hall & D-Hall Corridors
2nd Lunch: Downstairs F Hall
3rd Lunch: C-Hall & B-Hall Corridors
4th Lunch: Upstairs F-Hall, V-Hall Corridor, Gym

EARLY DISMISSAL BELL SCHEDULE	
1st Block	8:30 AM - 9:25 AM
2nd Block	9:32 AM - 10:27 AM
3rd Block	10:34 AM - 12:25 PM
LUNCH TIMES <i>(During 3rd Block)</i>	1st Lunch: 10:44 AM - 11:04 AM 2nd Lunch: 11:15 AM - 11:35 AM 3rd Lunch: 11:40 AM - 12:00 PM 4th Lunch: 12:05 PM - 12:25 PM
4th Block	12:32 PM - 1:30 PM

1st Lunch: A-Hall & D-Hall Corridors
2nd Lunch: Downstairs F Hall
3rd Lunch: C-Hall & B-Hall Corridors
4th Lunch: Upstairs F-Hall, V-Hall Corridor, Gym

2-HOUR DELAY BELL SCHEDULE - NO KASTLE TIME	
1st Block	10:30 AM - 11:25 AM
2nd Block	11:32 AM - 1:25 PM
LUNCH TIMES <i>(During 2nd Block)</i>	1st Lunch: 11:38 AM - 11:58 AM 2nd Lunch: 12:05 PM - 12:25 PM 3rd Lunch: 12:35 PM - 12:55 PM 4th Lunch: 1:05 PM - 1:25 PM
3rd Block	1:32 PM - 2:27 PM
4th Block	2:34 PM - 3:30 PM

1st Lunch: A-Hall & D-Hall Corridors
2nd Lunch: Downstairs F Hall
3rd Lunch: C-Hall & B-Hall Corridors
4th Lunch: Upstairs F-Hall, V-Hall Corridor, Gym

HALF DAY BELL SCHEDULE	
1st Block	8:30 AM - 9:18 AM
2nd Block	9:25 AM - 10:13 AM
3rd Block	10:20 AM - 11:08 AM
4th Block	11:15 AM - 12:00 PM

Students will be dismissed around 12:00 PM. Please do not release students until the bell rings or announcements are made.

E-LEARNING BELL SCHEDULE	
1st Block	8:30 AM - 10:00 AM
2nd Block	10:10 AM - 11:40 AM
LUNCH	11:45 AM - 12:15 PM
3rd Block	12:20 PM - 1:50 PM
4th Block	2:00 PM - 3:30 PM

INSTRUCTION & ASSESSMENT

STATEWIDE UNIFORM GRADING SCALE

On Tuesday, April 12, 2016, the State Board of Education (SBE) unanimously voted to implement a 10- point grading scale effective in the 2016–17 school year. The uniform grading scale is accompanied by a conversion chart seen below.

The school will follow the statewide uniform grading scale as approved by the SBE. This uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school level.

The uniform grading scale is as follows.

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

All report cards and transcripts will use numerical grades.

GRADING SCALE

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below
I	Incomplete

HONOR GRADUATES

Honor graduates are determined using a weighted grading scale. The valedictorian and salutatorian of each senior class will be recognized during the graduation ceremony. Honor graduates will be recognized at graduation ceremonies, in alphabetical order by category, as follows:

Board of Trustees Scholars - 4.50000 or higher

Double Cord Graduates - 4.00000 to 4.49999

Single Cord Graduates - 3.00000 to 3.99999

A South Carolina Academic Achievement Honors Award is also presented to qualifying graduates at this time. If you have questions about this award, see your school counselor.

REGISTRATION

Since the start of the 2019-2020 school year, all students must present 3 proofs of residence when they come to pre-registration. These items include a utility or landline phone bill, a lease agreement or mortgage statement, vehicle registration, a state issued license or ID.

MINIMUM CLASS LOAD

Students in grade 9 must take 4 credit-bearing classes each semester. Students in grades 10, 11, and 12 must take a minimum of 3 credit-bearing classes each semester.

