

May River High School

601 New Riverside Rd.
Bluffton, SC 29910

843-836-4900

STUDENT & PARENT HANDBOOK



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MRHS SCHOOL ADMINISTRATION

PRINCIPAL

KaRon Webb Karon.Webb@beaufort.k12.sc.us

ASSISTANT PRINCIPALS

Carrie Carter Carrie.Carter@beaufort.k12.sc.us

Robert Dodd Robert.Dodd@beaufort.k12.sc.us

Ronald Strauss Ronald.Strauss@beaufort.k12.sc.us

Aimee Whitesell Aimee.Whitesell@beaufort.k12.sc.us

Athletic Director

Jermaine Bigham Jermaine.Bigham@beaufort.k12.sc.us

IMPORTANT CONTACT INFORMATION

MRHS Nurse	843-836-4864
Attendance	843-836-4941
Student Services	843-836-4867
Bookkeeper	843-836-4863
Media Center	843-836-4935
Athletics	(843) 836-4873
District Office	(843) 322-2300

BEAUFORT COUNTY OFFICE OF EDUCATION

Dr. Frank Rodriguez, Superintendent

*For updates and contact information, please check the district website

<http://beaufort.k12.sc.us/>



2024-2025 Academic School Calendar - 90/90 Split All Beaufort County Schools



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

AUGUST 2024						
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SEPTEMBER 2024						
Su	M	T	W	Th	F	Sa
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29	30					

OCTOBER 2024						
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13	14	15	16	17	18	19
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27	28	29	30	31		

NOVEMBER 2024						
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
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DECEMBER 2024						
Su	M	T	W	Th	F	Sa
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JANUARY 2025						
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FEBRUARY 2025						
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MARCH 2025						
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30	31					

APRIL 2025						
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MAY 2025						
Su	M	T	W	Th	F	Sa
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JUNE 2025						
Su	M	T	W	Th	F	Sa
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29	30					

Modified Year-Round Calendar

Semesters/Quarters

- 1st semester August 7-December 20
- 1st quarter August 7 - October 9
- 2nd semester January 8 - May 29
- 2nd quarter October 14-December 20
- 3rd quarter January 8 - March 19
- 4th quarter March 20 - May 29

Accountability Days

- October 9 - 45th day
- March 19 - 135th day

Holidays/Vacation

- July 4 Independence Day
- September 2 Labor Day
- October 10-11 No School
- November 5 Election Day
- November 11 Veterans Day
- November 27-29 Thanksgiving Break
- December 23-January 6 Winter Break
- January 20 Martin Luther King Jr. Day
- February 17 Presidents' Day
- February 18-19 No School
- April 14-18 Spring Break
- May 26 Memorial Day
- June 19 Juneteenth

Weather make-up days (if needed)

(Or No School)

- December 23
- January 6
- March 17

Early Dismissal for Students

- October 9
- February 13
- March 14

Professional Development

- (No School for Students)
- July 31 - August 6
- January 7
- February 14
- May 30
- June 2 - 3

Graduation for High Schools

- May 28, 7pm - Beaufort High
- May 29, 7pm - Bluffton High
- May 30, 7pm - Battery Creek
- May 31, 7pm - Hilton Head Island High
- June 2, 7pm - Whale Branch Early College
- June 3, 7pm - May River High
- June 4, 10am o 7pm - Make-up
- *Summer Graduation - Align with AdultEd

	Full day for students
	No school for students
	First day back for students
	Early dismissal for students
	Weather make-up day
	In-service day for staff

Progress Reports

- Quarter 1 September 6
- Quarter 2 November 15
- Quarter 3 February 13
- Quarter 4 April 25

Report Card Distribution

- Quarter 1 October 18
- Quarter 2 January 10
- Quarter 3 March 28
- Quarter 4 June 6

GENERAL INFORMATION

BEAUFORT COUNTY SCHOOL DISTRICT MISSION STATEMENT

To ensure excellence in education for every learner that prepares each with the knowledge, skills and personal responsibility to succeed in a rapidly changing global society.

MAY RIVER HIGH SCHOOL MISSION STATEMENT

The mission of May River High School is to empower every student by fostering strong collaborative relationships, creating safe and inclusive environments, maintaining a culture of high expectations and student-centered learning, while upholding accountability at all levels.

SCHOOL HOURS

The instructional school day is 8:45 am until 3:45 pm. Per the attendance policy, students are not permitted to leave the building without the permission of the administration and/or parents. Students may only be in the building or on campus between 8:00 am and 4:00pm, unless they are involved in an approved extracurricular school program or attending a school sponsored event. Those not participating will be asked to leave campus. School closures are announced on radio and television as well as through our district's School Messenger (Phone/Email).

SCHOOL MASCOT: SHARK

SCHOOL COLORS: Royal Blue, White, Black, Silver (gray)

A Message from the Principal

Welcome! I am excited to be returning as the principal of May River High School for my second year. Our team is fired up and ready to go to kick off the 2024-2025 school year. Our vision is that every student will maximize their potential while positively contributing to their community. This vision will be the result of our mission to empower every student by fostering strong collaborative relationships, creating safe and inclusive environments, maintaining a high culture of expectations and student-centered learning, while upholding accountability at all levels.

We are committed to ensuring our students have the skills necessary to achieve their potential and graduate prepared for the college or career pathway of their choice. Our theme for the 2024-2025 school year is “All-In”. We must ALL work together, school, students, parents, and community included to ensure our students are successful and graduate within four years. We invite parents to join one of our parent organization groups (SIC, PTO, etc.). If you are interested in getting involved by joining one of our parent organizations or volunteering, please contact your child’s administrator. We welcome your suggestions and input.

This handbook has been prepared to provide valuable information for students and parents regarding school and district policies and procedures. After reading this handbook, if you have any questions that remain unanswered, please refer to the listing of persons to contact at May River High School regarding information that you may be seeking.

Please study the rules and procedures in this handbook. It includes a lot of the information that will help us have a successful school year. Students should be very familiar with the information provided in the handbook to ensure that they meet all behavioral expectations.

Students, take advantage of the numerous opportunities available to you. I encourage you to get involved in clubs, sports, and/or other extracurricular activities. These experiences will not only enrich your time at May River but also help you develop valuable skills and lifelong friendships.

Your attitude and effort play a significant role in your success. Approach each day with a positive mindset, be open to new experiences, and never hesitate to seek help when needed. We are “All-In” and here to support each other and make this school year a memorable and rewarding one.

Let’s have a fantastic year!

Dr. KaRon L. Webb, Principal

MRHS Dress Code 2024-2025

Reflecting on last year's dress code, the items below are priorities this year.

- **Shirts must cover the student's midriff.**
- **Bonnets are not permitted to be worn in the building**
- **Hats are not permitted to be worn in the building.**
- **Hoods cannot be worn on the head in the building.**

Please reference Beaufort County Dress Code Policy for more information.

Statement of Policy

It is the policy of the Beaufort County School District 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. Note: **There are consequences if you are out of dress code - see below.**

Statement of purpose

(The entire Statement of Purpose may be found on the [BCSD website](#))

The Beaufort County School District 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
- enhancing school safety by helping teachers and administrators identify individuals that are not enrolled in the school who they may encounter on campus
- enhancing school safety by prohibiting gang colors and paraphernalia
- helping prepare students for future roles in the workplace

Requirements

Shirts, Sweaters and Sweatshirts (tops)

- Tops must be solid colors: black, royal blue, white or gray.
- Long sleeve or short sleeve shirts must have collars with the exception of Spirit wear.
- T-shirts MUST be a May River Spirit shirt.
- With the exception of one small logo (no bigger than an ID), tops may not have other insignias, words, embroidery, graphics or pictures. The label may be no bigger than a school ID card.
- Shirt, Sweaters and tops may NOT be see-through. No undergarments should be showing.
- Students may wear plain or MRHS logo sweaters and sweatshirts school uniforms. The sweatshirt may be solid gray, white, royal blue or black. **Again, the shirt underneath the sweatshirt or zip up must be a dress code shirt.**
- Shirts reflecting MRHS school spirit may be worn if they are in the color of royal blue, black, gray or white. May River Club, Sport or school-approved spirit shirts may also be worn as designated. **(This means that any shirt that does NOT have a collar must be a May River spirit shirt).**
- The Senior Class will select a color not in the approved uniform colors. This color will be used in a shirt printed by the MRHS school store and sold only to senior students. Seniors may wear this shirt any school day.

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

- Bottoms must be solid black, gray, or khaki.
- Bottoms must be worn at the waist, no undergarments showing
- Blue jeans, jeggings, cargo pants, athletic shorts, biker shorts or tights, LEGGINGS and yoga pants of any color are **NOT Permitted**. *Blue jeans will only be allowed on designated dress days with participation requirement*
- With the exception of one small logo, bottoms may not have insignias, words, embroidery, graphics or pictures. The logo may be no bigger than a school ID card.
- Shorts, skirts, skorts, and jumpers shall be no shorter than the length of a school i.d. card placed at the top of the knee cap when standing.
- Clothing may not exceed one size larger than necessary as determined by a school administrator. "Low rise" clothing is not permitted.
- Belt buckles must not be oversized, computerized or have any writing that is considered offensive.

