

Greetings from Your Bobcat Administration

2024-2025

We are pleased to welcome you to Bluffton High School. You will have many opportunities to participate successfully in academic, extracurricular, and co-curricular activities. Bluffton High School has a tradition of excellence, and we know that you will take pride in being a part of our EXCELLENT school. Our faculty and staff are committed to helping you make this a great year.

Please read this handbook and share it with your parents. It is important that you become familiar with the basic policies and procedures at Bluffton High School.

Matthew Hall – Principal

Ms. Erica Nelson – Assistant Principal

Mr. Jamie Brown – Assistant Principal

Mr. Gil Sanchez – Assistant Principal

Ms. Ashley Parlagreco – Assistant Principal

Mr. Todd Stewart – Athletic Director

MISSION STATEMENT

Bluffton High School is committed to assuring that all students acquire
the knowledge and skills necessary to live as productive and informed
citizens in an ever-changing society.

School Colors: Kelly Green, Black, and Silver

School Mascot: Bobcat

STUDENT RESPONSIBILITIES

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights and property of teachers, students, administrators, and all others who are involved in the educational process. Students at Bluffton High School should express their ideas and opinions in a respectful manner. Each student must:

1. Be aware of and follow all rules and regulations for student behavior and conduct and obey school personnel.
2. Report information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and be groomed in a manner consistent with the School Dress Code guidelines and meet standards of safety and health.
4. Exercise proper care when using facilities and equipment.
5. Attend school daily and be prepared with necessary materials and assignments.
6. Be on time for all classes and other functions.
7. Complete and meet deadlines for all in-class and homework assignments.
8. Make up work following an absence from school within the allowed time frame.
9. Pursue and attempt to complete all courses satisfactorily.
10. Provide accurate address and phone information to ensure communication with parents. If this information changes, it is expected that the school will be notified within two (2) days.
11. Respect and appreciate the individual differences of all members of the community.

SCHOOL BELL SCHEDULE



BLHS Daily Bell Schedule 2024-2025

Time	Block
8:15	Doors Open
8:15 – 8:45	Grab and Go Breakfast. Students enter the building and go directly to your 1 st block. No walking the halls. *Bank Seat Time
8:45 – 10:25	Homeroom & Morning Announcement 1st Block
10:30 – 12:00	2nd Block
12:05-2:05	3rd Block Lunch 12:05 – 12:30 Science, SPED, Art 12:35 – 1:00 CTE, WL 1:05 – 1:30 SS, ENG, ML 1:35– 2:05 JROTC, PE, Math All students will eat in the cafeteria during their lunch. Only Gym Restrooms Open NO backpacks allowed during 1st, 2nd, & 3rd Lunches
2:10-3:45	4th Block & Emergency Afternoon Announcements

Early Release Schedule



BLHS EARLY RELEASE Bell Schedule 2024-2025

Time	Block
8:15 - 8:35	Breakfast Served (Grab and Go)
8:15 - 8:45	Students Enter and Go to 1 st Block or Seat Time. No walking the halls.
8:45 - 9:45	1 st Block
9:50 - 10:40	2 nd Block
10:45 - 11:35	3 rd Block
11:40 - 12:30	4 th Block
12:35 - 12:45	Grab and Go Lunch No staggered dismissal. Grab and go lunches. Buses depart at 12:45pm

2024-2025 Academic School Calendar

Beaufort County Schools

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

NOVEMBER 2024							DECEMBER 2024							JANUARY 2025							FEBRUARY 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	

MARCH 2025							APRIL 2025							MAY 2025							JUNE 2025						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
30	31																										

	Full day for students
	No school for students
	First day back for students
	Early Dismissal for students
	Weather make-up day, if needed
	In-service day for school staff

ACADEMICS AND GRADING

Academic Integrity

A high standard of honesty is expected in all phases of academic work at Bluffton High School. Academic dishonesty in any form is an offense against the integrity of the entire school community and a threat to the standards of the school and the standing of every student. Students are expected to refrain from acts of academic dishonesty and to report to a faculty member any knowledge they have of such acts by others.

Grading Policy

Our goal is to ensure that grading and reporting practices are based on clearly defined criteria that represent the attainment of content knowledge and skills and that are consistent across grade levels and courses. We want student grades to be accurate, meaningful, consistent, and supportive of learning.

Assignment of student grades is the responsibility of the teacher. Grades cannot be changed without following BCSD established procedures which include explicit consent of the teacher. Teachers develop research-based grading and assessment practices to guide the recording and reporting of student progress under the supervision of the principal. The BCSD follows the South Carolina guidelines for grading/assessment. As such, no school leader or teacher will engage in grading practices that violate state policy.

Students respond more positively to the opportunity for success than to the threat of failure. Therefore, through learner objectives and its instructional program, the BCSD seeks to make the evaluation of student performance both recognizable and positive.

Grading System

The State of South Carolina has established a uniform grading system in which college, honors, and AP/dual credit courses are afforded different GPA weights: Under this uniform grading scale an A is 90-100; a B is 80-89; a C is 70-79; and a D is 60-69. Anything below 60 is an F. Other grades include WF (withdrew failing), and FA (failure due to excessive absences).

