



Beaufort High School

84 SEA ISLAND PARKWAY

BEAUFORT, SC 29907

TELEPHONE: (843) 322-2000

FAX NUMBER: (843) 322-2160



STUDENT HANDBOOK

2023 - 2024



| | | |
|----------------------|--------------------|----------|
| Principal: | Mr. Ryan Walsh | 322-2108 |
| Dean of Students: | Mr. Herbert Glaze | 322-2091 |
| Assistant Principal: | Mr. John Dorval | 322-2107 |
| Assistant Principal: | Dr. Sonji Leach | 322-2175 |
| Assistant Principal: | Mr. Tyrone Jackson | 322-2143 |

**BHS Information Contacts
2023 - 2024**

| | | |
|---|----|----------|
| Lastella Garvin, Main Office Receptionist | | 322-2104 |
| Maria Smith, Attendance Clerk | | 322-2154 |
| Mr. David Favata, Guidance Lead | Ok | 322-2125 |
| Ms. Melissa Lather, BHS Social Worker | | 322-2113 |
| Mr. Linc Lyles, Athletic Director | | 322-2140 |
| Mr. Reginald Jones, Office Manager | | 322-2108 |
| Mrs. Christina Allen, Nurse | | 322-2114 |
| Mr. J.J. Walker, Technology | | 322-2090 |
| Ms. Christina Haynes, Data Specialist | | 322-2116 |
| Mr. Zachary Jacobs , Guidance Secretary | | 322-2129 |
| Ms. Linda Mobley, Secretary | | 322-2106 |
| Beaufort High Fax Number | | 322-2160 |

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Vision and Mission Statements

We Believe...

All stakeholders are entitled to a caring, safe atmosphere while at Beaufort High School.
All students are entitled to equal access to a quality education.
A student's education is most effectively accomplished through collaboration between the school, home and community at-large.

School Mission Statement

The mission of Beaufort High School is to provide a safe, challenging and engaging environment in which all stakeholders can develop and practice the critical thinking, decision-making, and leadership skills necessary to become productive and responsible members of a global community.

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ALMA MATER

From the halls and fields of victory, hear our loud acclaim, Beaufort High, our Alma Mater
Truth and Pride we claim. Though the times may change about us And our memories fill,
when the shout becomes an echo, WE'LL REMEMBER STILL!

Characteristics of an Eagle

Eagles Have **Vision**
Eagles are **Fearless**
Eagles are **Tenacious**
Eagles are **High-Flyers**
Eagles are **Patient**
Eagles Possess **Vitality**
Eagles are **Nurturing**

SCHOOL COUNSELING DEPARTMENT

The goal of the Beaufort High School Counseling Department is to assist all students through a systemically delivered comprehensive counseling program to make effective educational and career decisions, deal with personal and social challenges and overcome problems that may impede learning.

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The services provided include:

- Individual counseling to help students deal with social and emotional concerns.
- Group guidance to discuss post-secondary opportunities
- Group counseling to include conflict resolution, relationship building, study skills, and goal setting.
- Coordination of the homebound program for students who are unable to attend school.

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study skills, and testing programs. Beaufort High School counselors are available to discuss any home, school, or social concerns.

Director of School Counseling:

David Favata 322-2125

School Counselors:

Tarsha Smith 322-2112

Alexis Traupman 322-2126

Tiffany Webb 322-2035

Andrea Brace 322-2059

ACADEMICS

COLLEGE PREPARATORY (CP)

College Preparatory is a rigorous academic program designed to prepare students for post-secondary studies in traditional academic programs. Courses offered on the College Preparatory level focus on theory, reading, research, problem solving and writing skills.

HONORS COURSES

Honors courses are designed for students that exhibit superior abilities in the course content area. Students enrolled in the Honors curriculum will build on the knowledge and skills of the college preparatory level with emphasis on critical and analytical thinking, decision making and reasoning beyond that expected at the college preparatory level. Honors level courses carry a .5 quality point higher than college preparatory courses. Students who successfully complete Honors level courses are strongly encouraged to enroll in Advanced Placement (AP) courses.

ADVANCED PLACEMENT (AP)

Advanced Placement (AP) courses enable students to earn college credit while still enrolled at Beaufort High School. A GPA of 3.0 or better is a prerequisite for enrollment. The content of the course is determined by the College Board.

During the month of May, the College Board administers national exams in all AP courses. Students who score well on the exams are awarded college credit in most of the nation's colleges and universities. Students must take the College Board Exam to receive the AP weighting for the course. Advanced Placement courses are weighted 1.0 quality point above college preparatory courses per one unit of credit.

DUAL ENROLLMENT - EARLY COLLEGE CREDIT OPPORTUNITY

Dual Enrollment - Early College Credit Opportunity (ECCO) Program is a college-credit, dual enrollment program that empowers students to earn both Carnegie units and college credits for particular courses during high school.

The Technical College of the Lowcountry (TCL) and University of South Carolina Beaufort (USCB Beaufort Campus) provide dual credit enrollment opportunities for Beaufort High School juniors and seniors who are successfully involved in a college preparatory program of study. Students who want to take college courses and who meet the Technical College of the Lowcountry placement examination requirements and USCB admissions requirements are qualified to participate. For more information, interested rising juniors and seniors should consult with their school counselor.

Students participating in Dual Credit Courses will be required to sign-out with the attendance office when leaving campus on a daily basis; and exit the building through the front entrance of the school. Students returning from Dual Credit Courses will be required to sign-in with the attendance office when arriving on campus on a daily basis; and enter through the front entrance of the building.

Students will be required to report to Beaufort High School during the times and dates that TCL and USCB do not meet. Parents may complete a waiver to excuse students from this requirement. Waivers may be picked up in the main office and will be available on our school website.

Note: Three college credits are equivalent to 1 high school credit (unit). All dual enrollment college credit courses are weighted the same as Advanced Placement (AP) courses.

SOUTH CAROLINA ASSESSMENTS

End-of-Course Examination Program

State End-of-Course examinations will be given when the student completes one of the following courses:

- Algebra I
- English I/Biology I
- US History

The End-of-Course Exam will count as 20% of the student's final grade in the course.

SPECIAL EDUCATION SERVICES

Beaufort High School provides all students with disabilities a free and appropriate public education (FAPE). The students' parents serve as team members with the public school in determining eligibility for special education. Once a student qualifies for special education and/or related services, an Individualized Education Program (IEP) is developed to determine the extent of these services. It is the responsibility of the multidisciplinary team to determine the most appropriate educational placement in the least restrictive environment.

Special education policies, procedures, rules and regulations, and information on free or low-cost legal services are available upon request from the Director of Special Education. The Beaufort County School District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admissions to, access to, treatment in, or employment in its programs and activities. Contact the Student Services Department with questions or concerns at (843) 322-5417.