Coats and Jackets (Outerwear)

- Coats and jackets should follow the guidelines outlined above under "Tops."

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, ROTC, science labs, dance, etc.

- Shoes are expected to have a back.
- NO CROCS, SLIDES, SLIPPERS ALLOWED.
- High heel shoes, and slippers are not permitted.
- “Heelys” are not permitted. Crocs are not permitted.

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.
- 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, hoods, hats, caps, bandanas, curlers, visors, kerchiefs, athletic sweatbands, headbands, durags/do-rags, 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 Considerations

- Students are expected to be dressed according to the uniform standards at all times when school is in session.
- Students who are taking classes that require a special dress code, such as JROTC, or career and technical education internships, may wear that uniform to other classes.
- Principals may make exceptions to the uniform policy for special events, such as picture day, and may allow a different standard for athletic teams or other school clubs or activities.
- Athletes may wear the following specified clothing relating to the sport on game day: jerseys, team shirts (solid in colors royal blue, black, gray, or white only).

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

**If a student needs assistance with uniforms, please call the school office.*

Consequences

- 1st time: if students can “fix it” they will fix it, then go to class. Documentation will go into Educator's Handbook as a minor incident.
- 2nd time: a referral for Refusal to Obey/Defiant in Educator’s Handbook and the BCSD Discipline Matrix will be used when assigning consequences. Parents will have to come into the building for a conference to sign the referral.
- 3rd time: a referral for Refusal to Obey/Defiant in Educator’s Handbook and the BCSD Discipline Matrix will be used when assigning consequences.
- If students cannot fix dress code violations at the moment, they will be placed in ISS for the day until a guardian can bring them dress code appropriate clothing.

Student Identification Badges

All Beaufort County Students are required to wear the provided Student Identification (ID) badge while on district property. The badge should be worn on a lanyard around the student's neck and should be visible at all times. Student ID badges will be used for identification, attendance, lunch, and in the media center. If a student forgets their badge, a 24-hour temporary badge will be issued for that day at the cost of \$5. If the student forgets their badge a second time, they will be required to purchase a new ID badge. All replacement ID badges will be \$10.

MRHS SHARK SENSES:

Be Responsible:

Personal Responsibility:

I manage my time by prioritizing and completing tasks and assignments on time.

I come to school prepared to succeed and learn.

Citizenship:

I get involved in school and community events.

I take pride in a clean school.

I work to maintain the integrity of MRHS as a student and staff member at all times.

Be Supportive:

Collaboration and Relationships:

I share ideas with and learn from others.

I work with students and staff.

Respect:

I treat everyone with respect and kindness.

I value other's perspectives.

Be Present:

Excellence:

I take time to do my work with accuracy and integrity.

I challenge myself academically and socially.

I analyze my work and revise it based on feedback from peers and adults.

Engagement:

I am focused on the here and now.

I come to school to learn and leave other issues at the door.

I stay on task and persevere

PROGRESS REPORTS AND REPORT CARDS

Interim Progress Reports

Interim progress reports will be issued at the middle of each quarterly report card period. Please see the calendar on page 4 for dates. Additional reports may be sent at any time during the school year when a teacher feels it is necessary or upon parent request. Unsatisfactory reports serve as an invitation to parents or guardians to meet with the teacher and school counselor in an attempt to improve student performance. Students and their parents or guardians should review the interim reports carefully and especially note any variations in absences between school subjects. Such variations usually indicate that students are either cutting class or arriving late to class. If variations are noted, parents and guardians are advised to contact the appropriate school counselor.

Report Cards

Report cards are issued four times each school year (approximately every nine weeks). When reviewing report cards, parents and guardians should contact the appropriate teacher and/or

school counselor to discuss any concerns. Please refer to the district calendar on page 4 for dates of report cards, etc.

Testing

No cell phones or electronic devices permitted in the room during state/district testing
All state/district testing is required and must have prior principal approval for absences
Students must arrive on time for testing or they will not be permitted to test.

PARENT INVOLVEMENT

Parent/Teacher/Student Organization (PTSO)

The PTSO is a group that supports the mission of the school and provides enrichment activities for the school community. Membership is open to all parents, staff and students. Monthly meetings will be held. For a list of officers and meeting times/locations, visit: <https://mrhs.beaufortschools.net/p a r e n t s/opportunities to be involved>

School Improvement Council (SIC)

The School Improvement Council (SIC) is a group of parents, teachers, administrators, community members and students who meet to discuss, research, advocate and assist the school administration. Monthly meetings are held, for a list of officers and meeting times/locations, visit: <https://mrhs.beaufortschools.net/p a r e n t s/opportunities to be involved>

SCHOOL OFFICES

School Nurse

Health Services / School Nurse, Non-Emergency hours 9:45am – 3:10pm.

A nurse is available during school hours for accidents or illnesses that occur during school. If you are ill, vomiting, or have a fever over 100.4 degrees, please do not come to school that day. The nurse does not have provisions to handle sick students, and a parent/guardian will be called immediately for pick up. If you become ill at school, ask to see the nurse. Do not call or text from your cell phone or classroom phone. Students must have a signed pass from a teacher to see the nurse unless it is an emergency. Prudent nursing assessment and measures are always used first to alleviate any student discomfort.

Information cards for the nurse are completed on the Info-Snap Link that is emailed to every parent/guardian. Without completion of this link, no medication can be administered to a student. Health cards are no longer sent home with the students each year. Tylenol, Ibuprofen and Tums can only be administered to students who have a consent form on file. The school nurse cannot administer medication for the common cold or allergies. Over the counter cold medication, such as Sudafed or Dayquil, should be taken before coming to school. Benadryl should not be administered prior to coming to school. Students who need to take medication prescribed by their physicians must store the medication with the nurse in the prescription

bottle with the directions and the pharmacy label on it. A form provided by the nurse must be signed by the prescribing physician and parent or guardian (no sooner than July 1) for the nurse to dispense this medication. Students are not allowed to carry any type of medication and/or take medication on their own unless written authorization is provided for life threatening situations.

Health Office #1 serves 9th/10th grade and is located across from the media center in room 115. Health Office #2 serves 11th/12th/SPED and is located on the first floor (new wing) across from the restroom in room 241. **Please have your teacher call or email the nurse before going to the Health Offices.** If the nurse is out of the clinic, please 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 and staff. Students should remain home or be sent home from school if they have any of the following symptoms:

- Fever, temperature of 100.4 degrees or higher, with or without other symptoms
- Any communicable disease such as chicken pox or measles
- Vomiting or multiple episodes of diarrhea within the past 24 hours
- Untreated head lice or scabies
- A doctor diagnosis of Strep Throat until the student has been on antibiotics for 24 hours and fever free
- A doctor diagnosis of Flu until the student has been fever free without medication for 24 hours

The nurse is available to students with health questions and/or issues and will act as an advocate for students and parents. The nurse can aid in using other health services in the community.

Student Services

The Student Services office is open to all students who may need to check in with their school counselor or have a question regarding enrollment or their transcripts. The Student Services office is open from 8:30am – 4:00pm daily, unless otherwise posted.

Media center

The school Media Center is available for students who wish to check out books, conduct research or read in a quiet place. During classroom times, students must have a media center pass from their scheduled teacher and must sign in/out at the circulation desk. The Media Center is open from 8:30am – 4:15pm daily, unless otherwise posted.

Transportation

Bus routes for the 202-202 school year can be found [here](#). Please remember that riding the bus is a privilege and that conduct on buses can incur the same consequences as if a student were at school.

Student Code of Conduct

All students are expected to adhere to the BCSD Student Code of Conduct found [here](#).



SCHOOL COUNSELORS

Amanda Rainiszewski	A-Cl, 9-12
Laura Marshall	Co-Gr, 9-12
Samantha Skirtich , Lead Counselor	Gu-L, 9-12
Keisha Glover	M-Pa, 9-12
Juanita Paylor	Pe-So, 9-12
Elizabeth Cotton	Sp-Z, 9-12

School counselors are available for students, staff and parents to assist with planning high school and post-high school programs. The school counselors create the [course catalog](#) to provide students with course offerings. In addition, they offer:

- Individual and group counseling
- Career assessments and information
- Conflict resolution services
- Homebound coordination in conjunction with Social Worker
- Coordination of 504 Plans
- College application assistance

STUDENT CLASSIFICATION SYSTEM

To be classified a:

Students will need:

Sophomore	6 Credits , including 1 English credit and 1 mathematics credit
Junior	12 Credits , including 2 English credits, 2 mathematics credits, 1 science credit and 1 social studies credit
Senior	16 Credits , including 3 English credits, 3 mathematics credits, 2 science credits, 2 Social Studies credits

Students who do not meet these criteria will be retained at the previous grade level.