Carnegie Unit of Credit (Seat Time)

A Carnegie unit is a measure of the amount of time a student has studied a subject. One Carnegie unit equals one unit of high school credit. In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours per credit. Missed seat time is determined by days absent (**excused, unexcused or suspension**) per semester. Students will have the opportunity to make up missed seat time before school from 8:15 am – 8:40 am and after school 3:45 pm – 4:15 pm or by appointment. **If seat time is not made up and the student earns a 60 or higher in the class, the student will receive an FA (failure due to attendance) and no credit will be earned. Students will need to retake the course.**

Students who receive a FA (no credit) for excessive absences in a course may follow the school's structured appeals process to review the circumstances of the FA.

Any student who wishes to submit a petition to appeal an FA grade (credit withheld due to attendance) in a course will submit to the principal.

Graduation Requirements

South Carolina Board of Education Regulation 43-234 lists course requirements for public high school students to graduate with a South Carolina High School Diploma.

Subject Area	Carnegie Units
English/language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5

U.S. Government	.5
Other social studies course(s)	1
Physical education	1
Computer science	1
Foreign language or career & technology education	1
Electives	7
Total	24

For students entering high school after 2022-2023 school year the graduation requirement will change by adding a Financial Literacy credit and one less elective.

Subject Area	Carnegie Units
English/language arts	4
Mathematics	4
Science	3
U.S. History and Constitution	1
Economics	.5
U.S. Government	.5
Other social studies course(s)	1
Physical education	1
Computer science	1
Foreign language or career & technology education	1
Financial Literacy	1
Electives	6
Total	24

*** In November 2022, the State Board of Education (SBE) approved the requirement that, beginning with the entering freshman class of 2023–24, students will be required to complete a one-half credit in financial literacy to earn a South Carolina High School Diploma. BLHS does not offer any 0.5 credit classes so students will complete 1 credit of a financial literacy class for graduation.

Grade Level Classifications

Freshman to Sophomore status: 6 credits, including 1 English and 1 math credit. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.

Sophomore to Junior status: 12 credits, including 2 English and 2 math credits. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.

Junior to Senior status: 16 credits, including at least 3 English and 3 math. Students who fail core academic courses other than English or math may maintain their class status as long as the total credits earned meet the required minimum.

Grade Monitoring and Reporting

PowerSchool Portal is a web-based tool available to parents and students 24 hours per day. Parents and students are able to see course schedules, monitor grades, and view attendance. Students access PowerSchool Student Portal via ClassLink. Parents access PowerSchool Parent Portal via a one-time account set-up. Directions for parent account access are provided by the BLHS Data Specialist.

Progress reports are issued at the middle of each quarter. Teachers are expected to contact parents when a student's grade drops below a C/70. Students and parents/guardians should review the progress reports and report cards carefully and note questions and concerns. Unsatisfactory reports serve as an invitation to parents/guardians to come to school to meet with the teacher and counselor in an attempt to improve student performance.

Report cards are issued four times per year, approximately every ten weeks. When reviewing report cards, parents/guardians are advised to contact the appropriate teacher and/or guidance counselor if they have concerns.

Make-up Work Procedures

For absences: students will be granted the opportunity to make-up any missed assignments and/or work due to the absence(s). It is the **responsibility of the student** to contact the instructor on the first day back following the absence to get any missed assignments. 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 week. Teachers will deduct 10 points each additional day past the deadline for submitting the assignment. Seat time will still need to be made up. **Previously assigned work is due immediately upon a student's return to school.**

Absences due to suspension: Students on suspension must complete work, including tests and quizzes in the number of days equal to the suspension. It is the **responsibility of the student** to contact the teacher on the first day back following the suspension. Tests, labs, and similar missed opportunities may need to be scheduled before/after school hours. Seat time will still need to be made up.

All family trips/absences must have prior approval by the principal two (2) weeks in advance to be considered an excused absence. Seat time will still need to be made up.

Quarter Grading Categories

Calculation of quarter grades shall be determined by a weighted percentage of the two (2) grading categories of Formative and Summative assessments. Formative assessments shall comprise 40% of each quarter grade, and summative assessments shall comprise 60% of each quarter grade. Teachers will have at least five (5) summative grades quarterly and at least two (2) formative grades weekly.

Formative assessments are used to monitor student learning and to provide a benchmark of student progress toward learning targets and goals. They provide ongoing feedback to both the student and the teacher, which can in turn be used to improve instruction and learner outcomes. Formative assessments help identify areas of strength as well as areas of refinement for students which allow for timely intervention. Not every formative assessment is graded. Examples of formative assessments include daily classwork, homework, and quizzes.

Summative assessments aim to evaluate student learning and mastery at the end of a unit of study. They are often high stakes and thus count more significantly in the calculation of a student's grade. Examples of summative assessments include tests, projects, and essays. Teachers must offer retakes or test corrections for any summative assessment below 70.

Final Grade Calculation

Final Grade Calculation for Courses with a state End-of-Course (EOC) Exam: EOC Courses are semester long. Final grades are determined by averaging the two (2) quarter grades and the End-of-Course Exam. Quarter grades account for 40% each and the EOC exam score 20%

Final Grade Calculation for non-EOC Courses: Final grades for semester long classes shall be determined by a weighted percentage of the two (2) quarter grades. Each of the quarter grades will equal fifty percent (50%) of the final grade. Final grades for yearlong classes shall be determined by a weighted percentage of the two (2) semester grades. Each semester grade will equal fifty percent (50%) of the final grade. Final exams will be calculated into the concurrent grading period.