STUDENTS IN A 1:1 TABLET COMPUTER LEARNING ENVIRONMENT

Students are responsible for adhering to classroom procedures and protocols. However, in a situation where an incident of serious nature may occur, our school administration will act in accordance with school and district policies. Additionally, repeated classroom-managed offenses should be considered acts of defiance and can also be handled with a referral to administration.

School-managed incidents include (but are not limited to):

- Sexually explicit content, searches and/or photos
- Weapons, gang, and/or drug related content or searches
- Network security violations, including attempts to bypass, interrupt, or disable district security, filtering, or data-protection measures; hacking.
- Intentionally causing damage to technology equipment or infrastructure.
- Cyberbullying or using a device to record a bullying incident, online harassment, cyber baiting, catfishing, etc.
- Accessing games, sports, music videos, etc.

Students in violation of this policy are subject to having the item confiscated in accordance with S.C. Statute (Section 59-63-280) and District Policy. Students who are determined to be in use of these items will also be subject to disciplinary actions as defined by the Student Code of Conduct.

UNIFORM GRADING SCALE

The Uniformed Grading Scale (UGS) and policy approved by the South Carolina State Board of Education governs courses that students take to earn high school diplomas in South Carolina. The UGS requires that grades be recorded numerically and outlines the calculation to be used to ascertain a student's grade point ratio. The numerical scales for each corresponding letter grade are as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79
D = 60 - 69
F = 59 and Below

GRADE REPORTING

Grades will be reported to parents within established guidelines set forth by the Beaufort County School District.

Report Card Distribution: Q1 10/20/23, Q2 01/10/24, Q3 03/22/24, Q4 06/07/24

Graduation: June 4, 2024

Quarter Grade Calculation (60/40):

The calculation of quarter grades will consist of both Summative and Formative assessments.

- Summative assessments are weighted at 60% and will consist of: Tests, Quizzes, Projects
- Formative assessments are weighted at 40% and will consist of: Practice assessments, In-class assignments, and Homework assignments

Final Grade Calculation (to include EOC courses):

Non-EOC Course - Q1 = 50%, Q2 = 50% Q1+Q2=100%

EOC Course - Q1 = 40%, Q2 = 40%, EOC = 20% Q1+Q2+EOC=100%

Grades of a “0” will be entered for all assignments that have not been turned in or from being absent from class.

ACADEMIC AWARDS

Our schoolwide Academic Awards and Character Recognition will honor our students throughout the year for their great achievements. We will recognize the following categories:

1. Spirit of the Eagle Students for each grade level 1st Semester (see description on last page)
 1. Freshman: Nestling Leadership Award
 2. Sophomore: Taking Flight Leadership Award
 3. Junior: Soaring Leadership Award
 4. **Seniors ONLY:** BHS Spirit of the Eagle Leadership Award is given to one Male and Female Senior. The top 10 graduates will be recognized at the end of 2nd semester.
2. Academic Letters - 10th- 12th grade with a SC UGP GPA of 3.7 or above would receive an Academic Letter after 1st Semester and an opportunity to receive an Academic Pin each subsequent semester. Freshmen can receive an academic letter at the end of 2nd Semester and an opportunity to receive an Academic Pin each subsequent semester. Students who receive an Academic Letter will also receive an Academic Certificate of Achievement.
3. 9th Grade students with a SC UGP GPA of 3.7 or above would receive an Academic Performance Certificate.
4. Other Recognitions and Awards

Spirit of the Eagle Award Criteria:

The students deserving nomination for the Spirit of the Eagle Award must:

- Maintain satisfactory grades.
- Participate in major extracurricular school/community related activities.
- Positively contribute to the improvement of his/her internal and external school community.
- Be involved in on- and/or off-campus activities that bring positive recognition to Beaufort High School.
- Have overcome special challenges in their academic pursuits.

GRADE POINT AVERAGE (GPA)

The South Carolina Uniform Grading Scale is used to calculate the GPA and class rank for high school students. A student's rank in class is a measure of his/her academic achievement relative to the achievement of others in the same class. GPA is frequently used by colleges, technical schools, and employers in making admissions or employment decisions. The following formula is used to calculate each student's GPA:

$$\text{GPA} = \frac{\text{Sum (quality points x units)}}{\text{Sum of units attempted}}$$

Example for a hypothetical student:

| <u>Course</u> | <u>Grade</u> | <u>Weighted GPA</u> | <u>Unit</u> |
|-----------------|--------------|---------------------|-------------|
| CP English 1 | 91 | 4.10 | 1 |
| CP Algebra 1 | 87 | 3.70 | 1 |
| CP Phy Sci | 94 | 4.40 | 1 |
| H World History | 83 | 3.80 | 1 |
| PE | 92 | 4.20 | 1 |
| CP French 1 | 84 | 3.40 | 1 |

Computation

| | |
|-------------------------|-------------|
| 4.10 x 1 = | 4.10 |
| 3.70 x 1 = | 3.70 |
| 4.40 x 1 = | 4.40 |
| 3.80 x 1 = | 3.80 |
| 4.20 x 1 = | 4.20 |
| 3.40 x 1 = | <u>3.40</u> |
| Sum of quality points = | 23.60 |
| Total units attempted = | 6 |

Sum of quality points divided by sum of units attempted: 23.60 divided by 6 = 3.933 GPA.

GRADE POINT CONVERSION CHART

| Numerical Average | Letter Grade | College Prep | Honors | AP/Dual Credit |
|--------------------------|---------------------|---------------------|---------------|-----------------------|
| 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 | 0.900 | 1.500 |
| 54 | F | 0.400 | 0.800 | 1.400 |
| 53 | F | 0.300 | 0.700 | 1.300 |
| 52 | F | 0.200 | 0.600 | 1.200 |

| | | | | |
|----|---|-------|-------|-------|
| 51 | F | 0.100 | 0.500 | 1.100 |
|----|---|-------|-------|-------|

Beaufort High School

Bell Schedules

( BHS Bell Schedules 23-24)

| Regular Schedule | | |
|---------------------------------------|---|----------------|
| Period | Times | Minutes |
| Arrival | 8:15: AM - 8:45 AM | 30 |
| 1st Period | 8:45: AM - 10:12 AM | 87 |
| <i>Transition to Advisory</i> | <i>10:12: AM - 10:17 AM</i> | <i>5</i> |
| Advisory | 10:17: AM - 10:44 AM | 27 |
| <i>Transition to 2nd Period</i> | <i>10:44: AM - 10:49 AM</i> | <i>5</i> |
| 2nd Period | 10:49: AM - 12:41 PM | 112 |
| A Lunch (A Pod, Fine Arts) | 10:49: AM - 11:14 AM | 25 |
| <i>Transition from Lunch to Class</i> | <i>11:14: AM - 11:19 AM</i> | <i>5</i> |
| B Lunch (B, C Pods) | 11:32: AM - 11:57 AM | 25 |
| <i>Transition from Lunch to Class</i> | <i>11:57: AM - 12:02 PM</i> | <i>5</i> |
| C Lunch (D Pod, PE, JROTC) | 12:16: PM - 12:41 PM | 25 |
| <i>Transition to 3rd Period</i> | <i>12:41: PM - 12:46 PM</i> | <i>5</i> |
| 3rd Period | 12:46: PM - 2:13 PM | 87 |
| <i>Transition to 4th Period</i> | <i>2:13: PM - 2:18 PM</i> | <i>5</i> |
| 4th Period | 2:18: PM - 3:45 PM | 87 |
| Dismissal | 3:40 pm (Seniors) 3:45 pm (Freshmen-Juniors) | |