MAKE-UP WORK

Work missed due to an absence **must be made up within five school days** as scheduled by the teacher(s). If a student has more than one graded assignment to make up, the student and teachers will agree on a schedule. Failure to make up an assignment will result in a zero for the work.

Students who sign out of school before a scheduled graded assignment must make up the assignment the day they return to school, unless otherwise assigned by the teacher(s).

Students who sign into school after a scheduled graded assignment must make up the assignment that afternoon, unless otherwise assigned by the teacher(s).

Students who are absent all day for a school-sponsored activity must make up scheduled graded assignments the next day. If the absence is for part of the school day and the student returns before 3:30 p.m., the assignment must be made up that afternoon, unless otherwise assigned by the teacher(s).

Students who are absent the day before a scheduled test will take the test on the scheduled day unless new material was covered on the day of the absence. Students will then make up the test on the following day.

Students who are absent on the day of a previously scheduled book report, paper, etc., must make up or turn in the assignment upon their return to school.

PROMOTION REQUIREMENTS

To be promoted to the tenth grade, a student must have earned at least six units. These must include one unit in English, one unit in mathematics, and three other units.

To be promoted to the eleventh grade, a student must have earned at least eleven units. These must include two units in English, two units in mathematics, one unit in science, one unit in social studies, and five other units. A student will not be promoted from ninth to eleventh grade unless the student was retained in ninth grade previously.

To be promoted to the twelfth grade, a student must have earned at least sixteen units and be able to earn the appropriate units for graduation by the end of the regular school term.

A student who declares intent to earn six or more units in a specific service occupation area will be eligible to waive one of the required science units. Students will be promoted to the next grade level only at the end of each semester.

SOUTH CAROLINA DIPLOMA REQUIREMENTS

Twenty-four units are required for a high school diploma.

AREA	UNITS	AREA	UNITS
English	4 units	Other Social Studies	1 unit
United States History	1 unit	Mathematics	4 units
Economics	1/2 unit	Foreign Language or Occupational Education	1 unit
American Government	1/2 unit	Natural Sciences	3 units
Electives	7 units	Physical Education or ROTC	1 unit
		Computer Science (including keyboarding)	1 unit

Note: All students must complete a health requirement prior to high school graduation.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is determined by dividing the total points earned by the total number of courses. Half-unit courses carry one-half numerical point value. The GPA will be computed to three decimal places.

CLASS RANKINGS

Class rank takes into account the difficulty of a class as well as the grade earned. Courses carrying Carnegie units will use the numerical grades and assigned weighting for course levels. Please see the GPA conversion table on the next page.

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

DESIGNATION OF COURSE LEVELS

Advanced Placement/International Baccalaureate/Dual Credit (AP/IB/DC) Skills and concepts are college level. Upon taking an Advanced Placement Examination, the student may earn college credit.

Honors (H) Skills and concepts are well above those in academic courses. These courses are designed specifically for students whose aptitude and achievement qualify them for intense study at an increased pace.

College Preparatory (CP) Skills and concepts are generally at grade level.

RETAKE OF A COURSE

Only courses in which a grade of D or F is earned may be retaken. The course or courses in which the D or F was earned may only be taken in the same academic year or no later than the next academic year. The student's record will reflect all courses taken and the grade earned.

There is one exception to the above: Students taking courses for a Carnegie unit before entering the ninth (9th) grade year may retake any such course during their ninth (9th) grade year. The course must be the same and must be the same level. In this case, **ONLY** the ninth (9th) grade attempt will be used in figuring the student's GPR and **ONLY** the ninth (9th) grade attempt will show on the transcript. This applies whether the grade earned is higher or lower than the pre-ninth grade attempt. Students who fail certain courses will be able to take computer-assisted tutorials in order to obtain credit for those courses.

WITHDRAWAL FROM A COURSE

With the first day of course enrollment as the baseline, a student may withdraw from a course within three (3) days in a 45-day course, or five (5) days in a 90-day course. A student who withdraws from a course after the specified time of three (3) days in a 45-day course, or five (5) days in a 90-day course shall be assigned a WF and the grade will be recorded as a 50. The F will be calculated in the student's overall grade point average/ratio.

