



**Catawba Ridge High School  
Student/Parent Handbook  
2024-2025**

**1180 Fort Mill Parkway Fort Mill, SC 29715**  
**<http://crhs.fortmillschools.org>**

**Main Office # (803) 835-5222 Main Office Fax # (803)-835-5214**



Barry Ledford– Principal  
Angela Struve – Assistant Principal  
Staci Dreher - Assistant Principal  
Brad Mercer - Assistant Principal  
Jennifer Wilson- Assistant Principal  
Chris Curtis – Assistant Principal  
Katie Runyon – PLC/Testing Specialist

Dr. Chuck Epps - Superintendent  
Leanne Lordo - Associate Superintendent  
Dr. Micheal Waiksnis - Assistant Superintendent  
Gray Young- Assistant Superintendent  
Joe Romenick – Assistant Superintendent

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

# **Guiding Principles and Governing Bodies**

## **THE VISION OF FORT MILL SCHOOL DISTRICT**

Because children are the future, we use our ingenuity and imagination to challenge and inspire our students to exceed their greatest dreams and create a better community. That is why we place **Children First...Every Day.**

## **THE MISSION OF CATAWBA RIDGE HIGH SCHOOL**

The mission of Catawba Ridge High School is to unleash the talent of each student to become college and career ready and reach the heights of their potential.

## **THE BELIEFS OF CATAWBA RIDGE HIGH SCHOOL**

We believe each student possesses the ability to learn.

We believe each student deserves a safe and supportive learning environment.

We believe communication among parents, faculty, staff, students and members of the community is essential and all are responsible for student success.

We believe each student can maximize learning through career-based educational opportunities integrated with business, government, and the community at large.

We believe in providing students with a relevant, challenging program of study.

We believe it is essential to use student achievement data and program evaluations to ensure continuous improvement.

## **CATAWBA RIDGE HIGH SCHOOL STUDENT GOVERNMENT**

Elected representatives founded the Catawba Ridge High School Student Council in 2019 to educate students in the operation of government. The Constitution of this Council established a means by which the student body might cooperate with the administration and faculty for the betterment of the school.

The Student Council of Catawba Ridge High School is very involved in the life of our school. This group will sponsor Spirit Week, Fall Fling, Miss Catawba Ridge High Pageant, Student of the Month, Spring Fling, elections and other activities. The Student Council will hold short, weekly meetings. Think about getting involved in the planning of these and other activities for the students of Catawba Ridge High School. The Student Council welcomes ideas and input from all of our students.

**Student Council Advisors:** Gabrielle Quinn, Sean Roth, Amanda Miner, and Nihkitah Wilson

**Student Body:**

President – Koen Tesimale

Vice President – Kylee Mathis

Publicity Secretary – Lily Romero

Recording Secretary – Tannah Kim

Treasurer – Lily Bates

**Class Officers:**

Senior President – Brianna Peterson

Junior President – Isabella Cardozo

Sophomore President – Benjamin Espinosa

Sophomore Vice President – Isabela Romero

Freshman Officers TBD in Fall 2024

**Class Representatives**

<b>Freshman Representatives</b>	<b>Sophomore Representatives</b>	<b>Junior Representatives</b>	<b>Senior Representatives</b>
TBD	Kayln Rosborough Caroline Hoffman Alyssa Santiago Julianna Kehl Ananya Kantareddy Alana Smith Jiada Nguyen Emma Myrie Riley Kirkland Anjali Peddisetty Jett Young Bhavya Dutta	Ava Bagshaw Reagan Lewis Alex Madore Callie Mann Meredith Reynolds Abby Collier Amenet Stout Annaliese Peterson Colin Howe Mia Jones Christian Mangual Gianna Pietruszynksi	Benjamin Steed Bekah Rich Maddie Crider Ember Rosowski Sofia Fonte Lucia Conklin Alisha Gupta May Ginka Melanie Kostecki Ellery Lominick Lily Salisbury Leticia Ramos Maggie Strader Ryleigh Moore Emma Fiaschetti

## **Fort Mill School District Board of Trustees Statement**

THIS IS THE GOAL OF THE FORT MILL PUBLIC SCHOOL DISTRICT: TO PROVIDE QUALITY EDUCATIONAL OPPORTUNITIES AND EXPERIENCES WITHIN THE FRAMEWORK OF AN INCREASINGLY HUMANE AND CONCERNED LEARNING ENVIRONMENT FOR ALL FORT MILL TOWNSHIP STUDENTS.

Regardless of the exact nature or specific direction of this quest, a vital ingredient to its successful attainment is “communication.”

The trustees of the Fort Mill School Board commend the Principal and Student Council of Catawba Ridge High School for this excellent handbook to be used as a guide (and means of communication) for students, parents, administration and faculty, and to serve as an effective instrument in setting a fair and impartial, yet strict and dignified, climate for the educational processes to be conducted in Catawba Ridge High School.

We look forward with confidence and hope to the exciting and challenging year ahead. We know that with mutual understanding and tolerance and with all concerned determined to work together toward providing the best possible educational advantages for all the people of our school district, we must succeed, and we will succeed. We commend this publication for your careful consideration.

### **Fort Mill School District Board of Trustees**

Mrs. Kristy Spears, Chair – [ktspears@fortmillschools.org](mailto:ktspears@fortmillschools.org)  
Mrs. Michelle Branning, Vice Chair – [branningm@fortmillschools.org](mailto:branningm@fortmillschools.org)  
Mr. Anthony Boddie – [boddiea@fortmillschools.org](mailto:boddiea@fortmillschools.org)  
Mr. Wayne Bouldin – [bouldinw@fortmillschools.org](mailto:bouldinw@fortmillschools.org)  
Dr. Scott Frattaroli – [frattarolis@fortmillschools.org](mailto:frattarolis@fortmillschools.org)  
Mrs. Lipi Pratt – [lpratt@fortmillschools.org](mailto:lpratt@fortmillschools.org)  
Mr. Joe Helms – [jhelms@fortmillschools.org](mailto:jhelms@fortmillschools.org)

## **Title IX**

It is the policy of Catawba Ridge High School not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the guidance director, office telephone 548-8235 or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC

### **Information Notice**

The Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as “directory information,” to certain people or institutions, unless you request, in writing, that such information not be released.

In many cases, requests for this type of information come from the news media or the armed forces for recruiting purposes. “Directory information” may include:

- Student name, address, and telephone number
- Date and place of birth
- Participation in officially-recognized activities and sports
- Weight and height of athletic team member
- Dates of attendance
- The most recent educational agency or institution attended by the student
- Photographs or other similar information.

Photographs may occasionally be taken of students for use in the news media or school district publications, as well.

We will not release any “directory information” for commercial or other purposes not related to school business. If you do not wish us to release “directory information” and/or to have your child appear in a photograph, videotape, film or slide, please notify the school within ten (10) working days after publication of this notice. At registration you were also given the opportunity to complete your “Directory Information” preference. Otherwise, it is not necessary to take any action. If you have any questions on this notification, please call the school.

# **FMSD Board Policies and Procedures for Student Welfare, Behavior and Discipline**

## **Standards of Conduct**

Code of Laws of South Carolina State

Section 21-230 outlines the general powers and duties of school trustees and provides that the Board of Trustees shall promulgate “scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district. The rules shall take into account the necessity of proper conduct on the part of all pupils and the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted notwithstanding that such rules may result in the ineligibility of pupils who fail to observe the required standards, AND REQUIRE THE SUSPENSION OR PERMANENT DISMISSAL OF SUCH PUPILS.”

Section 59-24-60 requires school officials to contact law enforcement authorities when criminal conduct occurs. In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or school sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

## **Searches**

Pursuant to State Laws, persons entering school property are deemed to have consented to a search of their person or property (Acts 373 of 1994). Searches may include wand metal detector and alcohol indicator instruments.

## **Code of Conduct (School Board Policy JICDA)**

The District’s code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the board and the administration offer a list of offenses along with the required or recommended dispositions for the information of students, parents and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.

The administrative rule is effective during the following times and in the following places:

1. On the school grounds during and immediately before or immediately after school hours
2. On the school grounds at any other time when the school is being used by a school grounds
3. Off the school grounds at a school activity, function or event
4. In route to and from school on a school bus or other school vehicle or in a personal vehicle

Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interest of the school. Conduct of the student in any manner, which

materially disrupts classwork or involves substantial disorder or invasion of the rights of others, is a basis for suspension or expulsion.

### **Harassment, Intimidation or Bullying (School Board Policy JICFFA)**

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

### **Internet Access**

A policy describing acceptable user behavior and prohibited actions regarding the use of computers and network services at Catawba Ridge High School is in place. Students are required to return a copy of this policy signed by the student and his/her parent/guardian before he/she is allowed to access any computer program on the school network. If students do not adhere to the guidelines, disciplinary action will be taken.

### **School Bus Safety and Regulations**

All students riding buses are under school rules and regulations and must sign a bus code of behavior. Any misbehavior while on the bus is serious because it distracts the attention of the driver and presents a danger to the safety of all students. Failure to abide by these rules may result in disciplinary action including suspension from riding the bus. For information regarding transportation, please refer to the district website and look under "District Information, District Departments, Transportation."

### **After School Detention**

After school detention will be held on Tuesdays, Wednesdays, and Thursdays for one hour. Detentions may be used for handling minor infractions of school rules. It is the student's responsibility to arrange his/her own transportation home after detention.

**Saturday Detention** will be held from 8:00 A.M. - 12:00 P.M. Students must provide their own transportation. Any student who misses an assigned Saturday Detention will have that Detention rescheduled and be given an additional one day of OSS. Once a student has broken the Saturday Detention assignment (i.e. failure to show), they may no longer be eligible for future Saturday Detentions and may be assigned two days OSS. Additional Saturday Detention assignments will be left to administrator's discretion.