*Tardy Warning Bells will ring 1 minute prior to class start times

**The Senior Dismissal Bell will ring 5 minutes prior to the regular dismissal bell

| No Advisory Schedule | | |
|---------------------------------------|---|----------------|
| Period | Times | Minutes |
| Arrival | 8:15: AM - 8:45 AM | 30 |
| 1st Period | 8:45: AM - 10:18 AM | 93 |
| <i>Transition to 2nd Period</i> | <i>10:18: AM - 10:23 AM</i> | <i>5</i> |
| 2nd Period | 10:23: AM - 11:56 AM | 93 |
| <i>Transition to 3rd Period</i> | <i>11:56: AM - 12:01 PM</i> | <i>5</i> |
| 3rd Period | 12:01: PM - 2:04 PM | 123 |
| A Lunch (A Pod, Fine Arts) | 12:01: PM - 12:26 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>12:26: PM - 12:31 PM</i> | <i>5</i> |
| B Lunch (B, C Pods) | 12:47: PM - 1:12 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>1:12: PM - 1:17 PM</i> | <i>5</i> |
| C Lunch (D Pod, PE, JROTC) | 1:39: PM - 2:04 PM | 25 |
| <i>Transition to 4th Period</i> | <i>2:04: PM - 2:09 PM</i> | <i>5</i> |
| 4th Period | 2:09: PM - 3:45 PM | 96 |
| Dismissal | 3:40 pm (Seniors) 3:45 pm (Freshmen-Juniors) | |

*Tardy Warning Bells will ring 1 minute prior to class start times

**The Senior Dismissal Bell will ring 5 minutes prior to the regular dismissal bell

| Half-Day Schedule | | |
|---------------------------------|-----------------------------|----------------|
| Period | Times | Minutes |
| Arrival | 8:15: AM - 8:45 AM | 30 |
| 1st Period | 8:45: AM - 9:40 AM | 55 |
| <i>Transition to 2nd Period</i> | <i>9:40: AM - 9:45 AM</i> | <i>5</i> |
| 2nd Period | 9:45: AM - 10:40 AM | 55 |
| <i>Transition to 3rd Period</i> | <i>10:40: AM - 10:45 AM</i> | <i>5</i> |
| 3rd Period | 10:45: AM - 11:40 AM | 55 |
| <i>Transition to 4th Period</i> | <i>11:40: AM - 11:45 AM</i> | <i>5</i> |
| 4th Period | 11:45: AM - 12:40 PM | 55 |
| “Grab & Go” Lunch | 12:40: PM - 12:45 PM | 5 |
| Dismissal | 12:45 PM | |

***Tardy Warning Bells will ring 1 minute prior to class start times**

****No Early Senior Dismissal Bell**

| Extended 1st Period Schedule | | |
|---------------------------------------|---|----------------|
| Period | Times | Minutes |
| Arrival | 8:15: AM - 8:45 AM | 30 |
| 1st Period / Special Program | 8:45: AM - 10:42 AM | 117 |
| <i>Transition to 2nd Period</i> | <i>10:42: AM - 10:47 AM</i> | <i>5</i> |
| 2nd Period | 10:47: AM - 12:39 PM | 112 |
| A Lunch (A Pod, Fine Arts) | 10:47: AM - 11:12 AM | 25 |
| <i>Transition from Lunch to Class</i> | <i>11:12: AM - 11:17 AM</i> | <i>5</i> |
| B Lunch (B, C Pods) | 11:29: AM - 11:54 AM | 25 |
| <i>Transition from Lunch to Class</i> | <i>11:54: AM - 11:59 AM</i> | <i>5</i> |
| C Lunch (D Pod, PE, JROTC) | 12:18: PM - 12:43 PM | 25 |
| <i>Transition to 3rd Period</i> | <i>12:43: PM - 12:48 PM</i> | <i>5</i> |
| 3rd Period | 12:48: PM - 2:15 PM | 87 |
| <i>Transition to 4th Period</i> | <i>2:15: PM - 2:20 PM</i> | <i>5</i> |
| 4th Period | 2:20: PM - 3:45 PM | 85 |
| Dismissal | 3:40 pm (Seniors) 3:45 pm (Freshmen-Juniors) | |

*Tardy Warning Bells will ring 1 minute prior to class start times

**The Senior Dismissal Bell will ring 5 minutes prior to the regular dismissal bell

| Pep Rally Schedule | | |
|---------------------------------------|-----------------------------|----------------|
| Period | Times | Minutes |
| Arrival | 8:15: AM - 8:45 AM | 30 |
| 1st Period | 8:45: AM - 10:12 AM | 87 |
| <i>Transition to 2nd Period</i> | <i>10:12: AM - 10:17 AM</i> | <i>5</i> |
| 2nd Period | 10:17: AM - 11:44 AM | 87 |
| <i>Transition to 3rd Period</i> | <i>11:44: AM - 11:49 AM</i> | <i>5</i> |
| 3rd Period | 11:49: AM - 1:41 PM | 112 |
| A Lunch (A Pod, Fine Arts) | 11:49: AM - 12:14 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>12:14: PM - 12:19 PM</i> | <i>5</i> |
| B Lunch (B, C Pods) | 12:32: PM - 12:57 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>12:57: PM - 1:02 PM</i> | <i>5</i> |
| C Lunch (D Pod, PE, JROTC) | 1:16: PM - 1:41 PM | 25 |
| <i>Transition to 4th Period</i> | <i>1:41: PM - 1:46 PM</i> | <i>5</i> |
| 4th Period | 1:46: PM - 3:15 PM | 89 |
| Pep Rally | 3:15: PM - 3:45 PM | 30 |
| Dismissal | 3:45 PM | |