SOUTH CAROLINA GRADUATION REQUIREMENTS

Below are the minimum requirements for a SC High School Diploma.

English	4 credits
Mathematics	4 credits
Science	3 credits (including Biology)
Social Studies	3 credits (including US Hist. & Gov't/Econ)
Foreign Lang or CATE	1 credit
PE/ROTC with health	1 credit

Computer	1 credit
Personal Finance	0.5 credit (class of 2027 and beyond)
Electives	<u>6.5 credits</u>
Total	24 credits

Participation in graduation ceremonies is a privilege and not a right. Only students who have met all course unit requirements for state high school diploma or an individualized education plan contained herein and are in good standing with their school may participate in graduation ceremonies.

College and university representatives have emphasized that a combination of the primary factors are reviewed for college admission. The primary factors are:

- Difficulty/Rigor level of courses taken
- Standardized test scores like the SAT or ACT
- Class rank and grade point average (GPA)
- Extracurricular participation
- The quality of personal essays in the college application.

For information on early graduation, please contact your school counselor.

Transcripts

Current students may request transcripts through Parchment. There is no fee for all official transcripts (for scholarship, award or other educational purposes) for students currently enrolled at May River High School. If you are no longer a current student, the fee applies. Former students or those graduating 2018 or 2019 can request transcripts online

<https://beaufortsc.scribborder.com/>

- Please complete the request form found at mrhs.beaufortschools.net
- Year of graduation or last year of attendance
- Pay \$10.00 online to May River High School
- Name and address of where the transcript should be mailed
- Transcript can only be picked up by the former student unless we have FERPA release form on file

South Carolina Public Colleges and Universities Minimum Requirements

College and university admissions requirements are increasingly stringent and differ from one institution to another. Students who plan to enter a four-year college immediately after graduation should be aware of the specific entrance requirements for the colleges in which they are interested. Students can determine admission requirements when they meet with their School Counselor and/or visit the websites for their college or university of choice.

Students who plan to attend a four-year college will be required to take a college entrance examination. Two widely recognized college entrance exams are the SAT published by The College Board and the ACT published by the American College Testing program. Testing dates are announced by the guidance department in your high school. In general, the following distribution of course credits will prepare a student for college entrance.

College Prerequisite Courses for Students in High School Graduating Classes 2023-2024

- Four Units of English: At least two units must have strong grammar and composition components. Completion of College Preparatory English 1, 2, 3 and 4 will meet these criteria.
- Four Units of Mathematics: These include Algebra 1 (for which Math for the Technologies 1 and 2 may count together as a substitute if a student successfully completes Algebra 2), Algebra 2, and Geometry. The fourth course should be selected from among Algebra 3/Trigonometry, PreCalculus, Calculus, Statistics (at the College Preparatory level of higher), Discrete Math, IB Math Studies or IB Math SL and should be taken during the senior year.
- Three Units of Laboratory Science: Two units must be taken in two different fields and selected from among Biology, Chemistry, or Physics. The third unit may be from the same field as one of the first two units (Biology, Chemistry, or Physics) or from advanced Environmental Science with laboratory for which Biology and/or Chemistry is a prerequisite. The Commission on Higher Education states that courses in Earth Science, General Physical Science, or Introductory or General Environmental Science for which Biology and/or Chemistry is not a prerequisite will not meet the requirement for laboratory science. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.
- Two Units of the Same Foreign Language: Competitive colleges and universities such as Clemson and the College of Charleston require three units of foreign language. Meet with your School Counselor and also visit the website for the college or university of your choice for specific details.
- Three Units of Social Science, One unit of U.S. History, a half unit of Economics and a half unit in Government are required and one additional social studies unit.
- One Unit of Fine Arts One unit in Appreciation of, History of, or Performance in one of the fine arts.
- One Unit of Computer Science
- Five Units in a Concentration of Electives Five college preparatory elective units (credits) must be taken in the concentration (cluster major) identified in your Individual Graduation Plan.
- One Unit of Physical Education or JROTC

College Prerequisite Courses for Students in High School Graduating Classes 2020 and Beyond (Applicable to High School Freshmen Beginning in Fall 2015)

The College Admission Requirements Described Above Apply to the Following State-Supported Schools:

The Citadel, Coastal Carolina Clemson University, USC-Columbia College of Charleston, USC-Lancaster Francis Marion College, USC-Salkehatchie Lander College, USC-Upstate, South Carolina State University, USC-Sumter USC-Aiken, USC-Union USC-Beaufort, Winthrop University

Note: Each institution may make exceptions in admitting 1) students who do not meet all of the prerequisites, limited to those individual cases in which the failure to meet one or more prerequisites is due to circumstances beyond the reasonable control of the student or 2) students who have taken the Career and Technology (Applied Academics) courses rather than the required College Preparatory curriculum described above and who meet all other institutional admissions criteria.

SOUTH CAROLINA CURRICULUM STANDARDS

The curriculum standards can be found at Department of Education website:

<http://www.myschools.com/>

SOUTH CAROLINA UNIFORM GRADING POLICY

<https://ed.sc.gov/newsroom/school-district-memoranda-archive/uniform-grading-policy-revisions/south-carolina-uniform-grading-policy/>

STATE TUITION GRANTS/SCHOLARSHIPS

*Please check their websites for updates to their requirements and availability.

Palmetto Fellows Scholarship

A student may qualify for the South Carolina Palmetto Fellows Scholarship (up to \$6,700.00 during the first year and then up to \$7,500.00 for the remaining three years) if he/she meets the following criteria: a combined SAT score of 1200 (Math and Reading) or an ACT score of 25; a 3.5 cumulative GPA on the Uniformed Grading System and be in the top 6% of his/her sophomore or junior class, based on the Uniformed Grading System; or 1400 SAT/31 ACT and 4.0 GPA based on the Uniformed Grading System. Additional information is available through the school counseling office.

LIFE Scholarship

A student may qualify for the South Carolina Life Scholarship (up to \$5,000.00/year plus \$300 book allowance) if he/she meets two of the three following criteria: a combined SAT score of 1100 (Math and Reading) or an ACT score of 24; a 3.0 cumulative GPA on the Uniformed Grading System by the end of the senior year; or be in the top 30% of his/her graduating class based on the Uniformed Grading System. For two-year colleges and technical colleges a student may qualify for the cost of tuition plus \$300 book allowance with a "B" (3.0 GPA on Uniformed Grading System). Additional information is available through the guidance office.

HOPE Scholarship

A student may qualify for the South Carolina Hope Scholarship (up to \$2,500.00/year plus \$300 book allowance) if he/she meets the following criteria: a 3.0 cumulative GPA on the Uniformed Grading System by the end of the senior year. Additional information is available through the guidance office.

Lottery Tuition Assistance

A student may qualify for Lottery Tuition Assistance if they are a South Carolina resident for at least one year, are enrolled in at least 6 credit hours per semester toward a degree, diploma or certificate, make adequate progress toward the completion of the college credential and file a FAFSA. The amount is dependent on the number of eligible participants and total funding available.

Beaufort County School District Scholarships

Building a Better LowCountry Scholarship Students graduating from Beaufort County Schools, who meet and maintain specific criteria, will be able to attend the Technical College of the Lowcountry with tuition assistance. Academic eligibility criteria: •Applicants must graduate from a Beaufort County School District High School (beginning with the June 2014 graduating class). •The student must have a minimum 3.0 high school GPA or 2.75 for technical course. •The student must successfully meet TCL's entry requirements, including South Carolina residency, U.S. citizenship and placement scores for college courses. •The student must complete a Free Application for Federal Student Aid (FAFSA). Student Code: 009910

Senior Scholars

Annually, Beaufort County School District recognizes Senior Scholars in the graduating class. Senior Scholars are those students who have exceptional academic talents and have achieved excellence while in high school.

The process for screening includes verification by the school counselor and school's administrator. Once the names are submitted to the district, they will again be verified to ensure all requirements are met.

The requirements to be a Senior Scholars are:

- Must be enrolled in a high school within Beaufort County School District a minimum of three consecutive semesters by the second semester of senior year.
- Be in top 10% of the graduating class
- Final grade point average of 3.5 or above; the table below lists the course level and final grade required to qualify

Course Level	Minimum GPA Each Quarter
College Prep	85 or 3.5
Honors	80 or 3.5
AP/IB/Dual Credit	75 or 3.5

Students who meet the requirements for Senior Scholars will be recognized in a local awards ceremony, receive an Award of Merit certificate from the school district. The ceremony will be

attended by Board Members, the superintendent, school administrators, school counselors and parents/guardians.

Diploma Pathway Seals of Distinction Overview

Students shall meet all requirements for earning a South Carolina High School diploma to be eligible to earn any Seal of Distinction. Students can earn Honors Seal of Distinction, College Ready Seal of Distinction, Career Ready Seal of Distinction, Military Specialization Seal of Distinction, Arts Specialization Seal of Distinction, STEM Specialization Seal of Distinction, and/or World Language Specialization Seal of Distinction. The criteria for each Seal of Distinction can be found [here](#).