Honor Roll

An honor roll is prepared each marking period. A student who has excelled in his/her studies will receive appropriate honors in recognition of his/her academic accomplishment.

Principal's Honor Roll
Bobcat Honor Roll

A grade of 90 or higher in every class
A grade of 80 or higher in every class

ATTENDANCE AND DRESS CODE

IT IS IMPORTANT TO BE IN SCHOOL EVERY DAY. If a student is not in school, he/ she MAY BE showing early signs of truancy through a pattern of non-attendance. In South Carolina, attendance and truancy issues are governed by S.C. Code Ann § 59-65-10 to 59-65-280 (2004) and 24 S.C. Code Ann, Regs. 43-275 [hereinafter Reg. 43-274].

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

Please review the BCSC and BLHS attendance policy for more information.

Attendance Policy

Public school comes with certain responsibilities on the part of students and parents. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the relationship that exists between academic success and regular school attendance. Students should be absent from school only when necessary. Much instructional activity cannot be replaced; class discussion and participation are lost forever to those who are absent.

Attendance is taken by each teacher in every class, every day. **Students may not miss any class time to attend to other school business without the assigned teacher's prior permission.** Bluffton is a closed campus, which means that students may not leave the campus during the day without prior written permission. Students may not leave the school during their lunch period. Leaving campus after arriving on campus, or being in the school's parking lot without permission, is a disciplinary offense.

The attendance clerk maintains attendance data in the computer, advises students and parents on attendance policy and law, and works with the social worker to refer and intervene with students who have excessive absences.

Students will need to see the attendance clerk or sign out in the main office under the following circumstances:

- the student is tardy to school.
- the student has been absent from school and needs to file a written excuse from a parent or medical office **within three (3) school days of an absence.** The excuse should have the student's name printed clearly, the reason for the absence, parent's signature, and a phone number where the parent may be reached if there are questions.
- the student has written permission to leave school early by a parent note presented in the main office and the note has been verified.
- **No student may check out/be signed out during the last 30 minutes of the school day.**
- the student participates in a co-op (work-based) or dual enrollment class.
- the student has questions concerning attendance records.

Late Arrival/Check-In – Unexcused (including temporary ID's)

All students who arrive/check-in unexcused will be assigned lunch detention. Lunch detentions are served daily on the day of the unexcused check-in during the student's assigned lunch period. The student(s) who have lunch detention will NOT BE ABLE TO USE THEIR CELL PHONES. If you miss lunch detention, an afterschool detention will be assigned. If a student is absent on the day they are assigned after school detention, they are to serve the detention the next assigned detention day that they are in attendance. Further consequences may include in-school suspension if a student misses their assigned afternoon school detention and/or out-of-school suspension after twelve unexcused tardies for those students who do not have a parking permit. Students who have a parking permit will have their permit revoked after five unexcused tardies. Afternoon school detention DOES NOT count toward making up ANY seat time. **Students MAY NOT participate in any extra-curricular activities if serving ISS or OSS on the assigned day(s).**

Students are required to arrive to all classes on time. Five minutes are allowed for changing classes, and students must be in their assigned seat when the tardy bell rings. **Any student who is 15 minutes or later for class will be considered skipping.** Only an administrator can excuse a tardy. Students who are tardy to 2nd, 3rd (and/or lunch), or 4th block will incur consequences as outlined in the BCSD progressive discipline plan. Tardies are accumulated by semester. It is up to the discretion of the administrator to impose a more severe penalty based upon student record, context of the situation, or severity of the incident.

BLHS Dress Code

It is the policy of Bluffton High School to regulate reasonable attire of students during the school day. Students in all schools shall wear an approved school uniform with only legally mandated exceptions. To maintain an educational environment that is safe and conducive to the educational process, students in all grades shall abstain from wearing or possessing specified items during the school day as outlined in Regulation SS-17.

Bluffton High School has determined that reasonable regulation of school attire can promote important educational interests, including:

- reducing distraction and loss of self-esteem caused by teasing or competing over clothing.
- minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school.
- providing an environment where students can focus learning.
- enhancing school safety by making it harder to conceal weapons or contraband.
- enhancing school safety by helping teachers and administrators identify individuals who are not enrolled in the school when they encounter them on school grounds.
- enhancing school safety by prohibiting gang colors and paraphernalia.
- reducing the cost of school clothing.
- providing an educational environment where financial disparities between students, as reflected in clothing, are minimized.
- creating a greater sense of community and school pride among the students.
- instilling discipline in students.
- helping students and parents to avoid peer pressure.
- helping prepare students for future roles in the workplace.
- creating an atmosphere reflecting the seriousness of purpose about education.

Uniform Requirements

Shirts, Sweaters and Sweatshirts (tops)

- Tops may be solid white, black, kelly green, or gray. Mock turtlenecks and turtlenecks are acceptable.
- Shirts may have BLHS school-approved logos also known as “spirit shirts” and **must be** in school colors (white, black, kelly green, gray).
- All Tops must cover the midriff.
- All Tops must not hang off and or reveal the shoulder(s).
- Students may wear solid white, black, kelly green, or gray unhooded sweaters or unhooded sweatshirts inside the school building.
- School color spirit unhooded sweatshirts may be worn.
- Hooded sweatshirts, hooded sweaters, hooded outerwear, hooded shirts, and or hats must be removed and placed inside the students’ bookbag before entering the building.
- Brand logos or designs (other than BLHS spirit logos) **MUST** be smaller than a credit card on all tops.