*Tardy Warning Bells will ring 1 minute prior to class start times

**No Early Senior Dismissal Bell

| 2 Hour Delayed Start Schedule | | |
|---------------------------------------|-----------------------------|----------------|
| Period | Times | Minutes |
| Arrival | 10:15: AM - 10:45 AM | 30 |
| 1st Period | 10:45: AM - 11:48 AM | 63 |
| <i>Transition to 2nd Period</i> | <i>11:48: AM - 11:53 AM</i> | 5 |
| 2nd Period | 11:53: AM - 1:29 PM | 96 |
| A Lunch (A Pod, Fine Arts) | 11:53: AM - 12:18 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>12:18: PM - 12:23 PM</i> | 5 |
| B Lunch (B, C Pods) | 12:29: PM - 12:54 PM | 25 |
| <i>Transition from Lunch to Class</i> | <i>12:54: PM - 12:59 PM</i> | 5 |
| C Lunch (D Pod, PE, JROTC) | 1:04: PM - 1:29 PM | 25 |
| <i>Transition to 3rd Period</i> | <i>1:29: PM - 1:34 PM</i> | 5 |
| 3rd Period | 1:34: PM - 2:37 PM | 63 |
| <i>Transition to 4th Period</i> | <i>2:37: PM - 2:42 PM</i> | 5 |
| 4th Period | 2:42: PM - 3:45 PM | 63 |
| Dismissal | 3:45 PM | |

***Tardy Warning Bells will ring 1 minute prior to class start times**

****No Early Senior Dismissal Bell**

ATTENDANCE

ATTENDANCE REQUIREMENTS

In conjunction with R.43-274 in order to receive one Carnegie unit of credit, a student must be in attendance at least **120 hours**, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the local school district. **Beaufort County School District has not been approved to use proficiency in lieu of the seat time requirements for attendance. Therefore, the proficiency option does not apply to Beaufort County students.**

We provide all students with the opportunity to make up seat time prior to the end of the semester. **SOAR time, without prior approval, will not be counted toward seat time.** If students do not have a total of 120 Seat Hours by the last day of enrollment in the class, the student receives a grade of FA (Failure Due to Absence) in the class. When students receive a grade of FA, if the absences are excused because of medical, bereavement or a verifiable family crisis, students can make up seat time at no cost. If the absences are otherwise excused or unexcused students must pay a fee to recoup seat time.

Students are always encouraged to make up seat time prior to the end of the semester. Students that receive a (FA) Failure due to absences must make up required seat time hours/assignments within 30 days. Extensions may be permitted on a case by case basis, however all requirements must be completed prior to the beginning of the next school year. Students who opt to not make up seat time will receive a grade of FA. A grade of FA becomes a failing grade.

A student may be excused for the following reasons:

- Serious illness or death in their family.
- Recognized religious holidays of their faith.
- School sponsored or school approved activity.
- Legal, medical, dental, mental health or other health services that must be scheduled during school hours.
- Participation in a local, state, or national activity which is directly related to the school curriculum.
- College Tours
- Each student is required to bring a written excuse from a parent/guardian to the attendance office upon return to school or within one week of the absence.

**Although the above absences are considered to be excused, students are still responsible for making up the required hours to meet the 120 hour minimum.

**Beaufort County School District does not pose a limitation on college tours. However, Beaufort High School recommends no more than 3 days absence for students. When the student returns from their college visit, they must provide verification from the college(s) visited. The verification must also include a written, signed and dated parent note acknowledging that the parent was aware of and approved for the student to be absent. Once the verification is received, the absence will be updated in PowerSchool to the school field trip code.

CARNEGIE UNIT/CREDIT RECOVERY

In order for students to earn a Carnegie unit for credit recovery students must adhere to the following school guidelines for credit recovery. Students that have a failing grade between 50-59 can qualify for Credit Recovery. Beaufort County allows Principal approval for special circumstances for students. Beaufort High School will give consideration for approval to students with grades between 45-49. Students that score below a 45 will have to retake the course. Credit Recovery at BHS is a mastery-based model.

1. An Edgenuity course matching the course of failure will be prescribed.

2. If the course is not offered in Edgenuity the student will have to retake that course.
3. All Edgenuity coursework must be completed in a supervised setting within the school building.
4. All coursework must be completed in its entirety.
5. Students will complete the diagnostic exam prior to beginning the prescribed course.
6. Credit Recovery may only be completed during Beaufort High's NEST and EAST programs before and after school.
7. Failure to complete coursework within the current academic school year will result in nullification of all work.
8. Successful completion of credit recovery will result in 1 unit recovered but NO grade change in PowerSchool. The original grade stands and only credits toward graduation will be earned.

MAKE-UP WORK FOR LAWFUL ABSENCES

Students who have excused absences from class as defined by state and BCSD Administrative Regulation will be given the opportunity to make up work and be assigned a grade based upon the quality of that work. For excused (lawful) absences, students will be granted the opportunity to make-up any missed assignments and /or work due to the absence(s). This will include quizzes, tests, writing assignments, etc. The period for making up the work will be a **minimum of one (1) class day for each class day missed to a maximum of one (1) week**. For example, if a student misses two (2) days of school (Monday and Tuesday) and returns on Wednesday, Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one (1) day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday.

TARDY POLICY

A student is considered tardy if they have not reported to their scheduled class by the time the tardy bell rings. Students arriving on a late bus, will be given an excused tardy pass.

Students will adhere to the tardy policy outlined in this handbook:

Late arrival to the building will result in a Lunch Detention that day. If missed lunch detention, they are assigned after school detention (Held on Tuesday and Thursday). If after school detention is missed, the student will receive 2 days ISS and be restricted from school activities for 30 school days

If a student is tardy to class the following disciplinary actions will be taken:

If a student is tardy to class three times, a student will receive a minor referral and have a conference with their teacher, parent contact will be made by the teacher. If a student is tardy five times to class, a student will receive an office referral and a day of ISS. Any student that receives 10 or more combined tardies per semester is restricted from school activities for 30 days. Students more than five minutes late to class will receive an office referral for cutting class, and will face disciplinary action.

ATHLETICS

ATHLETICS

The Athletic Department is an integral part of the total education offerings at Beaufort High School. Beaufort High School is a member of the South Carolina High School League and competes as a AAA school. When possible, both varsity and junior varsity teams are represented. All student athletes are required to follow all school, athletic department, and individual team sport policies at all times.

ELIGIBILITY

The South Carolina High School League and state law established the following requirements. Athletes are required to maintain a 1.0 grade point average and pass 5 out of 8 classes from the previous school year.