SCHOOL RECORDS

School records are kept in the Guidance Department for the entire four years of high school study. These records include attendance, final grades in classes, health records, standardized test scores, class rank, etc. Transcripts are sent to the next place of study as requested by students.

EXAMS

All students enrolled in courses requiring state mandated end-of-course tests will take a first exam that will count 10 percent of the first term grade. At the end of the course, they will take a state administered end-of-course exam that counts 20 percent of their overall course grade. Students will not be eligible to exempt the first term exam or the state exam, but are exempt from additional teacher or school final exams in this subject.

All students enrolled in AP or IB courses must take the term exams, AP or IB exams, but may exempt additional teacher or school final exams if they meet the exam exemption requirements. All students enrolled in dual credit courses with Florence-Darlington Technical College must take exams designated by FDTTC.

STUDENT EXEMPTION OF QUARTER /YEAR EXAMS

Student evaluation is an integral part of the teaching-learning process. Teacher communication with the parent/legal guardian regarding individual student achievement is a central part of the evaluative process. The classroom teacher is responsible for student evaluation, subject to the supervision of the school principal. All current applicable state laws and regulations will be implemented.

EOC Courses:

All students enrolled in courses requiring state mandated end-of-course (EOC) exam will take a mid-term exam that will count 10 percent of the first half of the course grade. The mid-term exam will be administered at the end of the first quarter and third quarter in semester long courses. The mid-term exam will be administered at the end of the second quarter in year-long courses. At the end of the course, students will take a state administered EOC exam that counts 20 percent of the final course grade. The EOC exam will be administered at the end of second quarter and fourth quarter in semester long courses. The EOC exam will be administered at the end of the fourth quarter in year-long courses. Students will not be eligible to exempt the mid-term exam or the EOC.

Non-EOC Courses:

A midterm exam will be given to students enrolled in any Non - EOC course. The midterm exam will count 10 percent of the first half of the course. Midterm exams will be administered at the end of the first quarter and third quarter in semester long courses. At the end of the course, students will take an instructor administered final exam that will count 20 percent of the final course grade. The final exam will be administered at the end of second quarter and fourth quarter in semester long courses or at the end of the fourth quarter in year long courses. Only twelfth graders will be eligible to exempt the midterm exam, but all students will be eligible to exempt the final exam.

AP Courses:

All students enrolled in AP courses will take a mid-term exam that will count 10 percent of the first half of the course grade. The mid-term exam will be administered at the end of the first quarter and third quarter in semester long courses or at the end of the second quarter in year long courses. Students will not be eligible to exempt the midterm exam. At the end of the course, students must take the AP examinations. Additional school or teacher final exams are not required for AP courses.

Quarter Courses:

All students enrolled in quarter courses will take an instructor administered final exam that counts 20 percent of the final course grade. The final exam will be administered at the end of each quarter. All students will be eligible to exempt the final exam.

Dual Credit Courses:

Students enrolled in Dual Credit Courses must follow the exam policies of the institution for the enrolled course.

EXAM EXEMPTION POLICY

To promote and encourage academic excellence and acceptable behavior, students in grades 9-12 who meet specified criteria may exempt exams.

To exempt an examination, a student must meet all of the following criteria:

- a grade of 90 or higher in the subject (semester)
- no out-of-school suspensions for the semester

Student eligibility will be determined two days prior to the administration of the examination and must be based on the cumulative final grade for the course at that point. Students, who are exempt from examinations but present at school, will report to their regular scheduled class during the examination period. A student, although eligible for exemption, may forfeit his/her exemption status and take the exam.

Twelfth-grade advisory students not enrolled in AP, IB, or EOC courses may exempt mid-term examinations.