### **Tardiness to School/Lockout Policy: Tardiness to School/1st Period Class**

No student shall be tardy in their arrival for school without permission or excuse by school officials. For every tardy to school after the 4th tardy, the student will not be allowed to go to 1st period and must report to ISS, where they will remain for the rest of the class period. No student will be allowed entry to 1st period class after 9:25 unless they provide a medical excuse. After the fifth tardy to school the student will have their parking permit revoked for the remainder of the semester.



**Tardy to 2nd, 3rd, 4th Period Class:** When the tardy bell rings, all teachers will close their doors and no one will be allowed to enter unless students have a pink slip. The student then has five minutes to report to Time-out. If students fail to report to Time-out within the five minutes, then they are turned in for skipping. Disciplinary action does not take place until the student has accumulated five tardies for all classes. Remember, this is for cumulative tardies, which include tardies to school. Accumulated consequences for TARDIES to school and class are listed on the LEVEL ONE OFFENSES Discipline Chart.

## **Attendance Procedures**

### **S.C. Compulsory Attendance Law**

The law requires that a student attend school until he or she has reached seventeen years of age. It guarantees his/her right to remain in school, PROVIDED THE STUDENT IS NOT DISRUPTIVE AND FOLLOWS FUNDAMENTAL RULES AND REGULATIONS.

Good attendance in all classes is of utmost importance for maximum learning to take place. All students are to be conscientious in maintaining regular attendance.

### **Attendance Regulations**

The Catawba Ridge High School attendance policy has been adapted from the York District Four policy due to the implementation of block scheduling. The percentage of time allowed for absences remains the same. Students will be allowed five unexcused absences per one-credit course. Parents are encouraged to call the school attendance office regarding questions pertaining to attendance.

Valid Reasons for Excused Absences are the following:

- Illness or injury - may require a Doctor's note
- Quarantine - when the Health Department requires that all members of family stay home
- Bereavement - death of mother, father, sister, brother, spouse, son/daughter, grandparent, parent, or guardian, aunt, uncle, cousins
- Medical appointment - Doctor/Dentist/Clinic
- Court proceedings (must have subpoena)
- Religious observance (requires prior approval by the principal)
- Educational opportunity (requires prior approval of the principal)
- Military Visit /College Days – must provide official documentation from visit (2 days for seniors)

NOTE: Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student's record.

### **Absence Excuses**

A student must turn in a written excuse for an absence to the attendance office on the morning of his/her return to school or fill out the online Google Form. The attendance clerk will mark the note excused/unexcused and file it in the student's attendance folder. Two days may be excused per child per term with a note from a parent for an illness that does not require a doctor's visit. The note must contain the child's full name, date of absence, phone number and parental signature. All documentation must be turned in to the attendance office within five days of the

absence. Late documentation will not be accepted. Exceptions due to mitigating circumstances are subject to approval of the administration.

In accordance with state law, any student who misses 5 days unexcused must meet with the attendance supervisor and formulate an intervention plan.

### **Sickness at School**

Students who are ill should obtain a pass from their class teacher to go to the nurse's office. The nurse will make arrangements for a sick student to go home by contacting one of the parents or a guardian. The student must sign out with the attendance office. Students should not use a cell phone to contact parents.

### **Late Arrivals/Early Dismissals**

Late arrivals/early dismissals must sign in/out through the Attendance Office. Early dismissal notes should include: reason for leaving, student's full name, parent's name and phone number for verification, parent's signature, date and time of dismissal. No student will be dismissed after 3:10 PM without approval by a principal. On exam days, students must have a parent note or the parent must come in to sign his/her child out for the day. There will be no over the phone dismissals.

### **Signing Out and Returning to School**

Once a student signs out of school, he/she may only re-enter with proper documentation from a physician, orthodontist, dentist, mental health center, court, or funeral. Any other exception would need approval by a principal.

### **Bereavement**

Students will receive the following days for bereavement and the proper documentation must be turned into the Attendance Office:

Immediate family - three days, proper documentation must be supplied. (i.e. obituary, funeral program)

### **Extracurricular Participation**

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event or a half day on Friday if the event is held on the weekend.

### **Request for Appeal of Credit Denial - Attendance Policy**

The parent of a student missing more than five days may request an appeal of the five day policy if, in his/her opinion, unavoidable mitigating circumstances caused the student to be absent. The student must have passing grades, and the parent must be able to furnish proper documentation showing unavoidable mitigating circumstances in order to be eligible for an appeal.

Administration will hear appeals for credit denial and make recommendations. Parents not satisfied with the decision shall have the right to appeal the decision to the District Hearing Officer.

An attendance recovery program is available to provide students the opportunity to retrieve a course that they could have passed, but missed too many unexcused days and therefore, were denied credit. At the end of each semester, the administration will contact those that qualify for this program.

- Maximum number of days to be recovered is 3.
- In order to be eligible, the student has over 6 unexcused absences, but fewer than 10 (Day 7, 8, 9) and is passing the class.
- Tuition will be charged at a rate of \$10 per class period to make up. This will be due before or at the beginning of the makeup session. Online payments only. NO refunds will be given if student fails to show up or is late for makeup session.
- 1 Class Period = 1 Hour
- Students are expected to complete class assignments, reading, or SAT/ACT preparation activities during the make up sessions.
- Once the days have been made up under the conditions listed above, credit will be restored to the original grade.

## **Student Appearance and Dress**

Although the responsibility for the dress and appearance of students rests with each student and their parent/legal guardian, students are expected to show pride in themselves and their school by having their dress and appearance in accordance with good, acceptable standards. The school administration and board discourage extreme styles of dress and grooming.

Students will dress in appropriate attire. Students are expected to dress in clothing that abides by the district dress code policy. Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. **The administration reserves the right to determine what is appropriate for school.**

Dress code violations will be handled with dignity, discretion, and respect toward all students by school staff members throughout the district.

The board may establish such administrative rules and procedures as necessary to enforce this policy.

Students will follow these guidelines during the traditional school day. School administration reserves the right to permit exceptions to the policy for school-sanctioned events.

**In the interests of health, safety, cleanliness, decency, and decorum, students will follow these guidelines:**

Proper shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn outside of sanctioned athletic events.

Students may wear shorts, dresses, skirts, etc. whose length is no shorter than the mid-thigh. Tops must be long enough that they can be tucked into pants or shorts. No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building by students upon arrival and until dismissal.

The following items are not appropriate for school:

- undergarments that are visible
- pants or jeans with holes, tears, or tattered to the extent that skin or undergarments are visible above the midthigh
- see-through garments showing skin or undergarments above the mid-thigh are not allowed
- tops with straps that are less than 3-fingers wide of the student.

**If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the administration will use discretion to make the decision.**

Disciplinary action regarding the enforcement of this policy is listed below.

**Violations will result in the following:**

- if violation can be resolved in a timely manner, student will remain/return to class without further disciplinary action

- following three (3) unresolved offenses/violations, all subsequent violations will require parent conference and Detention.

**In all offense levels, if the article of clothing promotes extreme offenses such as acts of violence, profanity, nudity, hate-filled language, or other conditions presenting a potential disruption to the learning environment, then the student may be sent to ISS until suitable clothing is brought to the school.**

**Skateboards:** Skateboards, roller-blades or roller-skates are not allowed on campus at any time.

## **The Following Are Examples of Code of Conduct Level One Violations:**

*\*Dealt with at the discretion of the administration*

### **Disorderly Conduct**

\*Aiding, abetting or concealing any of the behaviors listed may result in punishment as a principal participant at the discretion of the administration.

**Cheating** - Any act, which in itself would be considered as providing or receiving help on any schoolwork, will be dealt with as cheating. Students could possibly be prohibited in participating in extracurricular activities, and the incident could be placed in student's permanent file. If another student allows a student to copy his/her work, then both students will receive disciplinary action. Students caught cheating will receive a zero on the work and parents will be contacted by teacher.

**Plagiarism** – Any student found to be plagiarizing or taking ideas from another's work and claiming as his/her own will be dealt with as plagiarism. Students could possibly be prohibited in participating in extracurricular activities and the incident could be placed in student's permanent file. Students caught plagiarizing will receive a zero on the work and parents will be contacted by teacher. Failure to use citations is included in this definition of plagiarism.

**Profanity** – Acts of profanity by students will be disciplined by a principal.

**Obscene Literature/Material** - A student who is found with obscene or pornographic literature in his/her possession while at school will be subject to suspension for first offense and expulsion for second offense. This includes slides, motion pictures, videos, computer programs, CDs, tapes, and other materials.

**Distribution of Unauthorized Materials** - The principal must approve and authorize student distribution of materials.

**Leaving School Grounds Without Permission** – A student may not leave school grounds for any reason without checking out through the Attendance Office. This includes the time BEFORE school starts in the morning. Using a personal vehicle to leave school grounds without permission will mean a loss of parking privileges for the remainder of the term.

**Setting Own Schedule** - Each student will be assigned a school schedule and must adhere to this schedule except when excused by the principal or a teacher authorized to excuse a student. Should it become apparent a student is not adhering to his/her set schedule, then the student and parents will be contacted and the student will be subject to suspension. Truancy charges may be filed.

**Skiping/ Staying On Campus** - Students must be in their assigned classes. Any student who skips a class, but does not leave campus, will be subject to detention and/or suspension. Students will also receive an unexcused absence.

**Gambling** on school property or at a school activity is not allowed.

Any **Public Display of Affection** on school property or during school-sponsored activities is strictly forbidden. PDA includes any kissing or any contact that may be construed as having a sexual connotation.

**Not Dressing Out In PE Or ROTC** - Any student not dressing out in PE or JROTC will be given written work to be completed and turned in that day for 1st and 2nd offenses. Third offenses and beyond will result in disciplinary consequences.