Selection of Valedictorian and Salutatorian:

- Must be enrolled in a high school for four years and enrolled in the high school awarding the diploma for a minimum of three consecutive semesters prior to graduation.
- Students electing accelerated graduation, graduating in less than four years, **are not eligible** to be Valedictorian, Salutatorian or Top Ten.
- Selection of Valedictorian, Salutatorian or Top Ten will be based on GPA as determined by SC Uniform Grading Policy
- Valedictorian and Salutatorian are customarily invited to speak at commencement.

Scholar Athlete Nominations

The League sponsors a Scholar Athlete recognition program. The purpose of this program is to identify students in member schools who qualify as outstanding athletes and at the same time maintain a high academic standard.

All nominees must meet the following standards:

1. Be a senior.
2. Must have lettered in two sports for at least one season or in one sport for at least two seasons.
3. Must have maintained at least a 3.5 GPA for seven semesters.
4. Must have exhibited outstanding citizenship and sportsmanship.
5. Non-Competitive Cheerleaders do not qualify.
6. It is recommended that the student earn a varsity letter as a senior.

The Committee considers these standards to be rather stringent. It is very possible that a school in a given year will not have anyone to qualify and in another year may have several students qualifying. There is no limit on the number that may qualify each year.

STUDENT ATHLETE INFORMATION

NCAA Clearinghouse - <https://web3.ncaa.org/ecwr3/>

There are different course and eligibility requirements needed to become a student-athlete at the college level. Please make sure you plan properly for this if you want to have the potential

to be eligible to compete at the next level. As always, if you have questions, please ask. Your Athletic Director or School Counselor should be able to answer your questions or guide you in the right direction. Here are some of the important steps on your way to become a college student-athlete:

Grade 9

- Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.

Grade 10

- Verify with your high school guidance counselor and the online core-course listing to make sure you are on track.

Grade 11

- Register with the eligibility center.
- Make sure you are still on course to meet core-course requirements (verify you have the correct number of core courses and that the core courses are on your high school's 48-H with the eligibility center).
- After your junior year, have your high school guidance counselor send a copy of your transcript. If you have attended any other high schools, make sure a transcript is sent to the eligibility center from each high school.
- When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
- Begin your amateurism questionnaire.

Grade 12

- When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
- Complete amateurism questionnaire and sign the final authorization signature online on or after April 1 if you are expecting to enroll in college in the fall semester. (If you are expecting to enroll for spring semester, sign the final authorization signature on or after October 1 of the year prior to enrollment.)
- Have your high school guidance counselor send a final transcript with proof of graduation to the eligibility center.

Student Participation in Interscholastic Athletics – 2.0 GPA Policy

*For the 2021-2022 school year, BCSD has implemented a provision for athletes who have below a 2.0. Please see the BCSD Website for additional information.

The Beaufort County Board of Education endorses athletic activities that support students' attainment of high academic achievement. The Board believes that student participation in interscholastic athletics should be contingent on student successes in school as measured by grade point average, attendance and conduct. Subject to law, local rules adopted by BCSD and rules established by the South Carolina High School League (SCHSL), high school students are eligible to participate in interscholastic athletics. Eligibility of students in the programs for exceptional children will be in accordance with local, state and federal guidelines. The

Beaufort County Board of Education has established standards for student eligibility and developed forms and assurances for students, parents, coaches and assistant coaches.

Violations of any standards established for athletic participation by students or their parents or guardians and/or any misrepresentation of any information submitted for athletic participation may result in the loss of the student's eligibility to participate in athletics in Beaufort County School District, and, potentially, in any school sanctioned by the SCHSL.

Additionally, staff members who exercise direct or indirect influence upon prospective athletes in an attempt to influence an athlete's choice of school assignment for the purpose of athletics or who otherwise violate any part of the rules regarding athletic eligibility will be subject to disciplinary action, up to and including termination of employment.

Grade Point Average and Eligibility to Participate in Athletic Activities

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 grades 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.

Out of District Transfer Students

Out of district transfer students with a GPA less than 2.0, but eligible according to SCHSL policy, will be eligible to participate on probation for the remainder of the semester in which they enroll. Thereafter, the student must meet the BCSD 2.0 grade average eligibility requirement.

Special Education Students

Special Education students being served in a non-diploma program are eligible to participate if they are meeting the requirements of their IEP. Diploma program students must meet the requirements of the 2.0 GPA standards.

Summer School

Courses taken during the summer school program under guidelines established by BCSD may be used to recover credit affecting athletic eligibility for the fall semester. Per SCHSL guidelines, credits earned during summer school may be applied to the immediately preceding spring semester for athletic eligibility purposes.

Student Conduct

A student who is suspended from school is not eligible to practice, play, dress out, travel or attend any meeting during the time of suspension. If the suspension includes the last day of school before a vacation or weekend, the student becomes eligible at their base school the next calendar day after the last day of the suspension. Students who transfer in lieu of completing or in the midst of serving a long-term suspension at their base school are not eligible to participate in athletics at their new school for 365-days.

A student who is absent from school will not be allowed to practice, play, dress out, travel or attend any meeting of the team or group on the day of the absence. The student must be present for two blocks of time in order to be eligible to play or practice that night.

Exceptions such as funerals, field trips and college visitations must be approved by the principal in advance. Seniors receive 2 approved absences from school for an official college visit, and juniors receive 1 day. Proper documentation must be submitted to the attendance office within 3 days of the absence.

Note: Students participating in interscholastic athletics will also be subjected to Random Drug Testing. See the athletic director if you have any questions pertaining to this policy that was adopted in June 2015, see below.

Random Drug Testing: Please see the link for more information

http://beaufortschools.net/UserFiles/Servers/Server_170841/File/SS-57%20Random%20Drug%20Testing%20of%20Students%2002-16.pdf

- I. Introduction. 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 to help students and not to be punitive.
- II. Therefore: A positive test arising from this random drug testing program will not result in suspension from school or notification to legal authorities, and B. A first positive test will not automatically result in ineligibility from any school activities.

Exam Dates 2024-2025

TEST	SEASON	Dates/Testing Window	Students
PSAT/NMSQT	Fall	Oct. 1-31	Grade 10
EOCEP	Semester 1	Dec. 9-20	Alg1, Eng2, Bio1, USHist
EOCEP	Semester 2	May 8-23	Alg1, Eng2, Bio1, USHist
CATE	Semester 1	Dec. 2-20	Grades 9-12 CATE Students
CATE	Semester 2	May 1-29	Grades 9-12 CATE Students
ACCESS	Winter	Jan. 21- Feb. 28	ELL Students
ASVAB	Fall/Spring	September 6 February 14 April 10	Grades 11-12 Grades 11-12 Grade 10 Sophomore Class
SC Alternate Assessments	Spring	March 3 - April 4	SWD
ACT	Spring	Feb. 25 March 11 March 25	Grade 11 (Students take SAT or ACT)
Pre-ACT	Spring	March 18-April 26	
WIN Career Readiness Assessment	Spring	March 24-April 4	Grades 11-12
AP Exams	Spring	May 6-17 Late May 22-24	AP Students

ACT (Saturday Tests)	Semester 1	PENDING	Grades 11-12
	Semester 1	PENDING	Grades 11-12
	Semester 1	PENDING	Grades 11-12
	Semester 2	PENDING	Grades 11-12
	Semester 2	PENDING	Grades 11-12
	Summer	PENDING	Grades 11-12
	Summer	PENDING	Grades 11-12
SAT (Saturday Tests)	Semester 1	PENDING	Grades 11-12
	Semester 1	PENDING	Grades 11-12
	Semester 1	PENDING	Grades 11-12
	Semester 1	PENDING	Grades 11-12
	Semester 2	PENDING	Grades 11-12
	Semester 2	PENDING	Grades 11-12
	Summer	PENDING	Grades 11-12

Make-Up Work

Make-up work (From Administrative Regulation SS-11): 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 week. For example, if a student misses two days of school (Monday and Tuesday) and returns on Wednesday, then Thursday and Friday will be granted as make-up days for missing Monday and Tuesday (one day for each day missed). In this example, all missed assignments or work (test, quiz etc.) would not be due until Monday. Students who have unexcused absences may be given the opportunity to make up work at the discretion of the principal and teacher during make-up sessions; however, the unexcused absence remains in the student's record.

South Carolina End-of-Course Examination Program (EOCEP)

The Education Accountability Act of 1998 (EAA) requires the administration of end-of-course examinations in gateway or benchmark courses; such courses are typically taken in grade 9.

However, some students may be enrolled while in middle school and required to take the EOC exams. All students enrolled in courses in which the curriculum standards corresponding to these subjects are taught, regardless of name or number, must take the appropriate EOC tests. All tests will count as twenty percent of each student's final grade. End-of-course exams are currently required in the following gateway courses: Algebra 1, Intermediate Algebra, English 2, Biology 1 and U. S. History.