Pants, Skirts, Skorts, Jumpers, Capris and Shorts (Bottoms)

- Bottoms may be solid khaki, black, gray or white as designated by school.
- **ONLY SOLID BLACK sweatpants are allowed.** No Leggings. No Yoga Pants.
- Jeans are not permitted. Principals may make exceptions for a specific group or for special days.
- Bottoms must be free of graphics and embroidery, except for small labels, no larger than the size of a credit card.
- Shorts, skirts, skorts, and jumpers should be modest and of sufficient length. The length of these articles of clothing shall be no shorter than **three (3) inches** above the top of the knee when standing.
- Baggy or sagging pants or shorts are not permitted. “Low rise” clothing is not permitted. Pants, shorts, and skirts must be worn at the natural waistline.

Shoes, Sneakers and Boots (Footwear)

- Footwear must be worn at all times. Shoes shall conform, as needed, to special requirements such as P.E. classes, JROTC, science labs, etc.
- Laces on shoes and sneakers must be tied.
- Flip flops, crocs, mules, and slippers (including house slippers) are not permitted. Sandals must have a heel strap. All shoes must have a back and worn correctly.
- Heelies are not permitted.

BLANKETS ARE NOT PERMITTED IN THE SCHOOL BUILDING

Other Clothing Items or Accessories

- Students may not wear large pendants or medallions. School administration has the final say on determining whether a pendant or medallion is large or not.
- Any adornment that could be perceived as, or used as a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Head coverings of any kind, including but not limited to, hats, caps, **bandanas**, curlers, costume masks, visors, kerchiefs, athletic sweatbands, earmuffs or sunglasses are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in classrooms during regular school hours.

Other Uniform Requirements

- Students are always expected to be dressed according to uniform standards when school is in session.
- Students who are enrolled in programs that require a special dress code, such as JROTC or career and technical education internships, may wear that uniform to other classes.
- ONLY the principal may make exceptions to the uniform policy for special events.
- Clothing designed for school athletic events, such as cheerleader outfits, that do not meet the above guidelines shall not be worn during the instructional day unless appropriate additional garments are worn with the outfit.

Consequences

- First Offense: Students shall be informed that they have violated the policy. 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 are used, students may be placed in an alternative setting, such as in-school suspension (ISS), for the remainder of the day.
- Second Offense: A second infraction of the policy shall be considered as defiance. In addition to the disciplinary actions available for a first offense, a parent/guardian conference shall be held.
- Third Offense and Additional Offenses: A third or additional infraction of the dress code shall be categorized as a Level 1 Offense as outlined in the Beaufort County School District's Progressive Discipline Plan Student Code of Conduct will be enforced at all times, 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 a current school year.

Students who do not comply with the dress code may be excluded from participating in certain school activities. Printed copies of the dress code policy 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 and/or religious officials.

BLHS Student ID Cards

The purpose of student ID cards is to ensure safety and security on the Bluffton High School campus of the approximately 1400 individuals who are on campus each day.

A student identification card and a lanyard will be provided to every student. Student ID cards authorize students to be on campus at Bluffton High School. **EVERY student must wear their 2024-2025 ID card on a lanyard around their neck at all times while on school grounds.** Identification of students is a safety issue that will not be compromised when it comes to safety of students and staff. ID cards help in identifying students as well as trespassers.

One ID and lanyard is supplied to each student without cost. Students who lose or damage their ID may purchase a new ID for \$10.00. **The ID is not to be defaced in any way including writing, cutting, placing stickers on the card, or covering the photo in any way.** Students are required to purchase a new ID if it is defaced in any manner and cannot be returned to its original state. The student is required to wear a temporary ID if his/her official ID is left at home, lost, or misplaced. Temporary IDs will be issued prior to 8:45 am each school day and will cost **\$3.00** per time.

Personal Electronic Devices

Personal electronic devices including iPods, cell phones, smart watches, and hand-held games may be used on campus before school, during lunch, and after school. No electronic devices may be used in the hallways and/or during class change. **BLHS will not be responsible for lost or stolen devices.**

Cell Phones-Students may openly display and use cell phones ONLY before school, during lunch, and afterschool.

Between 8:45 am and 3:45 pm, if a cell phone or other electronic device is on or displayed during instructional time or during class change, they will be confiscated by any member of the school staff.

If a cell phone or other electronic device is confiscated, it will be given to the assistant principal responsible with the student's section of the alphabet.

If a student fails to relinquish the cell phone or other electronic device to any adult staff, a referral will be written, and it is considered a second level offense.

Earbuds/headphones cannot be used and/or visible once a student enters the building from 8:15 am – 3:45 pm. Teachers have a class set of headphones for instructional use; therefore, personal earbuds/headphones are not needed nor allowed during school hours. No electronic devices may be used in the hallways and/or during class change.

Smart watches may be used only as a timekeeping device, and may not be used for texting, using the internet, recording, or any other such activity.

Consequences:

- First offense: A minor incident will be issued, and the student may get the electronic device at the end of the day.
- Second offense: Referral, lunch detention, and parent contact. A parent must pick up the device.
- Third offense: Referral, ISS, and parent contact. A parent must pick up the device.
- Fourth offense: Referral, suspension, parent conference. A parent must pick up the device.

It is up to the discretion of the administrator to impose a more severe penalty based upon student record, context of the situation, or severity of the incident.