**Parking Violations** – Any student who does not abide by the rules as they relate to automobiles on campus will be subject to suspension of their campus driving privileges. Students parking on campus without approval may be subject to suspension. Parking on campus without Alive at 25 or a parking sticker will result in disciplinary action.

**Classroom Disruption** – Student is acting in a manner so as to interfere with the instructional process.

**Cell Phones, Headphones, CD Players, IPODs, MP3 Players, Radios, Etc. -**

#### **Catawba Ridge High School Electronic Device Policy**

South Carolina Proviso 1.103 prohibits access to personal electronic devices by students during the school day. As such, students will not be allowed to access cell phones, airpods, or smartwatches between the hours of 8:40 - 3:40. This includes times of transition, lunch, and FLEX. In the event of an emergency, students and parents should contact the main office at (803) 835-5222. Students not adhering to the above proviso will face the consequences as outlined in the student handbook.

#### ***Who is responsible if the device is lost or stolen?***

The student is solely responsible for the care and protection of his/her device at all times and should never leave it unattended. Students should guard against theft as they would in any other public building or area. Theft of electronic devices at school is a realistic possibility and often the devices cannot be recovered. Students should keep the devices on their person at all times or locked away. School personnel and administrators are not responsible for the loss or damage of any cell phone or electronic device brought on school property.

**Violations:**

1. Use of a cell phone or other electronic device during unauthorized times (between 8:40-3:40).
2. Audible tones. (Cell phones and other electronic devices must be powered off from 8:40 A.M to 3:40 P.M. Simply having your cell phone or electronic device powered on but placed on a “vibrate” or “silent” setting is a violation of Catawba Ridge High School’s policy.)
3. Use of cell phone or electronic device as a means of enabling or enacting academic dishonesty. (All students involved in the use of cell phones or other electronic devices for academically dishonest purposes will face disciplinary actions for violating both the academic dishonesty and electronic device policy, and they may be banned from having such a device for the remainder of their attendance at Catawba Ridge High School.)
4. Use of a cell phone or electronic device to engage in illegal or unethical behavior, such as bullying, harassing, threatening, or intimidating students. Students engaged in such behaviors will face disciplinary actions for violating both the student code of conduct and electronic device policy, and they may be banned from having such a device for the remainder of their attendance at Catawba Ridge High School.

*\*\*\* The student is solely responsible for powering off any cell phone or electronic device after use in a class where a teacher has allowed for such use during instruction. Failure to power off a device after its use in approved classroom instruction will result in student noncompliance with the electronic device policy in subsequent classes and may result in disciplinary action. \*\*\**

**Consequences for Violations:**

Offense	Disciplinary Consequences
1st Offense	Warning
2nd Offense	1 Saturday Detention
3rd Offense	1 Day of ISS & Parent Conference
4th Offense	2 Days of ISS
5th Offense	Discretion of the Administration
Failure to Follow Instructions (Putting away the device)	Discretion of the Administration



## LEVEL 1 - DISORDERLY CONDUCT

Addressing behaviors should always begin with the use of the 6 Step Instructional Approach. Next, Problem solve (or Restorative Conference) with student, determine appropriate natural consequence-Record as a MINOR incident

Referral Reason	Powerschool Code	1st Offense	2nd Offense	3rd Offense- in one month becomes a MAJOR behavior	4th Offense
Cheating/Plagiarism	190 Cheating	Parent notification by teacher Zero on work 1 day ISS (Assessment or Project)	Parent notification by teacher Zero on work 3 days ISS (All assignments)	Parent notification by teacher Zero on work 5 days ISS	Parent notification by teacher Zero on work Referral to Alternative Program
Disruption of Class/Horseplay	007 Disrupting Class	One hour detention Parent notification by teacher	Saturday detention	2 days ISS	2 days OSS
Distribution of Unauthorized Materials	018 Inappropriate Materials	Discretion of Administration	Discretion of Administration	Discretion of Administration	Discretion of Administration
Dress Code (if violations resolved in timely manner return to class)	280 Dress Code	4th Unresolved Offense- One hour detention Parent conference/Refer to Instructions Not Followed	5th Unresolved Offense- Two hours detention Parent conference/Refer to Defiance	6th Unresolved Offense- Three hours detention Parent conference	7th Unresolved Offense- Saturday Detention Parent conference
Electronic Devices/Cell Phones **If student does not put	330 Phone Violation	Warning Parent Contact	Saturday detention	1 day ISS Parent Conference	2 days ISS Parent Conference Disciplinary Contract

<b>away device, student will be written up for "Defiance of School Authority"</b>					Any further actions will be at the discretion of the administrator
<b>Failure to Serve After School Detention</b>	271 (Failure to Comply with District Action) or 005 (Detention Violation)	Saturday detention Admin Discretion	Saturday Detention / Will not be assigned After School Detention - refer to next offense	Admin Discretion	Admin Discretion
<b>Failure to Serve Mandatory FLEX</b>	271 (Failure to Comply with District Action) or 005 (Detention Violation)	Saturday detention Unexcused absence	2 days ISS Unexcused absence, Parking permit revoked for 2 weeks	2 days OSS Parking permit revoked remainder of semester	3 days OSS, Parking permit revoked remainder of the school year, Discretion of Administration
<b>Failure to Serve Saturday Detention</b>	271 (Failure to Comply with District Action) or 005 (Detention Violation)	1 Days OSS Ineligible for further Saturday detentions	2 days OSS Discretion of Administration	Any disciplinary actions that would have resulted in a Saturday detention following the 2nd missed Saturday detention will be progressed to the next offense's action	
<b>Improper Use of Computer</b>	220 Computer Violation	Potential ISS/OSS Discretion of Administration	Computer use denied for remainder of semester or school year. Potential ISS/OSS Discretion of Administration	2 days ISS Potential removal from course with a failing final grade Discretion of Administration	2 days OSS Potential removal from course with a failing final grade Discretion of Administration
<b>In Unauthorized Area</b>	200 Off Limits	One hour detention Subject to search	Saturday detention Subject to search	2 days ISS Subject to search	2 days OSS Subject to search
<b>Instructions Not Followed</b>	270 (Refusal to Obey)	One hour detention Parent	Saturday detention	2 days ISS	2 days OSS

		notification by teacher			
<b>Littering/Leaving Trash on Tables</b>	370 Littering	One hour detention Work Detail	Saturday detention Work Detail	1 day ISS Work Detail	2 days ISS Work Detail
<b>Loitering</b>	240 Loitering	Warning	One hour detention	Saturday detention	2 days ISS & Certified Letter
<b>Nonparticipation in Class</b>	275 Failure to Complete Work	One hour detention Parent notification by teacher	Saturday detention	2 days ISS	2 days OSS
<b>Not Dressing Out for PE/JROTC</b>	270 Refusal to Obey	3rd offense – Saturday detention	4th offense – 2 days of ISS	5th offense – 2 days OSS	Referral to Alternative Program/Discretion of Administrator
<b>Parking Violations (with a pass)</b>	300 Parking Violation	\$20 ticket	\$25 ticket	\$30 ticket	Loss of parking privileges
<b>Parking Violations without a pass/Alive at 25</b>	300 Parking Violation	\$20 ticket Saturday Detention	\$25 ticket 2 Saturday detentions	\$30 ticket 2 days ISS	2 days OSS  Any further actions will be at the discretion of the administrator
<b>Profanity</b>	210 Profanity	One hour detention	Saturday detention	2 days ISS	2 days OSS
<b>Public Display of Affection</b>	015 Inappropriate Affection	One hour detention	Saturday detention	2 days ISS	2 days OSS
<b>Setting Own Schedule</b>	160 Cutting Class	One hour detention	Saturday detention	2 days ISS	2 days OSS
<b>Skipping/Leaving Campus</b>	310 Leaving School	2 days ISS Parking permit revoked for 2 weeks Unexcused absence	3 days OSS Parking permit revoked remainder of school year Unexcused absence	Referral to alternative program Unexcused absence	

<b>Skipping/Staying on Campus/Leaving class without Permission</b>	320 Leaving Class	Saturday detention Unexcused absence	2 days ISS Unexcused absence	2 days OSS Unexcused absence	Referral to alternative program
<b>Accumulated Tardies To School</b>	180 (Excessive and Receiving discipline action)	1st offense - Unexcused tardy	2nd offense - Unexcused tardy	3rd offense - Unexcused tardy Letter sent to Parent	4th offense - Unexcused tardy 4th tardy and beyond Timeout for class period
		5th offense – one hour detention, warning – parking permit	6th offense – 2 hour detention parking permit revoked for remainder of semester	7th offense – Saturday detention	8th offense – 2 Saturday detentions
		9th offense – 2 days ISS	10th offense – 2 days OSS	11th offense – referral to alternative program	
<b>Accumulated Tardies To Class</b>	180 Tardy(Excessive and Receiving discipline action)	1st offense Unexcused tardy Holding	2nd offense Unexcused tardy Holding	3rd offense Unexcused tardy Holding One hour detention	4th offense - Unexcused tardy Holding 2 hour detention
		5th offense – Unexcused tardy Holding Saturday Detention	6th offense – Unexcused Tardy Holding 2 Saturday Detentions	7th offense – Unexcused Tardy Holding 2 days ISS	8th offense – Unexcused Tardy Holding 2 days OSS
		9th offense – Unexcused Tardy Holding Referral to Alternative Program			
<b>Unauthorized Area Drop Off or Pick Up</b>	300 Parking Violation or 305 Driving Violation	One hour detention	Saturday detention	2 days ISS	2 days OSS

## **The Following are Examples of Code of Conduct Level Two Violations:**

*\*Dealt with at the discretion of the administration*

**Disruptive Conduct** - Aiding, abetting or concealing any of the behaviors listed may result in punishment as a principal participant at the discretion of the administration.