SCHOOL COUNSELING SERVICES

The School Counseling Program at West Florence High School represents a cooperative effort between students, parents, teachers, counselors, and administrators, as well as special services and community agencies. Our purpose is to promote and enhance student learning by enabling students to develop their educational, personal/social, and career strengths to become productive citizens. To make an appointment, please call (843) 758-6557. Each counselor is assigned special areas of responsibility and a group of students based on alphabetical list:

Mrs. Julie LeMaster	Last Names A - C, 10th - 12th
Ms. Paigelyn McElveen	Last Names D - H, 10th - 12th
Mrs. Margaret Wallace	Last Names I - M, 10th - 12th
Ms. Courtney Graham	Last Names N - S, 10th - 12th
Mrs. Britton Yarborough	Last Names T - Z, 10th - 12th, STEM
Mrs. Betty Lawrence	Last Names A - J, 9th
Mrs. Lawanda Pendergrass	Last Names K - Z, 9th
Mr. Graylin Howard, School Based Therapist	(A - M)
Ms. Coretta Casley, School Based Therapist	(N - Z)

ACADEMIC ACHIEVEMENT HONORS AWARD

For a student to receive an Academic Achievement Honors Award, the student must (1) complete twenty-four units of credit as prescribed; (2) meet the standard on all subtests of the Exit Examination; (3) receive a minimum grade of "B" for each semester course in grades 9-12 through the seventh semester; and (4) achieve either a score of 710 on the SAT verbal or a score of 690 on the SAT math, * or an ACT score of 30 on English or 33 on mathematics-~~or~~(1) Each student shall have completed twenty-four units of high school credit; (2) be eligible for graduation with a state high school diploma; (3) have a combined score of 1400 on the SAT verbal and math sections, or an ACT composite score of 31.

***This requirement will be revised.**

WEST FLORENCE MEDIA CENTER

Two certified media specialists staff the media center. The hours of operation are 7:55 a.m. until 4:00 p.m. Monday through Friday. Students do not need a pass to come to the library before school, after school, or during the student's lunch period. During class time, students must have a pass. Students must sign in and out of the media center during class blocks. Early dismissal students must be signed in by an administrator before 3:30.

ID cards are necessary to check out books. Books may be checked out for a two-week period, except for reference books, which are for in-house use only. Electronic books are also available online for student and teacher use at school or home, and most reference books are available online as well. A password is required and can be obtained in the media center. The media center also laminates and binds for students and teachers.

<https://www.f1s.org/Page/9753>

ATHLETICS & EXTRACURRICULAR INFORMATION

ATHLETIC DEPARTMENT

The Athletic Department has developed a program providing a variety of physical activities for students. Sports are a vital part of our school life, and we make every effort to provide not only challenging programs, but also the best protective equipment available for all participants.

All students are encouraged to try out for athletic teams. A number of junior varsity teams are fielded at West Florence High School. Check with the coach of the team in which you are interested, or see the Athletic Director.

Fall Sports

Girls' Volleyball	Leigh Anna Driggers
Mens' Volleyball	Warren Coker
Boys' cross country	Richard Wideman
Girls' cross country	Richard Wideman
Girls' Tennis	Abby Sullivan
Football	Jody Jenerette
Competitive Cheerleaders	Kelsey Cagle
Cheerleaders	Kelsey Cagle
Swimming	Janmarie Chatlosh
Girls' Golf	Chris Wegmann

Winter Sports

Boys' Basketball	Kevin Robinson
Girls' Basketball	Kedral Timmons
Cheerleaders	Kelsey Cagle
Wrestling	Andrew Cummings

Spring Sports

Baseball	Josh Brown
Softball	Aundres Perkins
Boys Tennis	Warren Coker
Boys' Track	Phillip Barr
Girls' Track	Richard Wideman
Boys' Soccer	Billy Andrews
Girls' Soccer	Alex Shortall
Boys' Golf	Jason Brewer

ATHLETIC DEPARTMENT ATTENDANCE POLICY

Students are to be in school the entire day in order to participate in practice or a contest that day. Exceptions must have prior approval from an administrator. Students are also expected to attend school the entire day after an event. If a player is absent the day after a contest, his/her parent must call an administrator that day and state the reason for the absence, if not the student must sit out the next contest.