SCHOOL ACTIVITIES, CLUBS, AND ATHLETICS

Bluffton High School offers a variety of activities in which students may participate. All students are *encouraged* to become involved in extracurricular and/or co-curricular activities. Each club/activity must have a sponsoring/advising faculty or staff member who will supervise the organization and all activities. No meetings will be held without the presence of that sponsor/faculty or staff member. This includes meetings, practices, decorating, or clean-up after an activity, on or off campus. All participants in extra-curricular/co-curricular activities must adhere to the following Beaufort County School District contract for participation in athletics and extra-curricular programs.

Participation

In addition to the athletic eligibility regulations of the South Carolina High School League (referenced below), Beaufort County high schools also must abide by the *Guidelines for Extra-Curricular Participation*, which outlines the roles and expectations for coaches, student-athletes and parents, as well as the responsibilities of the schools in providing athletic and other extracurricular activities. Most prominent in this set of guidelines is the *Contract for Participation*, which is reviewed each year and must be signed by the student participant, parent/guardian, and the coach or advisor. The "contract" sets the tone for the behavior for those who represent the schools of the district. Additionally, the recently adopted Board Policy and Administrative Regulations entitled, *Academic Eligibility for Extracurricular Participation*, establishes a higher level of academic performance for those who wish to participate in the district's extra-curricular programs. A key component of this administrative practice is the establishment of regular study halls and academic tutoring to help support students. The component goal is two-fold: first, make sure that participating students are also successful academically, and second, work to ensure that students who may have exceptional athletic or artistic abilities that qualify them for college scholarships are not dis-qualified because of poor academics.

2.0 GPA Policy

Beaufort County School District's 2.0 GPA Policy clearly states that in order for any student to participate in any athletic team or competition, a GPA of 2.0 is required. All classes are included in the overall GPA.

Fall semester eligibility for participation in athletics will be determined by the previous year's final grade (F1). Athletes not meeting the 2.0 GPA requirement will not be allowed to participate in any athletic activities. Spring semester eligibility for participation in athletics will be determined by the first semester's grade (S1). Athletes not meeting the 2.0 GPA requirement will not be allowed to participate in any athletic activities.

Random Drug Testing of Students

The Beaufort County School District ("BCSD") strongly believes that drug use and substance abuse can be detrimental to the physical and emotional health and the academic performance of its students. It is from this belief and out of concern for students' well-being that the BCSD initiates a random drug-testing program. The purpose of this drug testing program is not to be punitive, but rather to help students.

The aim of the athletic program, for the player, is to provide interscholastic athletic competition that offers increased opportunities for improving playing skills, developing physical vigor, promoting real friendship and learning good sportsmanship. It is fully intended that inter-school competition develops the understanding that the rules of the game are similar to the rules of everyday living. For the student body, the athletic program provides opportunities for developing strong school morale, demonstrating sportsmanlike attitudes toward opponents, and exercising the qualities of fair play and courtesy.

Athletic Code of Conduct

Membership on a Bobcat athletic team is a privilege, not a right. Each participant is expected to represent the school and community with the highest level of integrity and sportsmanship. Bluffton High School recognizes the professionalism of the coaching staff with regard to training, strategy, and discipline. Athletes who exhibit behavior that embarrasses themselves, the team, or the school; use, possess, or distribute alcohol or drugs; repeatedly violate the Code of Conduct; or fail to pay fees owed to the school may be suspended from the team or from school athletics. No athlete will be permitted to participate in athletic competition while under suspension (OSS and/or ISS).

Athletic Eligibility

In order for a student to be eligible to compete on a Bluffton High team during the year, he/she must be under the age of 19 prior to July 1 and have on file an official birth document. (Students born abroad must supply a passport, citizenship papers, a Foreign Service Form, or Department of State 1350 Form.)

To be eligible to participate in interscholastic athletics, students participating in athletics must pass a minimum load as established by SCHSL during the preceding semester and must meet BCSD promotion standards. In addition to existing academic requirements, all students are required to earn a weighted GPA of 2.0 each semester. First semester eligibility is determined by the GPA earned during the preceding school year's final grade and second semester eligibility is determined using the GPA in the first semester of the same school year. Students first entering the 7th and 9th grades are academically eligible to participate in athletic activities.

In addition, to be eligible for first semester teams, a student must have passed a minimum of five (5) Carnegie units applicable toward a high school diploma, during the previous year, with at least two (2) units during the second semester or summer school. Rising 9th grade students are automatically eligible for the first semester. For second semester eligibility, the student must pass two (2) units during the first semester if he/she was eligible in the fall (block schedule); if the student was not eligible in the fall, 2 ½ units must have been passed (block schedule).

Students who have exceeded eight (8) semesters of eligibility (which begins at the start of the freshman year), or who are in 6th grade or below may not participate on the school's teams.

A physical exam is required and valid from April 1 of the current year through the following year.

For questions about eligibility, contact the Athletic Director.

Athletic Participation Awards and Letters

Certificates of Participation and Letters are awarded to eligible Bluffton High School athletes and managers at the end of each season. BLHS will use the SCHSL criteria for awarding varsity letters. Athletes and parents will be notified in writing of these criteria.

Conduct of Spectators

Students and all other spectators are expected to demonstrate good sportsmanship and appropriate social behavior during all school athletic events, both at home and while visiting another school. All rules for student conduct.