BCSD has its own eligibility requirements that go above and beyond the high school league requirements. All students that have a 1.0-1.99 GPA will have an academic study plan. Beginning September 11th grades will be pulled weekly for all academic plan athletes. Athletes that have less than a 2.0 GPA in their current classes will not be allowed to participate in games/competition. (They will still be able to practice)

For **participation in sports the second semester**, the student must have:

1. passed 2 of their 4 classes from 1st semester
2. met the first semester eligibility requirements

NCAA ELIGIBILITY REQUIREMENTS

The National Collegiate Athletic Association (NCAA) has policies regarding athletic eligibility for Division I and Division II schools. To be eligible for financial aid, practice, and competition during the freshman year, students must:

1. Graduate from high school.
2. Present a minimum combined test score on the SAT or a minimum combined test score on the ACT.
3. Present a minimum GPA in at least 13 core courses in subject areas as defined by the NCAA.
4. Students entering college must complete 14 core courses including:
 - Four years of English.
 - Two years of mathematics (Algebra I or higher).
 - Two years of natural/physical science (1 year of lab if offered by high school).
 - One year of additional English, math or natural physical science. Two years of social science. Three years of additional courses.

Students planning to participate in athletics at Division I or Division II Colleges and Universities must be certified by the NCAA Initial-Eligibility Clearinghouse. Students should apply for certification early in their senior year. Student Release Forms needed for this process are available in the athletic office, guidance office, and the clearinghouse web site. You may find additional information on the internet at www.ncaaclearinghouse.net or www.ncaa.org

EXPECTATIONS AT ATHLETIC EVENTS

Behavior of students and parents/guardians is expected to be respectful of all athletes and spectators at events. Attendance of athletic events is a privilege and will be treated as such. Any inappropriate, dangerous, or disrespectful behavior will not be tolerated at these events. Failure to follow rules or expectations at any event will result in the removal of students and any other spectators from the event, and a ban from future events for the current and following semester from the date of the event.

MISCELLANEOUS

ACCIDENTS

Each accident and/or injury occurring in the school building, on school grounds, at practice sessions, or at any event sponsored by the school must be reported immediately to the person in charge, the principal or designee, and nurse's offices.

AFTER SCHOOL ACTIVITIES

Students remaining after school or returning to school after the last period must be involved in a supervised activity. All other students must leave the building and grounds by 4 PM. No loitering is allowed.

ANNOUNCEMENTS

Announcements will be made at the discretion of the principal. All announcements must be signed by a teacher and approved by an administrator.

BOOKKEEPING

Fees may be paid during lunch. No money will be accepted during any class period. Students should keep all receipts. It is the student's responsibility to see that the appropriate person gets the receipt.

CAFETERIA

- Breakfast and lunch must be eaten in the cafeteria or the courtyard.
- No food or drinks are permitted in the hallways.
- Only water in clear water bottles is allowed in classrooms.
- Breakfast and lunch are provided for free to students. Students must have their student ID number.
- Students are expected to carry all trays and trash to the proper disposal area.
- **Food or drink dropped off after the school day begins will not be permitted.**
- **ALL STUDENTS MUST REMAIN ON CAMPUS FOR LUNCH.**

CLOSED CAMPUS

Beaufort High School is a closed campus. Students are expected to remain on campus the entire day once they arrive. Leaving campus without permission will result in disciplinary action and loss of driving privileges.

DISMISSAL

- Students are permitted to leave school before the end of the school day **ONLY** at the request of a parent/guardian.
- Eighteen-year-olds will not be allowed to excuse themselves, unless they are emancipated.
- **No student will be permitted to be signed out after 3:00 PM due to the significant disruption this causes in classrooms and halls.**
- Written correspondence to sign out a student will only be received **24 hours** in advance with a confirming phone number that matches the student's records.
- After receiving approval, students may sign out at the attendance office at the designated time.
- Students returning to school must sign in at the attendance office.
- Leaving school without administrative or parental permission will result in disciplinary action.

DISTRIBUTION OF LITERATURE

All pamphlets, posters, or literature must be approved by the administration prior to the posting and/or distribution. No posters or signage may be placed on the facility walls without prior approval/signature from administration on proper materials for display.

FIELD TRIPS

When students are on faculty supervised field trips or other school business, all school rules apply. Students are responsible for making up work missed during field trips.

FUNDRAISING

Fundraising without the approval of the administration is not permitted. Students are not allowed to bring and/or sell any outside fundraising items on campus.

IMMUNIZATION

All students must have a SC Certification of Immunization on file with the school prior to admittance to class. New or transfer students have thirty days to comply with the state law. Failure to provide a SC Certificate of Immunization will result in the student's removal from school.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant.

LOST, FOUND, STOLEN

All lost or found items are turned into the main office. Students need to report stolen items immediately to the School Resource Officer. The school is not responsible for items stolen from lockers on the premises of BHS.

MEDIA AND TECHNOLOGY SERVICES

The mission of the Beaufort High School Media Center is to ensure that students and staff effectively use ideas and information. This mission can be accomplished by providing access to materials in all formats. Additionally, goals are achieved by providing instruction to foster competencies and stimulate interest in reading, viewing, and using information and ideas. The collection is composed of print materials, non-print materials, audiovisual equipment, and computer needs of students and faculty.

NETWORK/INTERNET ACCESS

Network access, including the Internet, is available to BHS students and staff. The goal of these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

USER ACCESS

User access includes the following services:

- Locally networked references and research sources.
- Worldwide and local electronic mail services.
- Global information and news.
- Public domain and shareware computer software of all types.
- Local, regional, public, state and national library catalogs.

Certain materials available on the Internet are inherently inappropriate for student use. Examples include sexually explicit materials or material that advocates violence against women, minorities, ethnic groups, religions, government, etc.; humor of an offensive or sexually explicit nature; pirated commercial software; pin-up pictures, etc. Students must avoid accessing inappropriate material. Those who do access inappropriate material will lose the right to internet access.

NURSE

The school nurse's office is located in the administration area. The school nurse is available each day from 10:00 AM to 3:00 PM. In case of an emergency, the parents/guardians will be contacted.

Any medication that a student must take under a doctor's direction during school hours must be brought to school in a container appropriately labeled by the pharmacy or physician and given to the nurse. Parents must also fill out a request form that will permit the nurse to administer medicine to students at school. All students must have a health card signed by the parent/guardian on file in the nurse's office. The nurse's office has only the basic first aid needs, not items found in the drug store or pharmacy.

PARENTAL CONTACT DURING SCHOOL HOURS

Parents/guardians may not go into classrooms, the cafeteria, or other school locations to meet with their children unless they first receive permission from an administrator and are properly checked in. Student visitors are not allowed.