ACADEMIC REQUIREMENTS FOR ATHLETES

West Florence adheres strictly to the S.C. High School League rules, which include, but are not limited to:

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 have passed 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/she must pass the equivalent of four, $\frac{1}{2}$ units during the first semester.
 - b. If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five, $\frac{1}{2}$ units during the first semester.
 - c. Students must satisfy eligibility requirements in the term preceding participation.

ATHLETIC SUBSTANCE ABUSE POLICY

First Offense:

Any athlete identified as using, under the influence of, or in possession of alcohol, drugs, unauthorized controlled substances, or drug paraphernalia, will be placed on **probation** for one calendar year.

If the violation occurs while the student athlete is not participating on a team, he/she must sit out 20% of the regular season contest of the next sport that he/she chooses to try out for and he/she may not participate in any pre-season contest, i.e. Jamboree, scrimmage, etc. While sitting out, he/she will be allowed to practice, however, under no circumstances will he/she be allowed to dress-out or play in any contest.

If the violation occurs while the student athlete is participating on a team, he/she will be suspended for 25% of the regular season contests. Should the season end before the suspension is completed, the game suspension will carry over to the next sport played. During the suspension, he/she will be allowed to practice; however, under no circumstance will he/she be allowed to dress-out or play in any contest.

Second Offense:

Any athlete identified as using, under the influence of, or in possession of alcohol, drugs, unauthorized controlled substances, or drug paraphernalia, will be suspended

immediately from athletic participation for **one calendar year**. The student athlete cannot participate in any athletic function (in-season or out-of-season) until his/her suspension is lifted. The student athlete must successfully complete a drug/alcohol counseling program (at the athlete's expense) that is approved by the Athletic Director and Principal.

Third Offense:

The student athlete will be prohibited from any participation on any sport team for his/her remaining years of eligibility at West Florence High School. This policy became effective March 1, 2000.

WEST FLORENCE HIGH SCHOOL BAND

Students in grades nine through twelve with prior experience in band are invited to participate in the band by registering for one of the four band classes offered. Students should see the Band Director, Mr. Johnny Powers, to determine which class is best for them. All students in the band are required to participate in the West Florence Marching Knights as well as the West Florence Concert Band for two credits each year. Other optional ensembles open to band students include the Jazz Knights and other small ensembles.

The West Florence Marching Knights perform at pep rallies and football games and compete locally and on the state level against other marching bands during the fall. This class includes required summer practices, attendance at band camp, after-school practices, and performances at all football games, and Saturday competitions in October.

The West Florence Concert Bands perform throughout the year at school and compete against other bands for awards in the spring.

The Jazz Band meets as a late bird class for 1 credit. they don't participate in others.

The West Florence Band is a strong and growing program that is recognized for its excellence throughout the city and state. Over the past 24 years, the West Florence Band has received numerous "Superior" awards in both marching and concert band. The band has won the South Carolina Band Directors' Association Outstanding Performance Award, the highest award that a band can win in the state of South Carolina, for thirteen of the past twenty-five years.

CLUBS AND ORGANIZATIONS

Students are urged to become actively involved in clubs and activities here at West Florence High School. We have a wide variety of clubs and organizations offered at West. All clubs and activities can be found on the West Florence website as well as below.