**Physical Abuse of a Student** - Penalties for fighting among students will be left to the discretion of the principal. Under normal circumstances, a first offense is a three-day out-of-school suspension. A second offense is suspension and an arrest. A student who attempts to use, or uses, a lethal weapon (knife, ice pick, blackjack, firearm, pipe, belt buckle, etc.) will be suspended immediately and the principal will file a request for expulsion of the student. (Specifically prohibited are the following: Any threat, physical or verbal, directed towards another student; fighting or any conflict that would create a precarious situation within the jurisdiction of the school.)

**Fighting** - No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. A student who is attacked may use reasonable force in self-defense but only to the extent to free himself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he may not have provoked the fight.

**Precarious Situation** – No student shall take any action or make any comments or written messages (including messages sent via text, Facebook, etc.) that may result in a violation of the student code of conduct by the student or another student. This Infraction also includes horseplay. Police may be called by the principal whenever appropriate.

**Abusive Language** - Acts of abusive language by students will be disciplined by a principal who may give a suspension or recommend expulsion. No student shall direct toward any person any language which is abusive or insulting or any sign or act which is abusive. This includes 1) engaging in malicious gossip or cursing, 2) using vulgar or obscene language, 3) using abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability, or 4) using sexually offensive or degrading language.

**Drugs and Alcohol/Under the Influence** - No student shall use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, any alcoholic beverages, non-alcoholic or pseudo-beer or any other intoxicating liquor, drug paraphernalia; or inhale or ingest any chemicals or products with the intention of altering the student's mood or behavior. Violation of this policy may lead to expulsion. If, because of mitigating factors, an expulsion is felt to be inappropriate, the student may be suspended for ten days and may be suspended from co-curricular activities (such as sports-related/band-related activities) for the remainder of the school year. The student may be asked to complete a Drug/Alcohol Intervention Program.

**Defiance of School Authority** - Any student who deliberately defies the authority of the school personnel by refusing to obey the orders of such personnel will be subject to suspension or expulsion.

**Blackmail - Threats - Intimidation** - A student who attempts to blackmail, intimidate or bully another student or a staff member or who makes bodily or intimidating threats will be subject to

suspension or expulsion. (Included is extortion which is the act of obtaining money or other things of value from a person by threat or accusing or revealing injurious information).

**Student Disorder** - A student or group of students who is involved in student disorder, which includes seizure of a building or grounds or attempted control of such, or any type of disorder which attempts to disrupt the activities of the school by sit-ins, walk-outs, boycotts of classes, etc., will be subject to suspension or expulsion.

**Student Endangerment** – Any action that puts you or another student at serious risk or jeopardy of his/her health or well-being.

**Disrespect To Any School Official**– Any student who takes action which undermines the authority of a staff member will be subject to suspension or expulsion.

**Abusive Language To A Teacher** - A student who directs profane language or gestures to a staff member will be subject to suspension or expulsion

**Theft** (Minor - \$50 or less) - Left to the discretion of the administration. Disciplinary action will be determined according to value/content, and circumstances surrounding the theft.

**Dangerous Driving** – All students are expected to respect and obey all regulations associated with driving on campus. Any violations of these rules will result in driving privileges revoked.

**Tobacco Policy** –Students shall not be permitted to use or possess tobacco products, e-cigarettes, or smokeless electronic devices while on school grounds, in the school buildings, on buses, or during any other time that the student is under the direct administrative jurisdiction of the school whether on or off school grounds. Lighters and matches are strictly prohibited. Lighters and matches will be confiscated.

#### **Enforcement Procedures (Tobacco Policy)**

The following outlines the actions to be taken with students who violate this policy:

1st Offense: The student and parents will be notified by an administrator by phone. The student will remain in school and follow normal class schedule for the remainder of the school day. The disciplinary action will be two Saturday Detentions.

2nd Offense: The student will receive three days of In-School Suspension (ISS). The parents will be notified in writing and will be advised that the third offense will lead to long-term suspension.

3rd Offense: Three days Out-of-School Suspension (OSS) and notification.

4th Offense: Alternative Education / Expulsion.

#### **Law Enforcement**

A student under 21 will receive a citation for each tobacco related incident, in accordance with South Carolina law. (SC Law 16-17-500)

## Level 2 Disruptive Conduct

Referral Reason	Powerschool Code	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Abusive Language</b>	016 (Inappropriate Language)	2 days ISS Parent notification Discretion of administration	3 days OSS Parent notification Discretion of administration	5 days OSS Parent notification Discretion of administration	Referral to alternative program
<b>Accumulated Suspensions*</b>	017 Inappropriate Behavior	3rd Suspension- Referral to Alternative Program Potential expulsion			
<b>Altercation/Confrontation</b>	407 Confrontation/Altercation	2 days ISS Parent notification Discretion of administration	3 days OSS Parent notification Discretion of administration	5 days OSS Parent notification Discretion of administration	Referral to alternative program
<b>Blackmail/Threats to Individual/Bullying (includes intimidation and harassment)</b>	027 Threat	3 days OSS Parent notification Discretion of administration Potential Expulsion or Arrest	5 days OSS Parent notification Discretion of administration Potential Expulsion or Arrest	Referral to alternative program Parent notification Discretion of administration Potential Expulsion or Arrest	
<b>Dangerous Driving</b>	305 Driving Violation	Discretion of administration Parent notification Parking			

		permit revoked			
<b>Defiance of School Authority/ Disrespect to a School Official</b>	270 Refusal to Obey/Defiant	3 days OSS Parent notification Discretion of administration Potential Expulsion or Arrest	5 days OSS Parent notification Discretion of administration Potential Expulsion or Arrest	Referral to alternative program Parent notification Discretion of administration Potential Expulsion or Arrest	
<b>Disrespect to a Student</b>	420 Disrespect	2 days ISS Parent notification Discretion of administration	3 days OSS Parent notification Discretion of administration	5 days OSS Parent notification Discretion of administration	Referral to alternative program
<b>Fighting/Simple Assault</b>	009 Fighting or 520 Simple Assault	5 days OSS Behavior Contract Parent notification Potential Arrest Discretion of administration	Referral to alternative program Potential Expulsion Parent notification Potential Arrest		
<b>Forgery</b>	011 Forgery	2 day ISS	2 days OSS	Referral to Alternative Program	
<b>Gambling</b>	630 Gambling	3 days OSS Parent notification Discretion of administration	5 days OSS Parent notification	Referral to alternative program Parent notification	
<b>Lying/Providing False Information to</b>	006 Dishonesty	2 days ISS Discretion of	3 days OSS Discretion of	5 days OSS Discretion of	Referral to alternative program



<b>School Personnel/Withholding Information from School Personnel</b>		administrati on	administrati on	administrati on	Discretion of administra tion
<b>Medicine Policy Violation</b>	031 District Medication Violation	2 days ISS Parent notification Confiscate materials - Administrative Discretion	3 days OSS Parent notification Confiscate materials	5 days OSS Parent notification Confiscate materials	Referral to alternative program Confiscate materials
<b>Sex Violation</b>	025 Sex Violation	5 Days OSS Referral to Alternative Program Potential Expulsion	Referral to Alternative Program Potential Expulsion and/or Arrest		
<b>Obscene Gesture/Obscene Gesture in Picture, etc.</b>	290 Obscene Gesture	Refer to "Disrespect to a student" or "Disrespect to a school official"	Discretion of administrati on		
<b>Obscene Literature/Pornography/Materials</b>	018 Obscene Materials	3 days OSS Parent notification Confiscate materials	5 days OSS Parent notification Confiscate materials	Referral to alternative program Confiscate materials	
<b>Smoking Smokeless Tobacco/Vape Paraphernalia</b>	230 Tobacco	3 days ISS Parent notification Keystone Referral	3 days OSS Parent notification Keystone Referral	Referral to alternative program Parent notification Keystone Referral	
<b>Student Disorder Disorderly Conduct Student Endangerment</b>	017 Innapropriate Behavior	3 days OSS Parent notification Discretion	5 days OSS Parent notification Discretion	Referral to alternative program Parent	

<b>(filming and distribution of film of fights)</b>		of administrati on Potential Expulsion or Arrest	of administrati on Potential Expulsion or Arrest	notification Discretion of administrati on Potential Expulsion or Arrest	
<b>Theft/Possession of Stolen Item(s) (Minor - \$50 or Less)</b>	670 Larceny/Theft (State Reportable)	3 days OSS Parent notification Reimburse ment & Potential Arrest	5 days OSS Parent notification Reimburse ment & Potential Arrest	Referral to alternative program Parent notification Reimburse ment & Potential Arrest	

## **The Following Are Examples of Code of Conduct Level Three Violations:**

*\*Dealt with at the discretion of the administration*

### **Criminal Conduct**

\*Aiding, abetting or concealing any of the behaviors listed may result in punishment as a principal participant at the discretion of the administration.

**Theft** (Major - \$51 or more) - Serious thefts or repeated offenses may result in expulsion of the student. Discipline action will be determined according to value, content and circumstances surrounding the theft.

**Brawling** - Two or more students must not assault or attack or cause or attempt to cause physical injury to another student or behave in such a way as could reasonably cause physical injury to another student. A student who commits such offenses will be subject to suspension or expulsion.

**Aggravated Assault** - An attempt to cause serious bodily injury to another person.

**Possession of Weapon** - No student will bring to school with him/her and/or have on his/her possession at school weapons, such as knives, pistols, brass knuckles, blackjacks, razor blades, mace, pepper spray, or facsimile/make-believe objects, or other objects used for the purpose of a weapon. A student who commits such offenses will be subject to suspension or expulsion.

**Weapon** (Firearms) – It is the policy of the board of education to ensure the safety and welfare of its students and employees. The presence of firearms, knives with a blade of over two inches, dirks, razors, metal knuckles, slingshots, blackjacks, bludgeons, or any other deadly instrument used for the infliction of bodily harm or death on school district property poses a severe threat of serious harm or injury to students and staff. For purposes of this policy, weapon means a firearm. The term firearm is defined extensively in the U.S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary). The period of expulsion will be no less than a year.