SCHOOL SERVICES

Bilingual Liaison

The bilingual education specialist serves as the liaison between the home and school for families for whom English is the second language to ensure that effective communication strategies are in place.

Health Services / School Nurse

A nurse is available during school hours for accidents or illnesses that occur during school. No one should come to school if they are ill, vomiting, or have a fever over 100 degrees. The nurse has no provisions to handle sick students, parent/guardians will be called immediately to pick up any sick students. If a student becomes ill at school, they should ask to see the nurse. Students should not call home from a cell phone or classroom phone. Students must have a signed pass from a teacher to see the nurse, unless it is an emergency. Emergency cards will be sent home and must be filled out, signed by a parent/guardian, and kept on file in the health clinic. Tylenol or Ibuprofen can only be administered to students who have a consent form on file. The school nurse cannot administer medication for the common cold or stomach aches. Over the counter cold medication, such as Sudafed, should be taken before coming to school. All medication to be taken at school must be kept in the nurse's office. Students are not permitted to carry Tylenol, Midol, Motrin or prescription medications in their backpacks, purses, on their person, or kept in a locker. Prescription medication, along with a doctor's note, should be dropped off at the nurse's office in the original labeled bottle before school. The health clinic is located in room 1108. For any health concerns or questions, students may see the nurse during their assigned lunch. If the nurse is out of the clinic, students should see the receptionist in the main office for assistance.

There are times when a student should not be in school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- fever, temperature of 100 degrees or higher, with or without other symptoms.
- a cold in the contagious stage.
- any communicable disease such as chicken pox, measles, pink eye.
- undiagnosed rash or skin eruptions.
- vomiting or diarrhea within the past 24 hours.
- untreated head lice or scabies.
- a diagnosis of strep throat until the student has been on antibiotics for 24 hours.

Every effort is made to prevent accidents. However, in case of an accident, first aid will be administered only by the school nurse or other authorized school personnel. If the injury is serious, every effort will be made to contact the parent/guardian. However, if the school is unable to reach a parent/guardian, the school will follow the directions on the student health form to secure an individual to pick up the student. If a student requires medical attention beyond the scope of the school nurse and the school is unable to reach the parent/guardian, the school will call 911 and notify the parent as soon as possible.

Media Center

The media center provides computers, books, periodicals, and a quiet environment for students' school work and personal information needs. While using the facility, students must abide by the rules and hours of operation set forth by the staff. Media center hours are Monday - Friday from 8:15 am to 4:15 pm. Students who come to the media center during class time must present a pass issued by their classroom teacher.

Students are expected to act responsibly and respect the rights of others while in the media center. An atmosphere conducive to research, reading, and studying will be maintained at all times. No food or drinks are permitted. Students who violate media center policies will be sent back to the classroom and may lose media center privileges.

Multilingual Learner Support

Bluffton High School provides services to support the education of students who are multilingual through our Multilingual Learners Program.

School Counseling Department

School counselors assist students, staff, and parents in planning for high school and beyond. The following services are available: individual and group counseling; career development and information; consultation for post-high school educational planning; college and scholarship information; and homebound coordination.

School Resource Officer (SRO)

Bluffton High is assigned a full-time officer from the Bluffton Police Department who serves as School Resource Officer. The SRO serves foremost as a law enforcement officer and assists the administration in maintaining a safe and orderly environment. They may also serve as guest instructors for specialized short-term programs and counsel with students and parents concerning topics of a law enforcement nature.

Social Worker

The social worker works closely with students, parents, staff, and community resources to support all students in their quest for the best possible high school experience and be a link to the community. Social services include individual and peer counseling, family and social concerns, safety, and attendance and truancy interventions. If any student is experiencing any of these situations, or knows of someone who is, the social worker is here to serve as an advocate within the school.

Special Education

Bluffton High School provides services to support the education of students who are visually impaired/blind, hearing impaired/deaf, developmentally disabled, emotionally disabled, and/or learning disabled through the implementation of evidence-based practices.

GENERAL INFORMATION

Cafeteria

Breakfast and lunch will be available for all students wanting to eat. Breakfast is served from 8:15 a.m. to 8:35 a.m. All breakfast will be "grab and go". There are four lunch periods. Students are assigned lunch according to their third period teacher/class. It is the responsibility of each student to behave appropriately in the cafeteria, including not sitting on tables, and to clean up after him/herself at the end of lunch. During lunch, students may not take food from the cafeteria into any area of the school. Only those students who have 4th lunch may carry their backpacks to lunch. All students who have 1st lunch MUST report to their 3rd period classes and be dismissed from their teacher.

Free and reduced lunch applications are distributed at the beginning of the school year and should be returned to the cafeteria manager. Any student who received meal benefits at the end of the previous year will continue his/her status from that year while a new application is processed. New applications are processed within the first 30 days of the new school year. After that time, all students must have a new application on file in order to continue receiving meal benefits.

Clearing the Building

Students are expected to clear the building at 3:45 pm each day unless they are under the supervision of a school employee. Students may not reenter the building. **Students who linger in the building or on school grounds without permission after school will be subject to disciplinary action.** Students with valid after school activities should establish prearranged times for transportation so that they will not need to use the phone or linger in the halls, atrium, lobby, or other school areas.