PARKING

- All students must park in the student parking lot located in front of the building and on the gym side.
- All vehicles must display a valid year BHS parking permit in the designated place.
- The speed limit in the parking lot is 10 mph
- Students may not return to their vehicles until their scheduled dismissal time.
- Cars parked without a permit are subject to towing at the owner's expense.
- **Students must exit their vehicle immediately upon arrival and enter the school building. No loitering once on school property.**

PARKING PERMITS

All BHS students who wish to acquire a school parking decal must complete the *Alive at 25* course. To register either go online at www.scaliveat25.com or call (803) 732-6778. There is a \$35.00 fee to enroll in the class. Upon completion of the program, parking permits can be purchased through the bookkeeper during lunch. The cost of a permit is \$35.00. Students must have in their possession the Alive @ 25 certificate, driver's license, registration, plate number and vehicle description. Receipts must be taken to Mr. Glaze.

PARKING REGULATIONS

- Permit must be displayed from the rearview mirrors.
- There will be a fee for lost or stolen permits.
- Permits may not be sold, rented or lent to anyone else and permit numbers may not be altered.
- Parking is permitted only in designated student lots
- Permits may be revoked for reckless driving, speeding, not wearing seat belts, unacceptable conduct on the lot or on campus, or violation of other school rules.

Vehicles are subject to a search by school administration at any time while on school property.

RECRUITMENT

Beaufort High School complies with federal regulations requiring public schools, serving Title I students, to supply a mailing directory to military recruiters of all students enrolled in their junior and senior year.

Beaufort High School will comply with federal regulations as outlined in the Family Rights and Privacy Act and recruiters have agreed that the mailing directory is exclusively for use in recruiting contacts and will not be shared with any other organization, private or public, without the expressed agreement of the parents or students.

Recruiters will contact students for the sole purpose of recruiting. Repeated contacts will be at the consent of the student or his or her parent/guardian. If you do not wish to be contacted, please notify the data specialist and request

that your name be removed

SCHEDULE CHANGE POLICY

All requests for schedule changes are due by August 19th. Schedules will not be changed after the request deadline unless it is due to a school error.

SCHOOL CLOSINGS

Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:00 AM. If it becomes necessary to dismiss school early, announcements on radio and television will be made at once.

TEXTBOOKS

The school will provide the necessary textbooks for students to use during the year. If a textbook is lost or damaged, the student will be required to pay its replacement cost. Students are required to complete and sign a form documenting the condition of the textbook.

DRINK POLICY

No drinks will be permitted in the building other than water in a clear container. All other drinks (coffee, soda, fountain drinks, energy drinks, etc.) will be confiscated and discarded.

WITHDRAWALS

To withdraw from school, the parent/guardian must contact the Guidance Secretary to complete the necessary withdrawal papers.

STUDENT EXPECTATIONS

CARD PLAYING/GAMBLING

Card playing or any form of gambling is not permitted on campus.

EARBUDS/HEADPHONES

Earbuds and headphones to include bluetooth devices and airpods are not permitted from 8:35 - 3:45, except for teacher supervised instructional purposes and principal designated cell phone zones. Earbuds and headphones used in violation will be confiscated and returned at the completion of the school day.

ELECTRONIC DEVICES

It is Beaufort High School policy that students may have electronic devices such as, but not limited to, cell phones and Smart Watches in your possession at Beaufort High and on school buses as long as the student is willing to adhere to the following:

- Students may openly display and use these devices during travel to and from school while riding a bus.
- Students are to store cell phones **turned off and out of sight** in pockets, bags, purses, etc... upon entering the classroom and during instructional time/classroom.
- Students may openly display and use electronic devices in designated **Cell Phone Zones**, provided:
 - Devices do not cause a safety concern;
 - Devices are silenced from phone calls, notifications, or music;
 - Phone does not cause a distraction or disturbance to others around;
 - Devices are not used for inappropriate recordings/photos.

Additionally, a student in possession of an electronic communication device in conflict with this policy may have the device confiscated and is subject to discipline as provided under the Student Discipline Code of Conduct. The school or school District assumes no responsibility for electronic devices brought to school or on the bus. Cf. SS-18

First Offense: After a conference with an administrator, the item will be returned at the completion of the school day.

Second Offense: After a conference with the parent/legal guardian, the item will be returned at the completion of the school day.

Third Offense: After a conference with the parent/legal guardian, the item will be returned at the end of the school day. Students will be assigned an appropriate consequence for multiple offenses as recommended by the BCSD Progressive Discipline Matrix.

There is nothing in this policy which prohibits any administrator from imposing more severe penalties after consideration of the incident.

FIGHTING

Violence of ANY kind will not be tolerated at Beaufort High School and will result in an immediate Out-of-School suspension.

GANGS AND GANG RELATED ACTIVITY

The Board of Education and Beaufort High School believe that the presence of secret societies and/or gangs creates a threat of substantial disruption or interference with school and school activities and is harmful to the educational process. Therefore, it is the policy of this school that student membership in such secret societies and/or gangs in the school environment are prohibited.

For the purpose of this policy, a "gang" is defined as a group of people who interact among themselves to the exclusion of others, who have adopted symbols indicating membership, and who violate or promote the violation of the law, or initiate, advocate or promote activities which threaten the safety or well-being of persons or property.

Students on school property or at any school activity shall not be permitted to:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge symbol, sign, or any other thing which is evidence of membership or affiliation in any gang.
- Commit any act or use verbal or non-verbal speech, including gestures, handshakes, or other such signs, showing membership or affiliation in a gang.
- Use any speech or commit any act in furtherance of the interests of any gang or gang activity including, but not limited to:
 - Soliciting others for membership in a gang.
 - Requesting any person to pay for protection or otherwise intimidating, threatening or harassing a person.
 - Committing any illegal act or other violation of school rules or district policy.
 - Inciting others to act with physical violence or other forms of harassment against any other person.

HOMEBOUND

Students who are not able to attend school due to a physical or emotional disability may be assigned teachers who will instruct them at home or in the hospital with the idea that the students will be prepared to return to school without having fallen behind. The homebound program is a continuation of the regular school curriculum provided to students while they are recovering at home. Application for this service is available through the Guidance Department and must be approved by the Director of Student Services. A physician must certify that the student is unable to attend school but may profit from instruction given in the home or in the hospital.

OFF CAMPUS DISCIPLINARY POLICY

Off campus disruptive behavior which is a threat to the school, students, programs, or staff will not be tolerated. Disciplinary action for this type of behavior ranges from suspension to expulsion.

OFF LIMIT AREAS

The following areas are off limits to students during the school day:

- Parking lots
- Hallways without a pass
- Vending machines except during the assigned lunch period
- Restrooms that are not in your academic area of the building
- Any other designated areas during the lunch period
- Unassigned areas

CONSEQUENCES

Students may face disciplinary action for violations of school rules, misbehavior, and other violations off campus. This may include but is not limited to Detention, In School Suspension, or Out of School Suspension.