**Damage to School Property** - Students who maliciously damage school property will reimburse the school the cost of damages incurred and will be subject to suspension or expulsion.

**Assault of School Personnel** - Any student who attempts to assault, or assaults, school personnel will be subject to permanent expulsion. (This includes spitting on or at a teacher.)

**Drugs and Alcohol** (Other than Under the Influence) - It is the policy of the board that the possession of marijuana or any other illegal drug or substance by any student while on school property or while engaged in any school sponsored or school connected activity is grounds for expulsion of such student. If, because of mitigating factors, expulsion is felt to be inappropriate, the student shall be suspended for ten days and may be suspended from co-curricular activities (such as sports-related/band-related activities) for the remainder of the school year. The student must also complete a Drug/Alcohol Treatment Program. (No student shall possess, transmit, purchase, barter, distribute, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, any alcoholic beverages, non-alcoholic or pseudo-beer

or any other intoxicating liquor, drug paraphernalia. No student will market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance.)

**Fireworks** - A student who is found with fireworks in his/her possession or discharges fireworks on the school grounds is subject to suspension for the first offense and expulsion for the second offense. (Fireworks include any explosive or incendiary devices including smoke bombs, stink bombs, and noise producing devices. Possession includes handling, transmitting, or using).

**Sexual Offenses** - This includes any sexual harassment or indecent exposure. Student may be subject to suspension or expulsion.

**Sexual Harassment** - The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other Verbal or physical conduct of a sexual nature when the following occurs:

- Submission to such conduct is made whether expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JI-R. All allegations will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

### **Other**

Any act or acts which are not covered by these regulations and which are of such nature as to pose a threat to the physical or mental welfare of the students, the teachers, and other school personnel or which create a disruption in the orderly operation of any phase of the school program or any of its services or which cause destruction or defacement of any school property will subject offenders to suspension or expulsion. These acts may include forgery, committing arson, pulling fire alarms, making bomb threats, dialing 911, or hazing.

**Repeated Small Violations** - In cases where a written record substantiates repeated small violations by a given student, such student may be suspended or expelled.

**Accumulated Suspensions** - A student who is subject to repeated suspensions in any given year may be recommended for expulsion or alternative placement.

### **Assigned Consequences for All Offenses**

School Board policy provides consequence guidelines for Code of Conduct violations.

<b>LEVEL 3 - CRIMINAL CONDUCT</b>			
<b>Referral Reason</b>	<b>Powerschool Code</b>	<b>1st Offense</b>	<b>2nd Offense</b>
<b>Aggravated Assault*</b>	510 Aggravated Assault	5 Days ISS/5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Arson*</b>	500 Arson	Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Assault to School Personnel*</b>	510 Aggravated Assault or 520 Simple Assault	Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Bomb Threat/Other Threats to Student Body and/or School*</b>	260 Bomb Threat	Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Brawling*</b>	009 Fighting	5 Days ISS/5 Days OSS Behavior Contract Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Disruption of School Environment*</b>	560 Disturbing School	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential

			Expulsion and/or Arrest
<b>Dissemination of Pornography</b>	710 Pornography	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Distribution of Drugs/Alcohol*</b>	570 - Drug Distribution	Referral to Alternative Program or Potential Expulsion and/or Arrest Drug Rehab Program	Referral to Alternative Program or Potential Expulsion and/or Arrest
<b>Fireworks, Smoke Bombs, Etc.*</b>	010 Fireworks	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Forced Sex Offense</b>	610 Forced Sex Offense (State Reportable)	Expulsion and Arrest	
<b>Indecent Exposure*</b>	025 Sex Violation	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Placing False 911 Call*</b>	700 Other Offenses - (Serious)	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Possession/Under the Influence of Drugs/Alcohol/Paraphernalia*</b>	580 Drug Possession or 575 Drug Usage (should not include possession of alcohol or tobacco)	Potential Expulsion 5 Days OSS/5 Days ISS Referral to Drug Rehab Program	Referral to Alternative Program Potential Expulsion

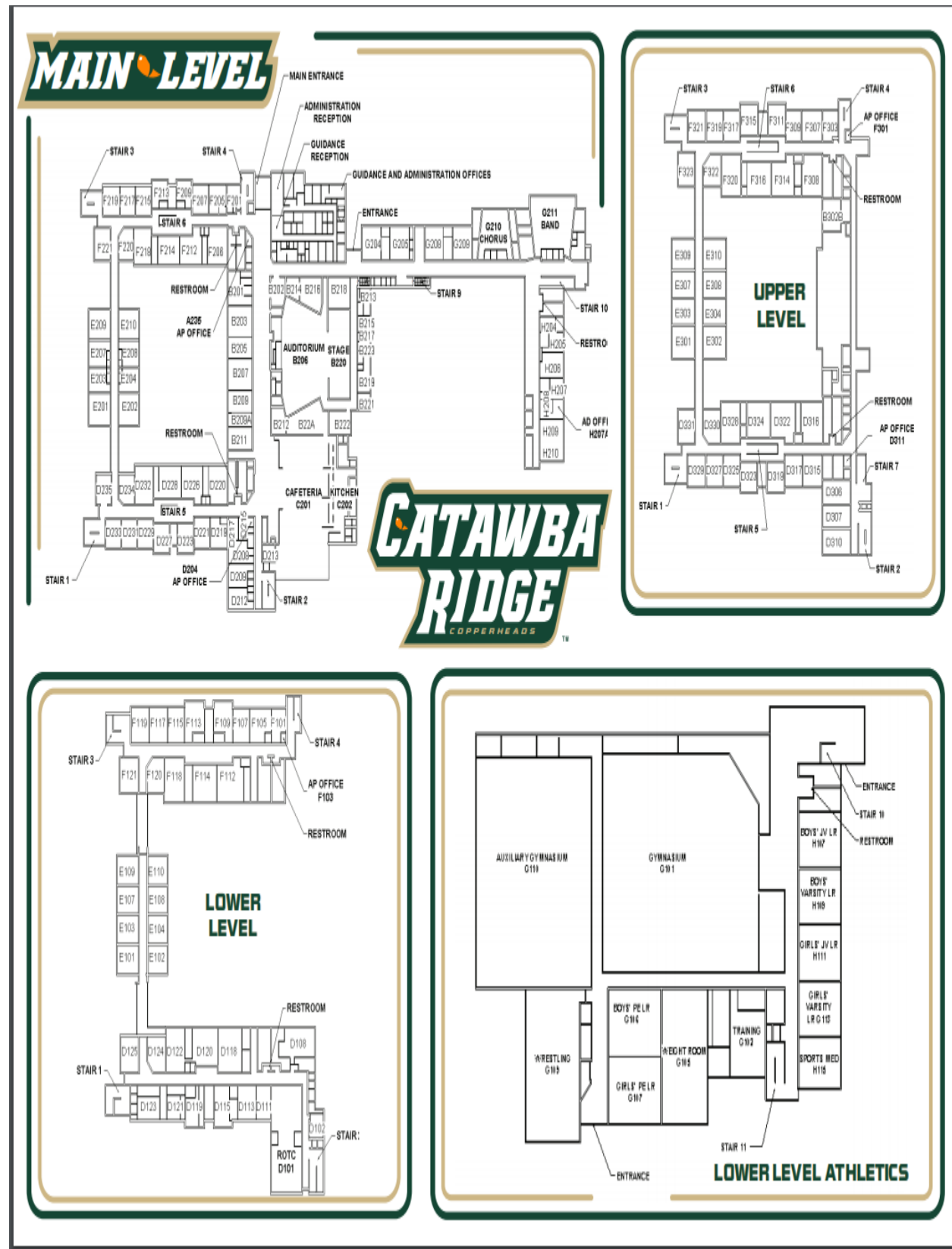
			and/or Arrest
<b>Possession of a Weapon*</b>	789 Weapons	10 Days OSS Potential Expulsion and/or Arrest Confiscate weapon	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Non-Forced Sex Offense*</b>	690 Non-Forcible Sex Offense	5 Days OSS Referral to Alternative Program Potential Expulsion	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Sexual Misconduct</b>	013 Sexual Harrassment	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Theft/Possession of Stolen Item(s)* (Major - \$51 or More)</b>	740 Stolen Property	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Threats/Intimidation Toward School Official*</b>	027 Threat	5 Days OSS/5 Days ISS Potential Expulsion or Alternative Program and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest
<b>Trespassing*</b>	750 Trespassing	5 Days OSS Potential Expulsion and/or Arrest	Referral to Alternative Program Potential Expulsion and/or Arrest

<b>Vandalism/Damage to School Property*</b>	760 Vandalism	5 Days OSS Potential Expulsion and/or Arrest Reimbursement of Damages	Referral to Alternative Program Potential Expulsion and/or Arrest
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**\*\*\*Students who have out of school suspension are not allowed on school grounds for any reason without prior approval from the administration. The student will be charged with trespassing\*\*\***



# SCHOOL MAP



## General Information

### **Bell Schedule 2024-2025 - M-F No FLEX**

1<sup>st</sup> Block - 8:40 – 10:10  
Class Change 10:10 – 10:16  
2<sup>nd</sup> Block – 10:16 – 11:46  
Class Change 11:46 – 11:52  
A Lunch 11:52 – 12:27  
A Lunch Class 12:33 – 2:04  
B Lunch Class 11:52 – 12:37  
B Lunch 12:43 – 1:14  
B Lunch Class 1:20 – 2:04  
C Lunch Class 11:52 – 1:22  
C Lunch 1:28 - 2:04  
Class Change – 2:04 – 2:10  
4<sup>th</sup> Block – 2:10 – 3:40

### **Bell Schedule 2024-2025 W/ FLEX**

1st Block 8:40 – 10:03  
Class Change – 10:03 – 10:09  
2nd Block 10:09- 11:32  
Class Change 11:32-11:38  
A Lunch 11:38 – 12:07  
A Class 12:13– 1:36  
B Class 11:38 – 12:20  
B Lunch 12:20-12:48  
B Class 12:54 - 1:36  
C Class 11:38- 1:01  
C Lunch 1:05 -1:36  
Class Change – 1:36 -1:42  
4th Block 1:42 - 3:05  
FLEX 3:10 – 3:40

A bell to alert students to prepare for class will ring three minutes prior to the tardy bell for each block. Student drop off should not occur prior to 7:40 AM and unless students are engaged in a supervised school activity. Students should be off campus by 4:10 PM unless students are engaged in a supervised school activity. If students are consistent in loitering after school, discipline consequences could be enforced.