Club or Organization	Who Can Participate?	Brief Description of Club/Organization
Academic Challenge Team	All Grades	Academic Challenge is a team-based competition involving a wide variety of topics such as Math, Science, Literature, Music, Sports, Pop Culture, and Current Events. Team members compete against other schools with the goal of winning the regional and state championships. Mrs Jamie Hanna is the WF team coach.
Acts of Kindness Club (AOK)	All Grades	This is a service club. We participate in various service learning activities through the year.
Algebra/Geometry Lab	All Grades	Students show up to complete math assignments, study for math tests or get extra help with Algebra/Geometry content/instruction.
Anime Club	All Grades	Students could watch and discuss anime from various genres. Could also discuss Japanese culture through things seen in shows.
Art Club (NAHS - National Art Honors Society)	All Grades	Art Club is an organization of students who share a love for the arts, and students that are interested do not have to be an artist to enter. We participate in live-drawing studies, trips to art museums, community service, and so much more! This club is free for any students to join, and our meetings are every Tuesday after school. NAHS is an upper-level part of our organization which requires service hours and an application.
Beta Club	11th Grade, 12th Grade, Application Based	National Beta Club
Bible Club	All Grades	Meets Friday at 8am for time of fellowship, prayer, games, and sharing by student member, faculty, and outside youth pastors and pastors from the area.
Chess Club	All Grades	Students will be able to learn or improve their chess game skills.
Crocheting, Knitting, & Sewing	All Grades	For students (and staff) who knit, crochet, and sew at all skill levels to improve on or grow in their craft OR to try another skill.
Drama Club	All Grades	Drama Club - learn about the various parts of theater arts.
Fellowship of Christian Athletes (FCA)	All Grades	FCA is non-denominational club that encourages and challenges members to live and compete according to biblical principles. FCA strives to be an inclusive group open to questioning and growing. We meet every Tuesday morning in the GYM.
Future Business Leaders of America (FBLA)	All Grades, Application Based	We prepare student to become leaders!!

Health Occupational Students of America (HOSA)	All Grades	HOSA is an international organization that provides students with opportunities to develop leadership skills, participate in community service activities, and pursue careers in healthcare. The organization offers a variety of competitive events and educational programs that allow students to explore different areas of healthcare and gain hands-on experience. HOSA members have the opportunity to network with healthcare professionals and connect with peers who share their passion for healthcare.
Kastle Kloset	All Grades	Students help to shelve clothes as they arrive to keep them organized so that they are easy to find when they are needed. Students are called on to come in and help on an as need basis. Can sign up to work for volunteer hours, but may take several visits to earn an hour. Work can be completed before or after school, usually in short work increments.
Knitting Club	All Grades	Students of all skill and interest levels come together to learn how to knit.
National Technical Honors Society	11th Grade, 12th Grade, Application Based	The National Technical Honor Society (NTHS) is an organization that recognizes and honors outstanding Career & Technology Education (CTE) students in high schools and colleges across the United States. NTHS strives to promote excellence in technical education and provide opportunities for personal and professional growth for its members. Members of NTHS are recognized for their academic excellence, leadership skills, and dedication to their chosen field of study.
PEARLS	10th Grade, 11th Grade, 12th Grade	Community Service Based Club for Girls
Photography Club	All Grades	Want to learn to take quality photographs? Maybe you're ready to take your photos to the next level or just want to try something new? Then photography club is the place for you. We will learn the basics of taking high quality photographs, digital photography , photo editing and even experiment some techniques that date back thousands of years! (or something like that)
Prom Committee	11th Grade	Students in Prom Committee volunteer to help with Prom! Students must be in the 11th Grade. Prom committee organizes, plans and decorate for our Senior Prom.
Ring Ceremony	11th Grade	Students who purchased a ring through Jostens will participate in the ring ceremony in the fall.
Rosary Club	All Grades	An organization in which students of all beliefs are welcome to come pray and learn more about this ancient devotion to the Blessed Virgin Mary.