Commencement Participation Agreement

Those students who have met the requirements for graduation from Bluffton High School and who choose to take part in the commencement ceremony will be required to submit a *Commencement Participation Agreement*, which both they and their parents/guardians have signed. This agreement sets forth guidance for dress and behavior and describes the consequences of non-compliance. All financial obligations must be paid in order to participate in the Commencement ceremony.

Elevator Use

Only staff and authorized students with physical limitations may use school elevators. A written and dated authorization pass must be obtained from the school nurse. This pass must be displayed/visible when entering and exiting the elevator. Unauthorized use of an elevator is a disciplinary offense.

Emergency Closings or Delays of School

When emergencies such as weather conditions or power failures require the delay of opening school or the closing of school, notice is given as early as possible on most major radio stations, local TV stations, and via the school messaging system.

Field Trips

Written permission from a parent/guardian is required for all students to participate in school-sponsored field trips, regardless of the student's age. Field trips are considered to be school-permitted absences. Students are required to make up all work missed during such an absence and may do so without penalty. Teachers and administrators have the option of withholding permission for a field trip if a student has too many absences from class/school; poor grades; a serious disciplinary record; or should for reasonable benefit attend classes rather than the field trip. Final decisions are up to the administrator's discretion. Students who attend field trips are reminded that all school and district rules and expectations with regard to behavior, electronic devices, and dress are in effect while on the trip.

Fire Alarm/Emergency Drills

Emergency drills, both announced and unannounced, are held periodically to acquaint students with emergency procedures. An evacuation plan is posted in each room. Students should be familiar with these plans and emergency exits for each classroom they are in. In the event of an emergency, students are required to follow the directions of their teacher or emergency officials and to remain with their teacher. Students should not use their personal cell phone devices during a drill or emergency unless directed to by a staff member.

Flowers/Balloons/Deliveries

Florist, balloon, and/or outside food deliveries will not be accepted for students. If a student brings flowers, balloons, or a similar item to school the student will be asked to leave the item(s) in the main office to be picked up at the end of the school day.

Leaving Campus

During the school day, students may not leave the school grounds after arrival for any reason other than the following: a parent/guardian physically signs the student out of school; the student has prior permission to leave by the parent/guardian verified by the attendance clerk; or school field trip/activity. In the case of extenuating circumstances, the administration will use its judgment in excusing a student from school. Students are not allowed to leave school during their lunch period.

Responsibility of students who need to leave school before the end of the school day: Students who drive and have a parking pass must bring a note to the main office prior to 8:45 a.m. The note must include the following information: name of student, grade level, reason for release, time of departure, parent's/guardian's signature, parent's/guardian's home and work phone numbers. **Per district policy, no student may sign out/be signed out during the last 30 minutes of the school day.**

Students and parents must sign out through the main office. In the case of a medical or legal appointment, upon returning to school, students must present a note from the doctor, dentist, lawyer, etc. verifying the appointment, in which case the absence(s) will be excused.

All students signing out must sign the designated clipboard in the attendance office.

Students who do not have a current parking pass must be signed out through the office by their parent(s) /guardian(s) or one of their emergency contacts.

Lockers

Lockers are school property provided for the convenience of students, and as such school authorities have the right to search any locker for the health and protection of the student body. Students are advised not to keep valuable articles in a locker, to keep the locker locked at all times, and not to share lockers or combinations with others. The school is not responsible for lost or stolen items. There is no charge for a school or gym locker. Lockers are assigned on a first-come, first-served basis. For questions or concerns about lockers, see the administrator in charge of lockers during lunch periods only. The school will dispose of all items left in lockers at the end of the school year.

Lost and Found

The school is not responsible for lost or stolen student property. However, a lost and found bin is located in the main office. Periodically unclaimed items in the bin are donated to local charities.

Obligations

A student is put on the obligation list if he/she has any unsettled obligations such as money owed, damaged or lost books, or failure to turn in equipment. If a student's account is not settled, the report card may be withheld and/or records may not be forwarded. Students with unpaid obligations may also be denied participation in student activities such as prom and graduation.

Parking

In order to park on campus, Seniors, Juniors, or second semester Sophomores in good academic and disciplinary standing may purchase a non-transferable parking pass for \$30 per year. Parking passes must be displayed at all times when the car is on campus. Passes are purchased from the bookkeeper and sold on a first-come, first-served basis. All students who purchase a parking permit are subject to BCSD Random Drug Testing. The student must complete a "Student Parking Form" and present all of the following: driver's license, registration, and proof of insurance. If the pass is lost, the student is responsible for purchasing another pass. It is the responsibility of the student to update information on this form as needed.

Students may lose their parking privileges if they are excessively tardy to school, leave campus without permission, and/or have received multiple office referrals.

Students must park in assigned areas only. The driver is responsible for the conduct of all passengers in their vehicle. Students may not loiter in the parking lot. The no-smoking rule applies to the interior of vehicles as well as the parking lot, school grounds, or school activities.

Parking privileges may be revoked or suspended for violations of parking regulations or law, or if a student who drives has repeated unexcused tardies. Parking with a suspended or revoked parking privilege will result in loss of all parking privileges and towing of the vehicle. **Unauthorized vehicles or vehicles parked in violation of parking regulations will be towed at the owner's expense.** Parking infractions include, but are not limited to:

- parking in an unauthorized area (handicapped space, reserved, or staff or guest parking space, lawn)
- parking outside of the lines or in another's assigned spot
- failure to display the proper parking pass
- being in the parking lot during school hours without permission

State and local laws apply to the entire campus. The Bluffton Police Department has jurisdiction over driving and parking on campus and may issue citations. If a student is cited by law enforcement authorities, he/she may lose parking privileges and/or face additional disciplinary action.