### **Supervision of Students**

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or an extracurricular activity. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed. All other students will be provided supervision no more than 30 minutes prior to the beginning of school and 30 minutes after classes are dismissed.

Students who are repeatedly on school premises without special permission will be subject to disciplinary action and/or arrested for loitering. The building opens at 8:10 AM. Student drop off should not occur prior to 7:40 AM.

### **Building Entrance**

Students should only enter the main building from the student drop-off area, student parking lot, and the buss drop-off area. Student drop off and pick up is at front door of main building.

### **School Meals**

Our cafeteria staff serves breakfast and lunch at school every school day in the cafeteria. Menus, nutritional and allergen information are available on our website ([fmsdstudentnutrition.com](https://fmsdstudentnutrition.com)) and on screens in the cafeteria. There is also a free App available for your smart phone called LINQ Connect. Menus are planned by a Registered Dietitian and include input from parents, staff and students. The menus must meet dietary guidelines that include calorie, saturated fat, sugar, and sodium restrictions. We believe in giving students a variety of healthy options and we offer several fruits and vegetable choices daily.

- A lunch meal includes foods from the five food groups- 2 oz of grains, 2 oz of protein, 1/2 cup fruit, 1/2 cup vegetable, 1 cup of milk. Students may choose all of five groups or at the minimum three food groups out of the five. One choice must be 1/2 cup of a fruit or a vegetable. Students have the option to select up to a cup of fruit and a cup of vegetable with their meal.
- A breakfast meal includes 4 items and students must select 3 of the 4 items and one choice must be a fruit.
- If a student does not take the required food components, then each item on the tray must be charged at a la carte pricing. Our cafeteria staff reminds students to take the required food groups.
- The cafeteria also offers extra sale items like milk, juice, water and snacks to purchase. If you do not want your student to purchase extra sale items, please complete the online form [Opt Out for Snacks and Extras](#).
- All foods served by the cafeteria meets State and Federal guidelines.
- Our kitchens are tree nut and peanut safe.

### **PIN Number**

Each student is set up with a unique meal account identification number to use in the cafeteria to purchase breakfast, lunch and ala carte items. This is a 6 digit number and is the last 6 digits of your student's PowerSchool number. This number should never be shared with other students. Please help your student memorize their pin number.

## Meal Payments

Please take advantage of the options to prepay for your student's meals. Prepaid meal accounts help the lunch lines go faster and gives students more time to eat, relax, and socialize. It also gives you the peace of mind of not having to worry about money every day or that the money might get lost, stolen or used for items other than meals.

There are three easy ways to pay for meals and extras.

- Online via the district website's Pay Fees lunch card feature [Quick Pay](#) . This is a free service for adding money to your student's meal account. You are also able to see meal purchases and balances. You can set up email alerts for balances on Parent Portal.
- By a separate check made out to your school's cafeteria. The check should not include other school fees. Please note the child's cafeteria account number on the check – if the check is written for more than one child, each child's account number and the amount to credit to each child should be noted on the check. The check must include a phone number.
- Cash is also accepted as payment but is strongly discouraged as it can be lost.
- Transfer of funds from one sibling to another is also available by completing this form: [Transfer form](#)

## Meal Pricing

Meal prices are set to cover the cost of food and labor. Our department is self-funded and our goal is to break even at the end of the school year. We depend on our students paying for their meals. If you are unable to pay for your meals, please apply for free and reduced priced meals.

Breakfast=\$1.35 Reduced Breakfast Price \$ 0.30 Free to students who qualify for free

Lunch=\$3.00 to 2.50 Reduced Lunch Price: \$0.40 Free to students who qualify for free

The price for adult breakfast is \$3.35; adult lunch is \$5.10.

## Free and Reduced Meal Application Program

Our district participates in the USDA Free and Reduced Meal Program. We encourage families to apply if they meet or fall at or below the income guidelines found on each application. Applications are printed in English and Spanish and we can provide any language needed. If another language is needed, please contact our office at 803.802.1968.

To qualify for free or reduced priced meals, students must complete a meal application and have it approved. Applications are available in the school office, cafeteria, district website and you can apply online at <https://lingconnect.com/public/meal-application/new> . Students must reapply each year.

## Charge Policy

Our cafeteria does not deny students meals and we allow students to charge meals up to \$15. Automated calls, emails and letter are sent out weekly for students who owe the cafeteria money. Our cafeterias depend on meal payments to provide funding for our program.

## Food Allergies & Special Dietary Needs

Due to the number of food allergies, homemade or home baked foods are not allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. This policy is designed to provide consistency and minimize allergy risks in all classrooms, while maintaining a safe and positive learning environment for all students. (Board Policy J LCDD)

Students with Special Dietary Needs will need to have documentation of their diet changes signed by a medical provider. Please contact the school nurse for the forms to complete.

## Wellness Policy

Our district has a Wellness Policy (Board Policy ADF and EFE). Information on the wellness policy and how you can be a part of this committee can be found here - [FMSD Wellness Policy info](#).

## **Medication at School**

Students are not permitted to carry medication while at school. If your student requires administration of a prescription or non-prescription medication during the school day, please refer to the following policy:

### **Permission for School Administration of Non-Prescription Medication**

- Non-prescription medications are medicines that you can buy without a written prescription from a health care practitioner. Non-prescription medications are sometimes called “over-the-counter” medicines.
- In order for a child to be given non-prescription medicines at school, the child’s parent/guardian must sign a permission form. The medication must be in the original, marked container with the manufacturer’s seal unbroken. A medication permission form (M105) will need to be completed on each medication that is to be given at school.
- If a non-prescription (OTC) medication is written as a prescription by the health care provider, the child’s health care provider and the child’s parent or guardian must sign a permission form (M 105). The medication should be in a labeled bottle by the pharmacy with the child’s name, the name of the medication, and the times of administration. Whenever possible, the expected duration of treatment shall be stated.
- If a non-prescription medicine is currently being given at school or home and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to school by the day of the field trip. It must be in the original, marked container, with the manufacturer’s seal unbroken and have the M105 form completed

for each medication and signed by the parent/guardian. Additional labeled bottles may be obtained from your pharmacy. No Ziploc bags will be accepted.

- A responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it and manufacturer seal unbroken. The dosage of the medicine cannot exceed the recommended dosage from the manufacturer without a prescription from the child's health care practitioner.
  - *Created on 2/12/2015 - Last updated on 3/18/2019*
- Daily Medications are medications that require daily administration while at school per a physician's order. Please follow the medication guidelines above. If your student has been prescribed a controlled medication, please bring the medication directly to the nurse. Do not leave the medication with the front office staff.
- Medication for field trips will be provided by the parent to the school the day of the field trip following the guidelines listed above.
- Chronic Health Conditions that require the student to carry medication with him/her while at school will require additional paperwork. Please contact the school nurse for further information.

**Please note that all medication should be claimed by a student's parent at the end of each school year or the medication will be discarded. No medication is kept in the Health Room over the summer. All medication permission forms are required to be updated yearly.**

### **College & Military Visits**

Students should schedule college visitations during school holidays whenever possible. However, the principal will allow juniors to use one school day and seniors to use two school days which will be classified as field trips to visit out-of-town colleges, provided documentation on the college letterhead from the admissions office is turned in to the attendance office. No college visits will be allowed after **May 1, 2024** unless approved in advance by the principal.

### **Computer Lab Usage**

Students are not allowed in computer labs without supervision (one or two may be sent to media centers).

Individual students may not use computer labs without a teacher pass stating the nature of work to be done. Students may not download or install any software on school machines, nor do anything that changes the appearance of the desktop.

### **Inclement Weather Procedures**

Decision to close or delay schools will be made by 6:00 AM. Please listen to WRHI - AM1340, WRHM - FM107 or Charlotte TV stations for announcements for Fort Mill School District # 4, not York County Schools. There will be no breakfast if school is delayed. When hazardous weather conditions develop during the school day, a decision to close schools early will be communicated to the schools, law enforcement agencies, and the area news media as soon as possible. Lunch will be served early if schools close before 1:00 P.M.

### **Change of Address or Telephone Number**

Any student who moves to another location must report the change of address to the Guidance Office immediately **BY BRINGING IN VERIFICATION** (forms available in guidance office). Changes in telephone numbers should be reported also. This is necessary in order to keep

school records accurate and up to date.

### **Immunization Requirements**

Students enrolled at Catawba Ridge High School must have a South Carolina Certificate of Immunization as determined by the South Carolina Department of Health and Environmental Control. Students enrolling from out of state may obtain a Certificate of Immunization from the health department or a healthcare provider. Transfer students are required to present a Certificate of Immunization within 30 calendar days of enrollment. If proper documentation is not received on or before the 30 day expiration date, the student will not be permitted to attend school after the 30th day per South Carolina state law. Please refer to the DHEC website for the 2022-2023 school year immunization requirements. <http://www.scdhec.gov>

Pursuant to Section 44-29-180, South Carolina Code of Laws, and South Carolina Regulation 61-8, “no superintendent of an institution of learning, no school board or principal of a school may enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control. Records of vaccinations or immunizations must be maintained by the institution, school or day care facility to which the child or person has been admitted.”