Suspension from school for a specific number of days, up to ten for any one offense, means the student may not attend classes or any other Beaufort County School District functions, ride a school bus, or enter school grounds except for a pre-arranged conference with a school administrator.

If a student receives 5 or more days of In School Suspension, they will be prohibited from attending all after school

activities for 30 days.

If a student receives 3 or more days of Out of School Suspension, they will be prohibited from attending all after school activities for 30 days.

RESTROOMS

Students should utilize the restrooms for the intended reasons. There should be no loitering in the restrooms. Any suspicious activities in the restroom should be reported to administration. Please keep the restrooms clean and respectful.

RULES AND REGULATIONS

To provide a safe school environment, conducive to learning, Beaufort High School adheres to the Student Code of Conduct provided by Beaufort County School District.

SAFETY DRILLS

Safety drills at regular intervals are required by law and are important precautions. It is essential that students listen and follow the instructions of the teacher when the first signal is given.

STUDENT INFORMATION

It is critical that any change of address or phone number be reported to the Data Specialist. This information can then be updated in PowerSchool.

TOBACCO/ELECTRONIC CIGARETTES

Possession/use or transfer of tobacco, tobacco related products, electronic or alternative nicotine devices (e-cigarettes, e-hookas, vaporizers) are prohibited on school grounds. Any violation of this policy will result in disciplinary action according to the Beaufort County School District's Code of Conduct.

BEAUFORT HIGH SCHOOL STUDENT ID POLICY 2023-2024

Students are expected to wear their school issued ID badge at all times while on school property. ID badge must be kept on person at all times.za

Students must provide their ID badge upon request to any faculty, staff, admin, or district employee without hesitation.

Students are issued one ID badge per school year. **Damaged or lost IDs must be replaced at the cost of \$10.00** and must be purchased through the Online School Payment system.

ID badges will be required for participation in privileges during the school day (checking out textbooks and books in the media center, pep rallies, field trips, field day, etc), and for entrance to any school events outside of the school day (athletic events, dances, club meetings and tutoring, etc).

Students may only be in possession of the ID badge that was issued to them. Students in possession of an ID not issued to them or students that do not wear their ID, will receive a disciplinary consequence to include, but not limited to, assignment to ISS.

Beaufort High School Dress Code Policy 2023 – 2024

It is our goal to consistently provide faculty, staff, and students with a safe, orderly, and family-oriented learning environment for optimal academic excellence to occur every day.

Students will be welcomed to school and admitted to class daily with the following:

- Student ID must be in students' possession and available upon request. Temporary IDs will be issued at the cost of \$1 daily if forgotten. If a new permanent ID is needed, the replacement cost will be \$5. Replacement lanyards are \$5.

- Safe, proper footwear must be worn at all times. **Crocs, slide-ins, and house slippers/shoes are not allowed. All shoes worn must have a strap over the heel.**
- Pajama bottoms, yoga pants, leggings, jeggings, or tights of any kind are not allowed to be worn.
- Dress attire as outlined below. Only the colors listed will be permitted, **including outerwear.** **Hoodies are not permitted to be worn in the building under any circumstances.**

BOTTOMS: Solid Green, White, Black, Gray, Khaki, or Navy

Shorts with pockets



Pants with pockets



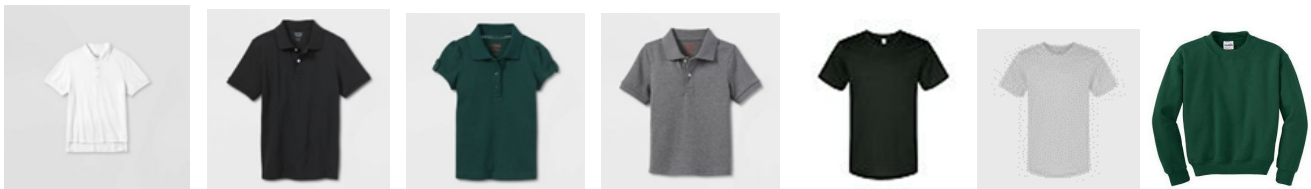
Skirts or Skorts



Joggers



POLO COLLARED TOPS, T-SHIRTS, or NON-HOODED SWEATSHIRT: Green, White, Black, or Gray



BHS Spiritwear is permitted anyday. Spiritwear will be sold in the school store!

All other course specific attire and dress down days must be approved and will be announced by the principal.

THE FOLLOWING WILL NOT BE PERMITTED ON SCHOOL CAMPUS

- Head coverings that are not permitted include: hats, caps, bandanas (used as a headband is not permitted), curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs or sunglasses, sleeping bonnet. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours. .
- If you are wearing a hat, it will be confiscated. Do-rags/Bandanas are not permitted on campus.
- Clothing that promotes or advertises gang affiliation, including bandannas.
- Clothing that has pictures or language of any offensive or obscene nature.
- Clothing which displays or promotes the use of alcohol, tobacco, or drugs.
- Any eye wear that is not for prescribed reasons (costume contact lenses, sunglasses, etc.)
- Anything the administration feels could possibly disrupt the school environment (shirts with personal writing, confederate flag shirts, politically controversial shirts, etc.)

First - Fourth Offense: Students shall be informed that they have violated the policy by receiving a minor incident. They shall be given an opportunity to change into acceptable clothing by using available clothes at school or by calling a parent/guardian to bring clothes. If neither of these options is used, students may be placed in an in-school suspension/alternative setting for the remainder of the day.

Fifth Offense: A fifth infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first - fourth offense, a parent/guardian conference shall be held.

Sixth Offense and Additional Offenses: A sixth or additional infraction of the dress code shall be categorized as a Level 2 for Refusal to Obey. Offense as outlined in the Beaufort County School District Code of Student Conduct, subject to the consequences outlined therein, including out-of-school suspension. Disciplinary action may vary when a student has a record of other student conduct violations during the current school year.

Students blatantly in violation of dress code will be immediately assigned ISS.

Students who do not comply with the dress code may be excluded from participating in certain extracurricular school programs. Copies of the dress code shall be made available to students and parents.

Reasonable consideration shall be made for those students who, because of a sincerely held religious belief or medical reason, request a waiver of a particular guideline for dress or appearance. The waiver request shall be in writing from the parent or guardian and approved by the principal and/or principal's designee on an annual basis. In considering a waiver request, the principal and/or principal's designee has the right to request additional documentation from medical officials and/or religious leaders.

New students to the school may be given a ten-day grace period from enrollment to obtain and wear the proper school uniforms.