National Honor Society

Students are selected in the fall for membership in the MRHS Chapter of the National Honor Society based on their outstanding qualities in the areas of scholarship, leadership, character and service. In accordance with the policy of the national organization, the scholarship criterion for admission at MRHS has been determined to be a Grade Point Average of 3.90 or better with no administrative referrals (ISS or OSS) in the past year. All juniors and seniors meeting these criteria will be sent a National Honor Society membership application form early in the fall semester; it must be completed and returned on time to be considered for admission.

In order to assess the leadership, character and service qualities of the applicant, recommendations from two advisors of extracurricular activities must be submitted. At least one of the two extracurricular activities must be a club or athletic activity at MRHS; the other activity may be a community activity. A faculty committee will make the final selection of members based on the applications, activity advisor recommendations and input from each applicant's teachers. Once selected, members must maintain high standards in order to continue their membership.

Students may also be eligible for honor societies, such as Mathematics, Science, Spanish, French and the arts.

SCHEDULING PROCESSES

Schedule Changes

Students are expected to choose courses thoughtfully during the IGP process. Students select courses totaling seven or eight credits for each high school year. High schools will publish the dates for preference course changes. No preference course changes will be made after the published dates. Only course changes related to errors, course failure, new registrations or credit recovery will be allowed during the first ten days of school. Schedules will not be changed because a student does not like the course, the teacher, or the time of day the course is scheduled. Schedules will be changed only if there is a conflict or an extenuating circumstance, such as a student being assigned a class not requested on the IGP or if the student fails a required class needed for graduation. See Course Withdrawals section below regarding changing course levels.

Course Withdrawals

Students may not withdraw from a required course. Permission to withdraw/change a course will be granted based on availability. Student, parent, teacher and administrator approval

must be submitted in writing before any course withdrawal can be made by the school counseling department. With the first day of enrollment as the baseline, students who withdraw from a course within 5 school days in a 90-day course or 10 school days in a 180-day course will do so without penalty. School days are defined as days within the approved calendar when students are in session. The 5 and 10-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. The withdrawal limitation for distance learning courses is also 5 and 10 days as described above.

Students who withdraw from a course after the specified time of five school days in a 90-day course or ten school days in a 180 day course will be assigned a WF (51), which will be calculated in the student's overall grade point ratio as a 0.00. At the midpoint of the 1st quarter (26th day), if the student is failing an AP, IB, or Honors course, the student may be rescheduled to the CP course level.

Requests for changes in a course level will be accommodated until the close of school on the eighth school day after the end of the first nine weeks in an 180-day course (53rd day). Change requests for semester-long courses will be accommodated until the close of school on the 26th day of school.

Students should not be dropped, moved or reassigned to any other class after the designated day as per course length. Requests will be considered provided that the proposed change may not result in a class having over the maximum of 25 students, the proposed change is not in conflict with the master schedule, and if approved by the school principal.

Retaking a Course

As noted in the Uniform Grading Policy, students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. Districts may extend the policy to allow students making any grade to retake any course per local board decision. Retaking the course means that the student completes the entire course again (not a subset of the course such as through credit or content recovery). If the course being retaken has an EOCEP, the EOCEP must be retaken. The student's transcript will reflect both course instances. Only one course attempt and the highest grade earned for the course will be calculated in the GPA. A student who has taken a course for a unit of high school credit prior to his or her ninth grade year may retake that course regardless of the grade he or she has earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. A student in grades nine through twelve, must retake a course by the end of the next school year or before the next sequential course (whichever comes first). In such a case, only the highest grade will be used in figuring the student's GPA. The student may not retake the course if the course being replaced has been used as a prerequisite for enrollment in a subsequent course; i.e., a student may not retake Algebra 1 after having earned credit for a higher level mathematics course (Geometry, Algebra 2).

Eighth Grade Credit Policy

At the end of the eighth grade year, parents of incoming ninth graders are given a one-time option to accept high school credits and the grades earned in the eighth grade for high school courses. Credits that are accepted will be entered on the student's permanent transcript and be counted in GPA/class rank calculations

Individual Class Ranking

All courses taken for high school graduation credit are included in the calculation of class rank. The instructional level of each course, the student's grade in each course and the total number of courses attempted are included in the computation of class rank. Under the Uniform Grading Policy passed by the South Carolina State Board of Education in September 2016, all course grades are based on a state-defined grading scale with corresponding grade point values for each numerical grade. In addition, the policy specifies that only courses taught at the Honors, Advanced Placement, International Baccalaureate and Dual Enrollment in College may be awarded additional weighting values (.5 quality points for Honors and 1.0 quality points for Advanced Placement, International Baccalaureate or Dual Enrollment College)

Early Release Policy

BCSD does not authorize Early Release of seniors who have met South Carolina Graduation Requirements. A student must have a course load of seven or eight credits for each year in high school. Upon administrative approval, a senior can be authorized Early Release only when they are enrolled in an approved Work-Based Learning Program or enrolled in the Early Credit College Opportunity Program.

Definitions of Course Levels

Academic courses are available on several ability/performance levels to meet the varied learning, post-secondary education and career needs of students:

- **CP – College Preparatory:** College Prep courses are designed to prepare students for post-secondary studies in traditional academic programs. These courses place emphasis on theory, reading, research, problem solving and academic writing skills. The college preparatory level of rigor is expected of those students who plan to seek a four-year degree.
- **Honors:** Honors courses are intended for students in grades 9 and 10 exhibiting superior abilities in the course content area. The honors curriculum will build on the knowledge and skills of the college preparatory level with added emphasis on critical and analytical thinking, rational decision-making, and inductive and deductive reasoning beyond that expected at the college preparatory level. Honors courses are not intended to encourage a student to graduate early, but are designed to stretch the student's academic knowledge and skills at the high school level.
 - School districts may designate honors courses and give the assigned Uniform Grading System weighting of additional .5 quality points under the following conditions: 📖 An honors course must have a published syllabus that verifies rigor that is sufficiently beyond the college prep requirements. 📖 Textbooks and/or other course materials must be differentiated and more rigorous than

those used in college prep and tech prep courses. ■ Honors courses may be offered in English, Math, Science, and Social Studies. Additional honors courses may be designated in other content areas where students are earning their 3rd or 4th or higher Carnegie unit in the content area provided the standards listed above are met Advanced Placement or International Baccalaureate courses are not offered in grade 11 or 12. ■ Transcripts will reflect honors designation for any honors courses taken. ■ These courses are offered to students who intend to participate in the International Baccalaureate Programme or Advanced Placement-College Board courses in the 11th and 12th grade years.

- **Advanced Placement Courses and the College Board:** According to the College Board, “Students who want to learn and achieve at the highest level become AP students. Through AP’s college-level courses and exams, students can earn college credit and advanced placement, stand out in the admissions process and learn from some of the most skilled, dedicated and inspiring teachers in the world.” AP courses are weighted 1.0 quality point above College Preparatory courses per one unit of credit. Beaufort County high schools offer a wide variety of AP courses and exams across the district.
- **The College Board lists the following advantages for AP students:** ■ Receive recognition from more than 3,600 colleges and universities that annually receive AP Exam scores. ■ Over 90% of 4-year colleges in the U.S. provide credit and/or advanced placement for qualifying exam scores. ■ Have time to move into upper-level courses in your field of interest, pursue a double major, or study abroad. ■ Design a college experience that suits you and gives you the flexibility to get the most out of your college years. ■ Demonstrate your maturity and readiness for college. ■ Show your willingness to take the most rigorous courses available to you. ■ Emphasize your commitment to academic excellence. ■ Get a head start on college-level work. ■ Improve your writing skills and sharpen your problem-solving techniques. ■ Develop the study habits necessary for tackling rigorous course work.

Releasing Student Information to Military Recruiters

The federal *No Child Left Behind Act* requires each secondary school to provide student names, addresses, and phone numbers to military recruiters and colleges, upon request. If parents do not want the District to release directory information to college or military recruiters, they need to sign an “opt out” form with the School within the first week of school.

Advanced Placement Program

The Advanced Placement Program (AP) is a cooperative educational endeavor between high schools and colleges and universities. It gives high school students the opportunity to enroll to participate in college level courses through involvement in AP courses and AP exams. Colleges and universities can grant credit and/or advanced placement based on AP satisfactory scores. If a student does not take the AP exam for any reason, the student will be charged the cost of the test.

Early Graduation Policy

In order to be considered for early graduation, the student must meet the following criteria:

- The student and parent must make the request for a change in classification and early graduation in writing to the principal indicating the reason(s) the request is being made. (see appendix)
- The student and parent must confer with a school counselor for advisement on advanced courses and electives which relate to the student's career goals.
- The student must have been enrolled in high school for at least two years.
- The student must have earned credits in English I, II, and III prior to making the request. English IV is the only English course allowed in the final year.
- The student must have earned at least 18 credits or be able to take the number of credits in his/her final year to equal the number of required credits for high school graduation without having to enroll in correspondence courses.
- The counselor must submit a recommendation to the principal for a final decision.