### **Transferring Schools**

Any pupil who transfers during the school year should, on the last day he attends, report to the office and return school property. No records will be sent to another school until a student has returned all books and paid all fees.

### **2024-2025 Fees**

When students pick up schedules, they will be required to pay the following fees:

\$ 30.00	Instructional materials, activity and handbook fee required by the district
\$ 12.00	Publication fee to cover the cost of student publications (required by CRHS)
\$ 50.00	Parking fee - Year -nonrefundable
\$ 5.00	Parking Replacement Sticker
See Online	Yearbook cost (optional) <b>Paid Online through Jostens</b>
\$100.00	Athletic/Band Fee – per athlete, per sport played

### **Textbook Procedures**

Students are issued state-owned textbooks free of charge. Each text will have an identification number and the student’s name written on the inside cover. Textbooks are typically used in South Carolina schools for a six- year adoption cycle. It is imperative that students take care of texts ensuring they are returned in a condition acceptable for re-issue. If a text is lost or returned showing excessive signs of wear or abuse, the student will be charged for full replacement costs. In addition, the school reserves the option of holding student records for any student failing to clear textbook charges. Records of lost or damaged texts are kept in the bookkeeping and guidance offices. Seniors will not be graduated until all textbook charges are cleared. Textbook charges will be paid to the school bookkeeper. Book covers are available in the front office, and students are encouraged to use them.

### **Fund Raising**

The principal must first approve all fund-raising projects conducted by students of Catawba Ridge High School before being submitted to the superintendent for final approval. Authorized



fund-raising projects must comply with the following: No selling or fund-raising activities will be allowed to take place during instructional time. No fund-raising activities requiring door-to-door solicitation will be allowed. Examples of activities that may be approved include bake sales, car washes, suppers, etc., during after-school hours.

### **School-Sponsored Dances/Prom**

Seniors may bring a date from outside of Catawba Ridge High School to prom only. Students must enter the dance with their date. The outside guests must be approved by administration prior to the dance and will be subject to a background check. Outside guests must be no older than 19 of age and no younger than 15 on the date of the Prom. Any student suspected of being under the influence of drugs and or alcohol may be subject to a breathalyzer test conducted by school administration. If a student violates school policy by trying to attend a school function under the influence of drugs and or alcohol, disciplinary action will be taken by school administration.

### **Student Cars and Parking-“Do Right”**

**Driving to school is a privilege**, and this privilege may be revoked for violation of any school rule. All students are expected to respect and obey all regulations associated with parking and driving on campus. Per the Fort Mill School District Policy, prior to parking on campuses, all students must complete the Alive @25 Defensive Driving course.

The school is not responsible for any property or for any damage to vehicles parked on campus, nor is the school responsible for settling disputes arising from such.

All cars parked on CRHS campus are subject to search by school administration. Any student who parks on CRHS campus without appropriate parking permit, may be subject to **finest and/or disciplinary action** (\$10, \$25, 3Days OSS, Alt/Expulsion).

**Driving to school is a privilege**, and this privilege may be revoked for violation CRHS school rules. Students are expected to respect and obey regulations associated with parking and driving on campus.

Per Fort Mill School District policy, prior to parking on school campuses, students must complete the Alive @ 25 Defensive Driving course. **Freshman are not allowed to purchase a parking decal.**

CRHS is not responsible for property or damage to vehicles parked on campus, nor is the school responsible for settling disputes arising from such. All cars parked on the CRHS campus are subject to search by school administration. Students who park on the CRHS campus without the appropriate parking permit may be subject to fines and/or Discipline.

### ***STUDENTS ARE EXPECTED TO ABIDE BY THE FOLLOWING CRHS PARKING RULES:***

Vehicles must be operated on campus in a safe manner and not exceed the posted speed limit of 12 MPH. Reckless driving will result in the loss of parking privileges.

- Vehicles must have a current parking permit. Stickers must be placed on the inside lower left, front windshield. Student cars will be checked for stickers during the school year.
- A lost permit **MUST BE REPLACED**. Cost for the replacement permit is \$5.00. You may only receive 1 replacement sticker. Any additional replacements will require full sticker price.



- Parking permits are not transferrable.
- Students may not register a car, duplicate, give, or sell a parking permit to another student. If this occurs, parking privileges will be revoked for both students and fines will be assigned.
- Students must park in their assigned parking space. The sticker number & parking space number must correlate.
- Students may not sit in cars or loiter around vehicles after arriving to school. Doors open at 8:10 AM.
- Stereo volume must not disrupt the school atmosphere before, during, or after school hours as determined by administration and staff.
- Students may not go to the parking lot without permission from an administrator.
- Students may not use an automobile to skip school, to drive dangerously, or to violate other school rules. Such actions can result in the loss of parking privileges.
- Automobiles should be locked to prevent theft. The school is not responsible for stolen items.
- The 5<sup>th</sup> tardy to school will result in the loss of driving privileges for the remainder of the term.
- NO REFUNDS will be given for any action that results in loss of parking privileges.
- Parking Without a Pass or Alive @ 25 – 1<sup>st</sup> offense -\$10.00 Fine, 2<sup>nd</sup> offense- \$25.00 Fine, 3<sup>rd</sup> offense – 3 days OSS, 4<sup>th</sup> offense- Referral to Alt Program or Expulsion.

### **Visitors**

All visitors must check in at the front office immediately upon arriving on school grounds. Visitors must acquire a visitor's badge from the front office and keep it visible the entire time of the visit. Students from other schools or former students are not allowed to attend class or eat lunch on campus with Catawba Ridge High School students. Only parents/guardians may eat lunch with their child.

**Vendors-** No vendors will be permitted to consult with any student or students except where prior written permission from the District Office has been granted.

**Parents -** In order to preserve the instructional environment, parents are not allowed to visit classrooms during the instructional day.

### **Student Messages**

Messages will be taken for students ONLY in extreme emergencies.

### **Leaving Class for Other Areas of School- "Do Right"**

Any student who goes from a class to any other area of the school must have a pass signed by the teacher granting permission. The student must leave and return promptly, returning the pass to the teacher that issued it. The contacted teacher must sign the pass, noting the time the student left.

### **Changing Class- "Do Right"**

During change of classes, students should move promptly to their next room assignment, keeping to the right side of the hall. Students should not block doorways or congregate in groups in a way that would prohibit hall traffic from moving freely.

### **Care of Building and Grounds- "Do Right"**

Students at Catawba Ridge High School take pride in their school, its appearance and its care. Below are a few guidelines:

- Put waste papers in the receptacles in the rooms, corridors, Commons or outside walkways.

- Students will be expected to clean his/her area in the Commons during breakfast and lunch.
- Keep desks and walls clean.
- Exercise special care in the restrooms to keep them clean at all times.
- Failure to abide by guidelines will result in disciplinary action.

### **Posters / Distribution of Materials**

All posters, pictures, announcements, flyers, etc., which are displayed anywhere on the school premises must have the approval of the administration before they are displayed. If you put up any materials, you must take them down.

### **Public Address System**

The public address system should be used for announcements concerning school business only. A faculty member must sign each announcement. Announcement request forms are available in the office.

### **School Security System**

As part of the school security program a digital monitoring system will run 24-hours a day. The purpose of the system is to improve security by displaying live images of activities throughout the school and to improve investigative effectiveness by providing taped coverage. Cameras are located throughout the school. Anyone found tampering with the system in any way will be prosecuted to the full extent of the law and school discipline policy.

### **Emergency Drills**

Each classroom teacher will review all emergency plans. To prevent a possible tragedy, we must all cooperate to ensure that everyone knows his/her proper route out of the building in case of fire. Refer to FORT MILL SCHOOL DISTRICT 4 Crisis Management and Securities Plan for further instructions.

### **Gifts and Parties at School**

Students are discouraged from exchanging gifts with other students and from giving gifts to teachers during instructional time. No parties will be held at school during the instructional hours or at times during the regular school day. Flowers or gifts will not be received for distribution to students on Valentine's Day or any other day due to the disruption of the learning environment of school.

### **Food Deliveries**

Food orders made by students during school will not be accepted. This includes (but is not limited to) Door Dash, Grub Hub, Post Mates, or any other restaurant delivery service.

### **Field Trips**

For any school-sponsored trip, each student must bring written permission signed by parents. Students will be subject to school rules while on trips. Students must be in good standing with teachers and school, such as not receiving an OSS on discipline record, not over on attendance, etc. For a student to participate on a field trip, he/she must be approved to attend by supervising teacher.

### **Telephones**

Telephones are located in the front office for student use. Students may use the telephones before school, during lunch periods, or after school. Calls are limited to three minutes.

### **Student's Assigned Class**

For participation in extracurricular activities such as Spirit Week, Prom, etc., class membership will be based solely upon homeroom assignment.

### **Cafeteria**

Line up quickly but do not cut in line. All food must be consumed in the cafeteria/commons/courtyard. All trash will be put in appropriate receptacles. Note: Failure to clean up luncheon trash will result in disciplinary action. Students are responsible for any trash at their table.

### **Lost and Found**

Lost and found items are kept in the ISS room. Everyone is urged to cooperate by turning in all articles that are found and to inquire there for lost articles.

### **School Insurance**

Brochures are available at registration. Students involved in co-curricular activities are encouraged to secure twenty-four hour school insurance coverage.

### **Drink Machines/Snack Machines**

Drink and snack machines are available for student's use before school, during all breaks, during lunches, and after school. No drinks/snacks will be permitted in the classrooms. The machines will remain on our campus provided students are responsible for seeing that drink cans and wrappers end up in the proper trash disposal. Drinks and snacks may not be purchased during class time. Water may be allowed in the classroom at the discretion of the teacher. All foods and beverages sold or pre-sold on campus during the course of the school day shall comply with current USDA Smart Snacks standards, state policies, and district policies. (See EFE, Competitive Food for more information).