SADD (Students Against Destructive Decisions)	All Grades	SADD: Students Against Destructive Decisions, formally known as Students Against Drunk Driving. SADD empowers and mobilizes students and adult allies to engage in positive change through leadership and smart decision-making. SADD will strive to help our community through informing our students about dangerous actions behind the wheel, collaborating with peers on the dangers of drugs, alcohol, and build a community of safe space. Students from all over can team together to make our community more positive and create leadership skills that will stay with them a lifetime! Sign up today and make a difference.
Sharper Knights	All Grades, Application Based	Sharper Knights is a male mentoring organization that focuses on the academic, behavioral, and social well-being of male students at West Florence. Through mentorship activities, community service, and bonding events, students work to improve themselves being in this organization.
Student Government Association (SGA)	All Grades, Application Based	The Student Government Association (SGA) is designed to foster leadership skills, encourage school spirit, and teach democratic principles among students. As a student-run organization that represents the entire student body, SGA allows students to express concerns, take a stand on important issues, and help organize various school functions.
Taylor Swift Club	All Grades	West Florence Swifties meeting to talk about and listen to all things related to Taylor Swift.
Yearbook	Application Based	Yearbook is a semester-long, technology and design class, that produces the school yearbook. Members of the staff are expected to have a high level of maturity and the ability to work independently. Applications can be picked up from Ms. Singletary in room 228-B.
Youth in Government	Application Based	The Youth in Government (YIG) program helps to create the next generation of good citizens. Through our programs, we demystify local, state and national governmental systems so tomorrow's adults will know how to effect change within these systems. We expand horizons so young people will understand their role within a global society.

STUDENT DISCIPLINE

ADMINISTRATIVE CASELOADS

Any student who receives a disciplinary referral will be assigned to an administrator based on his/her last name. The disciplinary caseload for administrators are as follows:

Mr. Saani Perry	Last Names A - D
Mrs. Lauren Hasty	Last Names E - K
Mr. James Sinkler	Last Names L - Q
Mr. Christopher Coleman	Last Names R - Z
Mrs. Afton Hicks	All PEC/SPED Students

WEST FLORENCE DISCIPLINARY MATRIX

Any student who receives a disciplinary referral will be given consequences based on the West Florence discipline matrix that is aligned to the Florence 1 Schools' disciplinary code of conduct. The discipline matrix for West Florence can be found by [CLICKING HERE](#)

STUDENT ATTENDANCE

Students should be present in every class held at West Florence High School and should arrive on time. Students who enter class after the tardy bell are tardy. **Any student who comes to class 20 minutes or later is considered cutting class. If a student is outside of class for 20 minutes or more, it is considered cutting class.**

STUDENT DRESS CODE

All students will be required to sign a "Dress Code" contract during the first week of school in their advisory class. The West Florence dress code consists of:

- **Students should not wear any clothing that allows skin of the abdomen, breast, rear-end, or private areas to be exposed.**
- **Clothing should not be sheer or see-through to allow skin to show.**
- **Undergarments should not be seen at any time, including: bras, underwear, or shorts worn as undergarments.**
- **Shorts should have a minimum 4-inch inseam.**
- **No ski masks are allowed at any time.**
- **No clothing can be worn that has profanity, sex, or promotion of drugs.**
- **Pajamas of any kind are not permitted to be worn at school.**
- **No blankets are allowed on campus at any time.**

- **Bedroom slippers/shoes are not permitted at any time.**
- **Student IDs must be worn at all times while on campus.**

Students who are in violation of the above dress code or student ID guidelines will be subject to disciplinary action.

APPENDIX

APPENDIX 1: West Florence High School Phone Extensions and Emails

Office Personnel	Title	Extension	Email
Matthew Dowdell	Principal	6547	mdowdell@fsd1.org
Christopher Coleman	Assistant Principal	6553	christopher.coleman@fsd1.org
Lauren Hasty	Assistant Principal	6543	lhasty@fsd1.org
Afton Hicks	Assistant Principal	6551	ahicks@fsd1.org
Saani Perry	Assistant Principal	6548	rperry@fsd1.org
James Sinkler	Assistant Principal	6546	jsinkler@fsd1.org
Lisa Bird	Principal's Secretary	6541	lisa.s.bird@fsd1.org
Toni Carter	Attendance Clerk	8052	tocarter@fsd1.org
Debbie Gibbs	Computer Operator	993701	dgibbs@fsd1.org
Cynthia Hatfield	Bookkeeper	6542	chatfield@fsd1.org
Christina Schenk	Office Secretary	43392	cschenk@fsd1.org
Cristen McGee	Nurse	6549	cmcgee@fsd1.org
Dawn Ivey	Nurse	993970	divey@fsd1.org