Seniors may purchase a "painted parking space" for an extra \$30. See policy and rules on the application form. Spaces are limited.

Pursuant to State Law, all persons entering school property are deemed to have consented to a reasonable search of their person and property, with or without probable cause, including with limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels. (Act 373 of 1994). Bluffton High School will, from time to time, conduct unannounced searches to ensure a safe and drug-free environment for all.

Physical Education

All students are expected to change clothes for participation in P.E. class. Failure to meet attire expectations for P.E. class is reflected in a student's participation grade. **No book bags are allowed in the gym. All students must use the lockers in the locker room to secure all belongings. Students are responsible for bringing their own lock each day.**

Pledge of Allegiance (ACT N.55)

School Board Policy and law require all public schools to designate a time each school day for the saying of the Pledge of Allegiance. Students have the option of not participating but are required to show respect during this activity

Posters and Flyers

Posters and flyers must be approved by an administrator to be placed on the bulletin boards provided and be related to school sponsored programs and opportunities. Events sponsored by outside organizations, even those targeted specifically to Bluffton students, must be approved by the principal. **No posters, handouts, or flyers should be posted on walls, atrium columns, doors, or distributed in the building without specific administrative approval and signature.** Any materials that do not meet school guidelines will be removed and discarded. Posters must be appropriately placed and secured so as not to create a messy or unkempt appearance to the building and halls. Adhesive materials used to post announcements must not damage the bulletin boards or walls and must be easily removed. The organization or individual that posts the materials is also responsible for removal within 24 hours of the announced event or deadline.

Restroom Passes

Students are encouraged to use the restroom before school, between classes, or during their designated lunch time. Each student will receive 3 restroom passes each quarter from each teacher. Teachers will ONLY permit one student at a time to leave their classroom to go to the restroom. No restroom passes will be used the first or last 15 minutes of class. Only one student per stall in the restrooms.

Student Code of Conduct

All Bluffton High School students and parents have access to The *Student Code of Conduct* published by the Beaufort County School District. The publication lists in detail students' rights and responsibilities, due process, definitions, and offenses and consequences.

Technology- Student Acceptable Use Guidelines

Students in Beaufort County Schools have computer access that includes the Internet. In order to use any computer in the school, students must comply with the *Acceptable Use Guideline for Technology*.

Telephones

When absolutely necessary, students may use the telephone in the main office with permission of a school official. **No students will be excused from class to use the telephone, and under no circumstances will students be permitted to use telephones in the classroom, including personal cell phones.**

Textbooks

Students who are issued textbooks should write their name and date on the inside of the front cover. All textbooks are purchased with state or school funds and are on loan to students for the duration of the course. Each book is uniquely barcoded and assigned to a specific individual. ***It is a student's responsibility to maintain all books in good condition and to return the assigned book(s) at the end of the course.*** If books are not returned or are missing a bar code, students will be charged the full replacement cost of the book and may not participate in certain activities until the obligation has been cleared. Students may pay for lost or damaged books at the bookkeeper's office.

Tobacco Use and Possession

Students are prohibited from smoking or using smokeless tobacco in any form before, during, or after school hours at school or in another school district location or during activities under the direct supervision of the school district. School district location means in any school building or on school property, on any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities. Possession of a cigarette, e-cigarette, cigar, pipe, smokeless tobacco, vapes, or smoking equipment is prohibited.

The Youth Access to Tobacco Prevention Act of 2006, among other provisions, states that enforcement for minors under the age 18 who are in violation of the Act are subject to a \$25 civil fine or completion of a DHEC approved prevention or cessation program or five (5) hours of community service in lieu of a fine. Law enforcement officers, including the school's School Resource Officer, may issue uniform traffic tickets for violations of this law. Jurisdiction to hear a violation is vested in the municipal or magistrate's court.

Pursuant to State Law, all persons entering school property are deemed to have consented to a reasonable search of their person and property, with or without probable cause, including with limitation lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels. (Act 373 of 1994). Bluffton High School will, from time to time, conduct unannounced searches to ensure a safe and drug-free environment for all.

Transportation

Riding a school bus is a privilege which can be revoked/suspended for disciplinary reasons for specified periods of time. Students who are suspended from the bus remain responsible for their own transportation to school and are advised that missing school due to a bus suspension is an unexcused absence. Students who miss their bus at any time are responsible for arranging their own transportation.

A student needing to ride a bus other than their own must present a written parent request to an administrator to be verified prior to boarding.

School discipline extends to behavior on regular bus routes, at bus stops, and for any bus used on a field trip, extra or co-curricular activity, or athletic event. The Beaufort County School District's Progressive Discipline Plan Student Code of Conduct will be enforced at all times.

Visitors

Visitors on campus must park in designated parking spaces and report to the main office to obtain a visitor's pass. **All articles to be dropped off by visitors must be left in the reception office. Such items will be delivered to students only in true emergencies; otherwise, students may pick them up during lunches or between classes.** Visitors to the building should respect the educational setting and limit visits for necessary reasons only. The school administration is empowered to take appropriate action against non-students who trespass on school grounds. Such action will include the right to call in the police authorities and to take out warrants or restraining orders.