CREDIT RECOVERY PROGRAM

Stay on track for Graduation

Any student who has failed a course can regain the lost credit without having to retake the entire course through our Credit Recovery program. Students in this online program may complete most assignments either at home with some additional time at school in the computer lab or at school in a Credit recovery lab. A digital curriculum that is highly interactive with audio and video tracks allows students to move more quickly through material previously mastered and focus time on learning more difficult concepts. Some teachers are available for help with lessons/assignments during after school tutoring (please check tutoring schedule). The Credit Recovery program is available at select times throughout the school year and during the summer. Students can register for the Credit Recovery program through the Student Services office.

Students seeking Unit/Credit Recovery for courses in which they are currently enrolled will remain enrolled in the class and are required to attend class for the remainder of the school. To receive credit, students must start and finish the Unit/Credit Recovery course within the same session. There is no credit given for partially completed courses. All unit and semester tests for Credit Recovery must take place in the computer lab.

Upon successful completion of the Credit Recovery course, the student's grade on his/her transcript will be changed to a "60" (college prep weighting applies).

DUAL ENROLLMENT

Dual credit courses

Dual credit courses, whether the course is taken at the school site where the student is enrolled or at a post-secondary institution, is defined as those courses for which the student has received permission from his/her home school to earn both Carnegie units and credit for those particular courses. One quality point will be added to the weighting for dual credit courses that are applicable to baccalaureate degrees offered by accredited institutions.

Dual Enrollment Procedures

Dual Enrollment – Early College Credit Opportunity (ECCO) Dual Enrollment is a cooperative arrangement between an institution of higher education and a local school district. In such an arrangement, when the student successfully completes the course, the institution of higher education formally posts the earned credit to a student’s transcript for the collegiate experience, and the high school posts the earned credit to a student’s transcript for the secondary experience.

The Technical College of the Lowcountry (TLC) offers a college-credit, dual enrollment program for Beaufort County high school juniors and seniors who are successfully involved in a college preparatory program of study – the Early College Credit Opportunity Program (ECCO). The ECCO Program allows students, granted permission by their home high school, to earn both Carnegie units and college credits for particular courses. Students who wish to undertake college courses during high school, and who meet The Technical College of the Lowcountry placement examination requirements, are qualified to participate in this program.

The Beaufort County School District ECCO Eligibility Requirements a) A student must have at least a 3.0 grade point average (on a 4.0 scale). b) Students must score at the “college ready” level on the ACCUPLACER, SAT or ACT in keeping with the post-secondary institution’s admissions policy. A copy of the qualifying test scores will be maintained in the student’s record (A9). c) Recommendation by the school counselor. d) Approval of the high school principal or his/her designee. e) Students’ parental consent to participate in the ECCO program.

The BCSD ECCO agreement fully explains policies related to the fees and tuition paid by the Beaufort County School District. 📌 Students must take two or more approved dual credit courses per semester at TCL to qualify for tuition and fee assistance in the ECCO program. 📌 Students who drop a dual enrollment course at TCL should do so prior to the TCL published date of each session’s midterm. A grade of W awarded to students that drop prior to the published mid-term date will be interpreted and recorded on the transcript as a Withdraw Pass (WP). A grade of W, awarded to students that drop after the published mid-term date will be interpreted and recorded on the transcript as a Withdraw Fail (WF). 📌 NOTE: Three college credits are equivalent to 1 high school credit (unit). One quality point is added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions, (<http://ed.sc.gov/scdoe/assets/File/stateboard/documents/234.pdf>).

Early Dismissal

The student must bring a note from home with the date, reason for the absence, the time of the release, a parent name and signature, and a valid parent phone number to the Attendance Office before first block. The student’s attendance will be coded appropriately by the attendance secretary.

Student Dismissal from School

A parent or guardian must come to the office to sign a ledger for a student to be dismissed during school hours. However, in extenuating circumstances, the principal may use discretion in dismissing a student. Students are required to sign out at the front desk before departing. If a student becomes ill at school, the home and/or doctor of record is contacted before the student is dismissed by the school nurse. Students may not leave school grounds during the school day for any reason except those outlined above.

Students must bring a note from home within three (3) days of his or her return from a school absence. The student must bring the note to the Attendance Office and place it in the basket provided during school hours. The note should be descriptive and include dates and/or classes missed, the reason for the absence, a parent name and signature, and a valid parent phone number. Students forging notes will have a disciplinary referral issued.

Unexcused Tardiness and Early Departures:

A. Definitions.

1. Tardiness shall be defined as arriving at school or class after the scheduled time for the class or school to begin. A tardy shall be unexcused unless a valid reason for being late exists. Valid reasons include, but are not limited to, the valid reasons for excusing an absence pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, BCSD Administrative Regulation SS-12, Release Time for Religious Instruction, and circumstances beyond the student's control such as situations in which a teacher or staff member detains a student.
2. Unexcused early departure shall be defined as the removal of a student from school prior to the end of the instructional day without a valid reason for an excused absence as defined in BCSD Administrative Regulation SS-11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.

B. Tardiness or an early departure shall be an absence:

1. If a student misses more than fifty percent (50%) of a class period at the secondary level, the student will be considered absent from class, unless the absence is otherwise waived pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.
2. If a student misses more than fifty percent (50%) of a school day, the student will be considered absent from school, unless the absence is otherwise waived pursuant to BCSD Administrative Regulation SS-11, Student Absences and Excuses, or BCSD Administrative Regulation SS-12, Release Time for Religious Instruction.

Tardy Policy

The MRHS tardy policy can be found [here](#). All students are expected to report to class, be seated and ready to begin their class work when the tardy bell rings. Students who are not seated in the classroom when the tardy bell rings, will be counted as 'tardy'. Acceptable excuses for tardiness are a signed note from a medical doctor, law enforcement, or other authority indicating a compelling reason for the pupil's tardiness. Unacceptable reasons for school tardiness include oversleeping, missing the school bus, running out of gas, etc.

Tardiness to school could result in a consequence of Detention, Suspension or loss of privileges. Failure to attend an assigned Detention or Suspension will result in subsequent discipline.

IMPORTANT SCHOOL INFORMATION

Pledge of Allegiance

All public schools must designate a time each school day for the recitation of the Pledge of Allegiance. Students may stand during the pledge, but are not required.

Announcements

All public address announcements must be written on the appropriate form, signed by the appropriate adult, and delivered to the Main Office the day prior to the announcement. Posters and bulletin board notices are restricted to school affairs and events only and must have an administrator's signature before being displayed.

Books, Library Materials, and School Property

Students are responsible for texts, workbooks, tablets and other materials that belong to the School. Fines for damaged or lost items are determined by the administration. Upon payment, items will be reissued if they are available. Students who fail to make restitution may be denied access to activities, participation in school events, a withdrawal of privileges, or all of the prior, until the fines are paid or an equitable arrangement is made with the principal.

Building and Grounds

The building and grounds of MRHS are designed to provide a safe and pleasant atmosphere. They are monitored 24 hours a day by video surveillance equipment. Damage or destruction of school/district property or facilities is a serious offense. Our discipline code requires the student to make restitution, be suspended from school, and be referred to the School Resource Officer. In severe cases, a criminal complaint may be filed at the discretion of the principal. The school is not responsible for lost or stolen items.

Buses

Riding a school bus is a privilege, not a right. Whenever students ride a school bus, they are obligated to abide by all the bus procedures outlined in the Beaufort County Code of Conduct. This privilege may be revoked for disciplinary reasons and/or from events that are reported to the school and are in violation of the Code of Conduct. Students who are suspended from bus transportation are responsible for their own transportation. Students who miss their buses at any time are responsible for their own transportation. Missing school because of a bus suspension is an unverified absence. If your bus is late, you must report to the Attendance Office for a pass.

Cafeteria

The school provides a cafeteria for students to eat and to purchase lunch, if they so desire. School ID badges may be used to purchase lunch. It is the responsibility of each student to

behave appropriately and to clean up at the end of each lunch. Lunch money can be added to student accounts online. Free & Reduced lunch forms are available on the district website and must be filled out annually. Forms can be found on the school district web page, found [here](#). Please contact the school cafeteria manager for additional information.

Textbooks

We distribute textbooks each semester. Some teachers use class sets, while other teachers have each student check out his/her own book for the class. Any textbooks checked out to students are due on the last day of each semester.

ALL textbooks for the current school year must be returned to the school no later than June 30. After this date, financial obligations will be added to student accounts for the cost of any unreturned books. No refunds will be issued for returned books once MRHS pays the state textbook bill each school year.

Computers - Acceptable Use Policy (AUP)

Students in Beaufort County Schools have computer access, including the Internet. In order to use any computer in the School, students must complete an AUP form. The student's parent or guardian must sign this form. Violation of the AUP will cause a loss of access to school computers, usernames, and/or the internet. The principal may also take other disciplinary action, per the BCSD code of conduct. While using computers, students must be doing their schoolwork. Use of chat rooms, social networks, games and email is not permitted. Student computers may be remotely monitored for violations. Students will be held responsible for the work missed in classes where computer access is restricted due to violations.