Beaufort County School District Acceptable Use Policy for Technology

The Beaufort County School District makes a variety of communication and information technologies available to authorized users. When properly used, these technologies promote the District's instructional and business purposes. Illegal, unethical, or inappropriate use can have significant negative consequences for the District, its students, and its employees. This policy is intended to minimize the likelihood of such harm by setting standards which protect the District, its users, its data, and its systems.

Scope

This policy governs the use of all electronic systems owned, provided, or subscribed to by the District, including computers and computer-like devices, mobile devices, voice and data communication systems, networks, software, and services. It applies to all users (students and adults) of these systems, on or off District property, at all times.

District employees, contractors, and vendors will sign this policy prior to account access. Students are bound by an opt-out mechanism: parents not wishing for their child to be allowed access to computer networks, Internet, or other communication services must so indicate in writing to the school's Principal.

Under certain circumstances, the use of personally-owned computing and communication devices may be allowed on District property. These non-District-owned devices access District services, networks, data, and services, and as such are bound by this policy. Such devices are the sole responsibility of the owners.

Guest user access can be arranged for lecturers, program presenters, or other event-based needs by arrangement with Technology Services. The Technology Services Help Desk can provide credentials for such users who are bound by this policy. Guest access is limited in terms of Internet and file access.

Network and Internet General Usage

The District employs a variety of technology protection measures to secure and protect data and systems, including filtering Internet content. These protection measures are imperfect and cannot guarantee complete protection.

Access to Technology resources is made available to authorized users in support of the District's instructional and business processes only. Any use of these resources which interferes with these processes is prohibited. Users of the District's technology systems assume all responsibility for use of the network access accounts issued to them, and for District technology assets issued to them or entrusted to their use and care. The District prohibits the use of its resources to view, access, download, store, or transmit any material which is in violation of any District policy or rule, or violates any local, state, or federal law or regulation. Prohibited material includes but is not limited to:

- Obscenity or pornography
- Threats against persons or property
- Material which could reasonably be construed as harassing, bullying, or discriminatory
- Material used to further any commercial business, political party, or other organization not specifically endorsed or supported by the District
- Material protected by copyright or trade secret; plagiarism
- Material which is potentially disruptive of the District's instructional and business processes, including viruses, malware, spam, and tools or software intended to bypass, interrupt, or disable District security, filtering, or data-protection measures

Prohibited activities include but are not limited to:

- Attempts to access data or services to which the user has no District-defined need or permission
- Attempts to bypass, interrupt, or disable District security, filtering, or data-protection measures; hacking
- Use of a network access account other than that issued to you, or allowing (by any means) use of your account by anyone else; impersonation, misrepresentation of identity
- Operating or using a non-District network on District property, such as rogue Wi-Fi, MiFi, mobile hot-spots, or other network technology
- Attaching any personally-owned device to the District's wired network
- Student use of a staff-owned personal device
- Transmission or transportation of confidential or privileged data (such as student information or records, personally-identifying information, District financial data, or personnel data) without authorization, or via a means which make the data subject to loss
- Use of District resources for personal monetary gain; conducting personal financial activities
- Use of District resources to send unsolicited messages unrelated to District business, chain messages, spam, or bulk messages
- Installing software not approved or allowed by Technology Services, particularly any which interfere with the intended operation of the system
- Alteration of or damage to District resources

Personally-owned Devices

The District has a specific wireless network configured for the use of personally-owned laptops or mobile computing devices. When on District property, users of personally-owned devices may access only this wireless network and no other network. This network allows filtered access to Internet, and no access to the District's business network.

Personally-owned devices are permitted on District property, but may only be used at the direction of a teacher or school administrator. All use during the school or work day must be clearly related to instructional purposes. Administrators, Teachers, or Technology Services personnel may prohibit the use of personally-owned devices at any time.

Owners of these devices are solely responsible for the configuration, content, upkeep, and safety of their devices. The District will not assist with configuration, will not troubleshoot issues, and assumes no responsibility for function or safety.

Student Use of Electronic Communication Tools

Electronic communication tools, including, but not limited to, student email accounts, learning management platforms, or District-approved social networking sites, may be provided by the District. Students must abide by the guidelines established in this document while using all electronic communication tools. Students are only permitted to access email accounts provided by the district. Accessing personal email accounts is not allowed.

Student Internet access will be under the direction and guidance of a District staff member. In addition, all students in grades K-12 will receive instruction on Internet safety and cyberbullying each school year.

Confidentiality and Privacy

Information considered to be confidential or personal should not be transmitted via District systems except via means designed or approved for that purpose by Technology Services. The District assumes no responsibility for lost or stolen personal information sent or received via or stored on District systems.

Any data stored on or communication transmitted via its systems should not be considered private. The District maintains the right to examine this information at any time.

Violations and Consequences

Users who observe or become aware of violations of this policy are required to report them to a teacher, administrator, supervisor, or Technology Services immediately. Failure to do so is itself a violation of this policy.

Upon discovery of violations or threats to the proper function of District systems, Technology Services will act to protect data and systems. User account access may be suspended to isolate threats. Account suspension will be communicated to the Principal (in the case of student involvement), to the Supervisor and Human Resources (in the case of employee involvement), or to the sponsoring department (in the case of a vendor or contractor).

Violation of this policy by District employees may result in disciplinary action up to and including dismissal. Disciplinary action is the responsibility of Human Resources. Typically, a first violation may be met with a suspension of access privileges and a formal reprimand. Second or subsequent violations may be dealt with more severely.

Violation of this policy by students is within the scope of the Student Code of Conduct. The school’s disciplinary process will be followed.

Violation of this policy by contractors, vendors, or other authorized users who are not District employees may result in revocation of access privilege or other consequences as defined by the District.

Exceptions:

Rapid advances in the state of technology and the District’s interest in testing or evaluating new technologies may warrant temporary suspension of certain provisions of this policy. Technology Services will supervise and manage these exceptions during evaluation periods.

Technology Services personnel are exempt from certain provisions of this policy for diagnostic and troubleshooting purposes, provided these exceptions are within the scope of their professional responsibilities.

Limitation of Liability:

Beaufort County School District will not be responsible for damage or harm to persons, files, data, or hardware, including personally-owned devices.

The District employs security and filtering mechanisms and attempts to ensure their proper functioning, but can make no guarantee regarding their effectiveness.

I have read and understand the Beaufort County School District’s Acceptable Use Policy for Technology.

Print Name

Signature

Date

Beaufort High School
Student Acknowledgement Page
Student Handbook 2023 - 2024

I, _____ [Student's Name], hereby acknowledge that I have received, reviewed, and understood the contents of the 2023-2024 Student Handbook. This handbook serves as a guide to our rights, responsibilities, and the expectations placed upon us as students at Beaufort High School. By signing below, I signify my commitment to uphold the values and guidelines outlined within the handbook.

Full Name: _____

Signature: _____

Date: _____