Tablet/Computer use is permitted in class by the discretion of the classroom teacher. If the student does not comply with the requests, the tablet can be confiscated by administration for misuse.

Closed Campus

MRHS has a closed campus. Once a student arrives on campus he or she is not permitted to leave without both administration and parent approval. Students are not permitted to leave campus during lunch. Leaving campus without permission will result in a disciplinary referral.

Deliveries

Students are not permitted to have lunch items delivered to them. The delivery of messages, flowers or gifts at school can create a disruption, and therefore, are not permitted. All deliveries of money must go through the Bookkeeper.

Visitor Permits

Student visitors are not allowed on campus during the school day. Parent visitation must be requested and arranged through the administration. For everyone's protection, all visitors must use the front entrance check in at the reception desk through the LobbyGuard Kiosk and wear a visitor badge while on campus. Visitors with direct contact with our students will be

required to complete a SLED check prior to the visit. Please refer to the district website for more information on filing a volunteer application.

Emergency Procedures

Periodic precautionary drills are held throughout the school year for fires and other critical situations. During any emergency, students must follow the directions of their teacher quietly, quickly and without question. The safety of the entire school community may be at stake. Failure to do so will result in a disciplinary referral and/or referral to the School Resource Officer.

Emergency Evacuations

In the event of a disaster, students must stay at school under the supervision of school personnel. Under no circumstances will the school release students into a disaster area without the supervision of a parent or adult listed on the student Emergency Care Card.

Lockers

Student lockers are the property of the school and may be searched and/or inspected by authorized school personnel at any time. They are provided for the convenience of our students. Students should lock their belongings at all times. The school cannot be responsible for lost or stolen items.

Lost and Found

Articles found on school grounds should be sent to the Front Office. Owners should identify and claim their belongings. Items will be kept only for a limited time.

School Telephones

School telephones may be used for school business only. Students may not use the telephone except for emergencies, and a school secretary must place the call. For emergency school closings, the telephones will not be available for students as they are reserved for medical emergency contacts only. Please make prior arrangements for an emergency drop-off/pick-up location.

Phone Messages for Students

Parents should only call the school to reach a student for a household emergency since we are not staffed to accommodate a message delivery service. **Please do not call or text message your student, as they are not to have cell phones out during the instructional day.** Failure to comply may result in a disciplinary referral.

Senior Privileges (must be classified as 12th grade in PowerSchool)

- Seniors have first opportunity for parking spaces
- May participate in Senior Fun Day (with required documentation)
- Senior year will include a senior breakfast with slide show
- Uniform variations
- Other privileges as proposed and decided upon by students and faculty

Passes

Students who are permitted to leave class are required to have a pass issued by a teacher. However, students are not allowed out of class during the first fifteen or last fifteen minutes of class. Only one student may be out of the room at any time. Students in the hallway without a pass are subject to a discipline referral. If a student needs a pass to a vehicle, it must be signed by an administrator and the student should exit and enter through the main office.

Sales

No items of any kind may be sold on school grounds without the written permission of the principal and then only for school activities. To obtain permission, see the bookkeeper for a fundraiser form. Non-approved solicitation may result in a discipline referral.

Vending Machines

Vending machines are for student use **before and after school**. **The school is not responsible for these machines and cannot refund monies lost due to the use of these machines**. You can attempt to contact the vendor after school hours to report issues. All vending machines, except for bottled water, are available before or after school only.

Accident Insurance

The Beaufort County School District does not carry accident or injury insurance for students. The responsibility for such protection lies with the parents/guardians. Low-cost insurance information is usually provided to students during the first week of school. Special sports' insurance is also available through the Athletic Office.

School and Personal Property

Students are responsible for the proper care of all books, electronics, and all supplies provided by the school. Students who damage school or personal property will be required to pay for that damage. Students are discouraged from bringing electronic devices, personal items, cash, etc. to school. We cannot be responsible for any such items that are brought to school that may be lost or stolen. Stolen items may be reported to the SRO.

Student Parking

Parking on campus is a privilege. Seniors are given first choice in the selection of parking spaces during the process. The privilege may be revoked for disciplinary reasons or for failure to comply with parking and driving procedures. Students who are eligible to drive must complete all the paperwork (may include completion of "Alive at 25" program or comparable defensive driving course), pay a \$40 permit fee and submit all documentation through the online process. Parking decals/permits must be visible at all times and should be hung from the rearview mirror. Parking passes shall never be borrowed or transferred to another vehicle. Unregistered vehicles or those parked illegally may be towed or otherwise rendered inoperable without notice. In addition, parking citations will be issued to those vehicles that are in violation of the student parking policy.

- 1st Violation: \$10.00 fine

- 2nd Violation: \$15.00 fine
- 3rd Violation: \$25.00 fine and TOW

Parking privileges are open to seniors, juniors, and sophomores. This is done on a first-come, first-served basis during Student Orientation with priority given to Seniors, then Juniors, and any remaining allocated to sophomores. No student classified as a Freshman (9th grade) is eligible to drive to campus. Any student needing to go to the parking lot during the school day must secure a pass from the administration. Excessive absences/tardiness, discipline, and failure to follow parking regulations may result in a permanent loss of parking privileges.

Leaving campus without permission during the school day or being involved in a Safe-Schools Violation could result in parking privileges being revoked for the remainder of the school year. Parking in unauthorized areas can result in ticketing and/or towing. There is no parking in Faculty or Visitor spaces. The school is not responsible for any damages that occur while parking on school property.

Personal Electronic and Communication Devices Guidelines

To promote the best possible learning and social environment in schools of Beaufort County School District, students will adhere to the guidelines listed below during the school day. The intent of these guideline is to provide specific guidance to expectations outlined in Administrative Regulation SS-27.

If a student brings a personal electronic device or personal communication device onto BCSD property, they are personally and solely responsible for the care and security of their devices.

a. **Personal electronic devices** shall be defined as any device, that is not district-issued, that has the capability of electronically sending, receiving, storing, recording, reproducing, and/or displaying information and data. Examples of electronic devices include, but are not limited to, computers, tablets, e-readers, portable media players, drones, video gaming systems, GPS instruments, digital cameras, and camcorders.

b. **Personal communication devices** shall be defined as any devices, that is not district-issued, that has the capability of communicating by means of sending, receiving, storing, recording, reproducing, and/or displaying information and data, any device that emits an audible signal, vibrates, displays a message, live streams, or otherwise summons or delivers a communication to the possessor. Examples of personal communication devices include, but are not limited to, cellular phones, smart watches, and any type of headphone or other accessory used to electronically communicate.

Guideline of Use: High Schools (Grades 9-12):

- a. All personal electronic devices must be turned off and stored in a locker, pocket, purse, backpack, or other non-visible secure location from the school start time to the school end time.
- b. Personal communication devices must be turned off and stored in a locker, pocket, purse, backpack, or other non-visible secure location from the school start time to the school end time except for their lunch block. Personal communication devices may be used during the student’s lunch block and only in lunch locations designated by the school principal.

Time of Day	Personal Electronic Device	Personal Communication Device
Before / After School	Yes	Yes
During Class	No	No
During Lunch Block	No	Yes

STUDENT ABSENCES AND EXCUSES

All of the following information is from BCSD Administrative Regulation SS-11, updated March, 2017.

I. Purpose and Philosophy. A. The Beaufort County School District (“BCSD”) believes attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student, and BCSD staff will take educationally sound corrective actions to eliminate impediments to student achievement prior to referring a truant student to the juvenile justice system.

B. The BCSD recognizes some absences are unavoidable. This Administrative Regulation establish the basic structure for excusing qualifying absences in the BCSD and setting basic requirements for receiving course credit.

II. Attainment of High School Course Credit. To receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the days missed, or must demonstrate proficiency as determined by the BCSD. The exception for demonstration of proficiency shall be administered by the BCSD on a case by case basis and is only applicable to students who have excessive absences approved pursuant to this Administrative Regulation.

III. Written Intervention Plan. The BCSD will utilize a written intervention plan for improving student attendance. The purpose of the plan will be to link students with attendance problems and their families to all appropriate school and community resources.

IV. Excuse for Absence. A student who misses one (1) or more school days must present a written excuse within three (3) school days of returning to school, signed by his/her parent/legal guardian. The excuse will contain such other information as directed by the school administration. The school administration will keep all excuses confidential. If a student fails to bring a valid excuse to school within three (3) school days, the absence will be coded as unexcused. If a student brings a false or forged excuse, the teacher or staff member receiving the excuse will refer the student to the school administration for appropriate disciplinary action.

V. Lawful Absences.

A. The BCSD considers a student lawfully absent under the following circumstances:

1. The student is ill and his/her attendance in school may endanger the health of the student or of others;
2. Death or serious illness in the student's immediate family.
3. Recognized religious holiday of the student's faith.
4. Prearranged absences for other reasons and/or extreme hardships at the discretion of the Principal.

B. The Principal will be responsible for implementing and expediting medical homebound instruction for students experiencing a prolonged illness or injury requiring them to be absent from school.

VI. Unlawful Absences. The BCSD considers a student unlawfully absent under the following circumstances:

- A. The student is willfully absent from school without the knowledge of his/her parent/legal guardian.
- B. The student is absent without acceptable cause with the knowledge of his/her parent/legal guardian.

VII. Truancy.

A. A student ages six (6) to seventeen (17) years old who has three (3) consecutive unlawful absences or a total of five (5) unlawful absences is considered truant as defined by state board of education regulation.

B. A student ages twelve (12) to seventeen (17) years old who fails to comply with the school's intervention plan and accumulates two (2) or more additional unlawful absences is considered a habitual truant.

C. A student ages twelve (12) to seventeen (17) years who (1) has been through the school intervention process, (2) has reached the level of a habitual truant, (3) has been referred to family court and placed on an order to attend school, and (4) continues to accumulate unlawful absences is considered a chronic truant.

D. An out of school suspension is not to be counted as an unlawful absence for truancy purposes.

VIII. Intervention.

A. To encourage and assist students in attending school regularly, the BCSD will administer the following intervention procedures.

B. Once a student is determined to be truant, school officials will make every reasonable effort to meet with the student's parent/legal guardian to identify the reasons for the student's continued absence, including telephone calls, home visits, written messages and emails.

C. A school administrator, in conjunction with the student and the student's parent/legal guardian, shall develop a written intervention plan. The intervention plan must include, but is not limited to, the following:

1. A designated person to lead the intervention team (may be someone from another agency);
2. Reasons for the unlawful absences;
3. Actions the parent/legal guardian and student will take to resolve the causes of the unlawful absences;
4. Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs;
5. Actions to be taken by intervention team members;
6. Actions to be taken in the event unlawful absences continue;
7. Signature of parent/legal guardian or evidence that attempts were made to include them;
8. Documentation of involvement of team members; and
9. Guidelines for revising the plan.

D. School officials may utilize a team intervention approach to include representatives from social services, community mental health, substance abuse and prevention, and other persons deemed appropriate in formulating the intervention plans.

IX. Referrals and Judicial Intervention.

A. The BCSD will not refer a student aged six (6) to seventeen (17) years to the family court to be placed on an order to attend school prior to the written intervention plan being completed by the school with the parent/legal guardian. The BCSD will not use a consent order from any local school or district as an intervention plan.

B. Refusal by the parent/legal guardian to cooperate with school intervention planning can result in a referral of the student to family court and the filing of a report against the parent/legal guardian with social services in accordance with law.

C. The BCSD will inform the parent/legal guardian and/or the student of their right to have legal representation and their right to a trial regarding their student's truancy.

D. If the situation continues to where the student is classified as a habitual truant, school officials may file a petition for a school attendance order. Once a school attendance order has been issued by the family court and the student continues to accumulate absences to the point of becoming a chronic truant, school officials may refer the case back to family court. The school and BCSD will exhaust all reasonable alternatives prior to petitioning the family court to hold the student and/or parent/legal guardian in contempt of court.

X. Transfer to Another School. If a student transfers to another public school in the state, the BCSD will forward the student's intervention plan to the receiving school.

XI. Approval of Absences in Excess of Ten (10) School Days.

A. After a student accumulates ten (10) lawful or unlawful absences or a combination thereof, the Principal shall approve or disapprove each succeeding absence. For the purpose of awarding credit for the school year, the Principal must approve or disapprove absences in excess of ten (10) school days, regardless of whether those absences are lawful, unlawful or a combination of the two.

B. A Principal should evaluate individually and approve the following lawful absence situations:

1. Family educational trips;
2. Community and church related performing groups; and
3. Organized competitive events or related activities.

XII. Approval as Determined by the Principal. Certain factors will be considered including academic performance, attendance history and academic standing.

XIII. Make-up Work.

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, then 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.

B. Students who have unexcused absences may be given the opportunity to make up work at the discretion of the Principal and teacher during make-up sessions, however, the unexcused absence remains in the student's record.

When a student misses school, parents and students should provide the school attendance office with documentation as to why they were absent. Include dates, student and parent names, phone numbers, and a brief description of the nature of the absence. All non-school related absences must have an excuse/note on file. It is the responsibility of the student and parents to turn in notes for absences.

DISCIPLINE PLAN

The MRHS administration has the discretionary authority to suspend a student on the first offense depending on the circumstances of the offense and the history of the offender. Even if a particular form of misbehavior is not listed, it may not be permitted.

South Carolina law provides the administration with discretionary disciplinary power, including the right to suspend and/or expel students for gross misbehavior and persistent disobedience, among other reasons. Besides the consequences of misbehavior listed below, the administration will use all available school and community resources to diagnose and effectively work with students who have persistent or severe behavioral problems.

The discipline plan also applies to behavior on school buses and at off-campus, school-sponsored activities. A suspended student is prohibited from participation in or attending any school activity. Please refer to the BCSD District Handbook/Student Code of Conduct for more detailed descriptions of the below infractions as they have recently been updated. The regulations and policies outlined in the District Handbook/Student Code of Conduct must be followed:

- On school grounds before, during or after school hours
- On school grounds at any other time when the school is being used by a group.
- Off the school grounds at any school and/or school-related activity, function, or event.
- At a school bus stop, on a school bus or other school vehicle (including school bus safety rules).
- At any time or in any place (including off school grounds and during non-instructional hours) where student conduct has a direct effect on the school's ability to maintain an orderly and safe learning environment.

Updates may be made to this May River High School discipline plan at any time, so that it maintains alignment with the Student Code of Conduct outlined in the Progressive Discipline Plan Student Code of Conduct (PDPSCC) approved by the Beaufort County School District School Board. Please refer to the BCSD Student Code of Conduct for a more descriptive definition of each act/consequence and the discipline matrix for high school students. An electronic copy is available on the district webpage.

Students who refuse to cooperate with administration will be referred to the School Resource Officer and face up to ten days of OSS. Students who have cumulative offenses in several categories may face a 10-day suspension and an expulsion hearing for multiple offenses.

It is understood that a suspended student is prohibited from participation in or attending any school/district activity and may not be on any BCSD property.

South Carolina Safe Schools Act

This law was passed to protect our schools, students and school officials from harm. It sets tough penalties for buying or dealing drugs at school, carrying weapons to school or threatening school personnel. Violators will be prosecuted by the Beaufort County School District. The law also states that juveniles age 15 or older may be prosecuted as adult offenders if they violate the provisions of this law.

South Carolina Safe Schools Climate Act, House Bill 3573

This law was recently revised to include bullying. The act makes it unlawful for a student to carry a weapon, possess drugs or alcohol, commit assault, disrupt school, and now to bully other students. Below is the language from the bill regarding bullying. Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of: Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Safety

MRHS and BCSD are committed to ensuring that every student has a safe and secure learning environment. You can find additional information on safety located [here](#).

Security

MRHS has taken many steps to provide a safe and orderly environment. In addition to a Comprehensive Progressive Discipline Plan, there are mandatory ID badges, Behavior SAFEManagement Specialists(s) and a School Resource Officer. The school campus and its grounds are under 24-hour surveillance by a system of cameras. All students are expected to comply with school procedures and to support the administration in keeping this fine institution safe and secure.

School Resource Officer

A School Resource Officer is assigned to the School by the Bluffton Police Department to assist the students and the administration in maintaining an orderly and safe environment. The SRO is available to assist students with problems and to share information about county services available to them.

Searches on Campus

Pursuant to state law, persons entering school property are deemed to have consented to a search of their person or property. This applies to your person, car, locker and/or book bags or other belongings. Searches involving the use of metal detectors may take place during the

school year. Search procedures are governed by written procedures which are available upon request (BCSD Administrative Regulation SS-29).

Out-of-School Suspension

For the duration of the suspension:

1. Students may not participate in any school activities.
2. Students may not attend any school-sponsored functions.
3. Students are not allowed on any Beaufort County School complex property and may be charged with trespassing if found on school property.

Upon return to school:

1. An in-take conference will be held with an administrator and guidance, if deemed necessary. Students must ask each teacher for make-up work on the day of their return to school. Students can also email teachers to request their work. Students must complete all the work within the number of school days equal to the number of days of OSS in order to receive credit.

Role of the Appeals Officer

The principal of May River High School will act as the “Appeals Officer” for students, parents/guardians. As the appeals officer, the principal must endeavor to remain objective; therefore, he/she will refrain (when possible) from initially participating or conducting fact finding, administering disciplinary measures or interfering with due process. Please call for more information regarding appeals.

Family Education Rights Privacy Act (FERPA)

- Parents or eligible students (students who have reached the age of 18) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents and students may inform the school Student Services Office if they do not want this information shared.