### **Theft Prevention**

The best method to stop thefts at school is to be conscious of the fact that opportunities for thefts to occur can be eliminated. Each student and employee of the school has a responsibility in the area of preventing thefts. The school WILL NOT be responsible for items that are lost or stolen.

Listed below are some helpful hints to prevent theft while on campus:

- Never leave valuables/purses unattended.
- Never leave anything other than clothing in your locker during physical education. Valuables should be given to the instructor.
- Always check the lock on your locker in the locker room to make sure it is properly closed. Avoid letting anyone else see your combination or giving it to friends.
- Band instruments should never be left unprotected.
- Always keep your car locked. Never leave valuables visible in your car.
- Cell phones/MP3 players and money are the most frequently stolen items in the school.

## **Classroom Activities/Celebrations – Acceptable Food Guidelines**

Effective with the 2015-2016 school year, homemade or home baked foods are no longer allowed to be distributed to students within the classroom or applicable classroom setting. Acceptable foods for distribution are those items that were prepared in a commercial and/or licensed kitchen, and most importantly, are packaged with a label clearly listing the contents and ingredients of the food item. With the continued rise in severe and often life-threatening food allergies, this policy is designed to provide consistency and minimize allergy risks in all classrooms district-wide, while maintaining a safe and positive learning environment for all students. It is important to note that the policy does not apply to a student's personal lunch.

The policy is part of a larger, comprehensive Food Allergy Guideline approved by the Board of Trustees in May 2014, which can be found on the district's website at <http://www.fortmillschools.org/> under "Board Policies." Further questions can also be directed to the principal, school nurse, or by contacting the district office at 803-548-2527.

## **FERPA Information**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools, which receive funds under an applicable program of the U.S. Department of Education. For further information regarding your rights under FERPA, please refer to the "For Parents" section of the school district's webpage at <http://www.fortmillschools.org/>.

## **FLEX Responsibilities for Students**

- Attend sessions when teachers request their attendance.
- Attend sessions when you need extra help/tutoring.
- Attend sessions when you have to make up work due to absence.
- Use time wisely and responsibly.
- Students underperforming in class may be required to attend a FLEX session with an individual teacher. Failure to comply with a teacher request to attend will be viewed as a disciplinary infraction.
- Students who fail to abide by CRHS conduct standards during FLEX will lose their ability to participate independently during FLEX.

## **Media Center**

Our main goal in the Catawba Ridge High School Learning Commons (also known as Library or Library Media Center) is to maintain a quiet, comfortable atmosphere conducive to studying and reading for Catawba Ridge High School students and faculty. We expect all students to be accountable and responsible for their actions when they are allowed to leave a classroom OR visit the Learning Commons at any time.

Staff members are: Mrs. Ashley Gibson, Media Specialist, and Nancy Minnix, Media Assistant

**Open physical hours are 8:10-4:10 Monday – Thursdays. We close at 3:45 on Fridays. Students do not need passes to come to the library before school, after school, or at lunch. The Media Center may be closed on Wednesday afternoons after school if there is a faculty meeting. Extended hours are available if there are prior arrangements made.**

Catawba Ridge High School has over 20,000 print books/eBooks for you to use. Nonfiction, fiction, and biographies may be checked out for two weeks. If you are not finished with the books, you may renew them. If you fail to renew or return books, you will be charged a 10¢ per school day in overdue fines. Reference books and encyclopedias may be checked out overnight; 15¢ per school day will be charged for overdue reference books.

In addition there is a school store.

- Student store - school supplies are available for a fee when the Media Center is open (price list available)
- Computer printouts and photocopies -10¢ per page
- Color printing 25¢ per page.

The Catawba Ridge High School Media Center uses the Destiny online search catalog, which can be accessed by clicking on the Destiny Icon on the Media Center webpage. This can be accessed 24 hours a day. All incoming students will receive library orientation during the High School 101 class. If you need assistance, please ask one of the media staff. Please keep in mind that, food is not permitted in the Media Center at any time, and that the school dress code is enforced. We want our area to be an enjoyable place for everyone at Catawba Ridge High School.

## **Guidance Department (803-835-5241)**

### **9<sup>th</sup>-12<sup>th</sup> Grade School Counselors**

A-Co - Hill

Cr-Hi – Griggs

Ho-Me - Hyatt

Mi-SC – Davis

Se-Z – Darcy

### **Career Development Facilitator**

Katherine Sardelli

### **Educational and Career Planning**

Counselors assist students in the planning of a high school program that will help them to realize their educational and career goals. Each student has an individual conference with a counselor each year in which they review the student's progress and make plans for the next year. Additional conferences may be held at any time during the year at the request of the student.

### **Post-Secondary Education**

The area of post-high school education (College, Technical School, etc.) is a major concern of the School Counselors. Counselors aid students in selecting the schools which meet their needs.

Services rendered:

- Information - Catalogs and other materials describing the educational programs and entrance requirements of schools throughout the country are available in the Guidance Office and on the Guidance website.
- Admissions Tests - Information regarding ACT, SAT, PSAT and any other test necessary to gain admission to colleges are available in the Guidance Office and on the school website.
- Application Process - Counselors assist students by providing resources to research colleges, located their admissions procedure and help with supplemental application materials as needed.
- Financial Aid and Scholarships - Information and application forms relating to the many types of financial aid available at post-secondary schools are available in the Guidance Office and on the website.

### **Career Goals**

Career planning is another important area in which counselors work with students. Two major goals in this area are the following: 1) to make the students aware of the many vocational/career areas available in our society; and 2) to assist students in determining which vocational areas are most related to their individual interests and abilities. Two means used to accomplish the above goals are (a) vocational literature that provides information in the areas of job descriptions, training programs, working conditions, and salaries for most occupations; and (b) career assessments.

### **Personal/Social Counseling**

A major concern of school counselors is to help students make adjustments to difficult situations they encounter. By actively working with students the counselor strives to help each student adjust in areas such as peer relations, academic concerns, self-concept development, and human relations skills. This service is available to all students at their request.

### **Release of School Records**

The Family Educational and Privacy Act (FERPA) of 1974 require the following procedures to be observed in the release of school records:

- School records cannot be released to any individual or agency (employer, government agency, etc.) without the written consent of a student's parent or guardian. If the student is 18 years of age, he/she may sign for the release of his/her records.
- School records will be released, without written consent of parent or guardian, to officials of other educational institutions in which the student intends to enroll. The student's parents or guardians must be notified of the transfer, and they may receive a copy of the record if they desire.

### **Guidelines for Counselor-Student Confidentiality in Fort Mill School District**

The issue of confidentiality is involved in every counseling interaction. It is important to inform students prior to beginning the counselor/student relationship that there are possible limitations that may affect the relationship. Counselors know their limitations and will not act beyond the bounds of their professional qualifications, and will refer students to community resources when appropriate.

Whether the topic of confidentiality is discussed or not, all communications between the student and the counselor are, in fact, confidential.

Informal discussion of the student records with persons not directly involved is a breach of confidentiality. Records may be discussed with another professional when the focus of the discussion is on helping the student.

A list of persons who have expertise in legal/ethical issues in school counseling will be available to counselors for the purpose of consultation. Other professionals include, but are not limited to, members of the student support team, professional counselors including school counselors, school/district administrators, community mental health agencies, state department personnel and other professionals in the field of counseling.

Written or oral reports will present only data germane to the purposes of the report. Every effort is made to avoid undue invasion of privacy.

If a student has revealed information that indicates a violation of South Carolina laws regarding child welfare and/or protection, then the counselor must inform the appropriate individuals, which may include parents, school authorities, and law enforcement agencies.

When a student has revealed information that indicates involvement in an activity that is likely to result in imminent danger to himself/herself or to someone else, the counselor will (a) try to persuade the student to discontinue the activity and (b) explain the counselor's responsibility to inform appropriate individuals. If steps (a) and (b) do not deter the student, the counselor is ethically bound to take reasonable action to inform responsible authorities and/or parents. Depending on the nature of the situation, the student's name may have to be revealed as soon as the counselor is aware of the situation. The individuals to be notified will be determined by the context of the situation and the counselor's judgment of which authority will best serve the needs of the student.

If the counselor is subpoenaed to testify in a legal proceeding but does not wish to reveal information to protect the student's best interests, the counselor may do the following:

- Become an agent of the student's attorney, that is, by revealing the student's case, the counselor may invoke the attorney-client privilege (The attorney must raise the privilege in court for the counselor to be protected by it.)
- Request that the information be received in the judge's chamber rather than in open court. Neither of these options guarantees the counselor's privilege not to reveal information.

In summary, the counselor-student relationship is private and requires compliance with confidentiality standards.

School counselors, however, work with minors and their legal responsibility is generally to the parents, whereas their ethical responsibility may be more to the student. Many times the legal and ethical requirements are not always in agreement, thus placing the counselor in a precarious position that must be balanced to ensure the rights of students and at the same time ensure the rights of the parents. Applying ethical standards to practical situations is difficult because the students are minors in most cases. Moreover, there exists an ethical- legal responsibility to the school district. The literature recommends that students should have control over the release of information that results from their choosing to engage in the counseling process, and the student can bring suit against the counselor for revealing



confidential information without his/her permission. Counselors must become familiar with local, state and federal laws as well as follow the professional guidelines for their code of ethics.

School Professionals are important advocates for your child's development. In order to foster effective communication, we ask that you consider the following:

- Encourage your child to communicate concerns to school professionals.
- When contacting a teacher, counselor or administrator, clearly state the subject of your inquiry. Keep communications to the point. Brief, concise statements allow clear consideration of important points.
- You must schedule conferences through the Guidance Office (803-548-8235). If you are unable to attend, please inform guidance as soon as possible.
- Conferences will be conducted with mutual consideration and courtesy. Expect a conference to be terminated when behavior is inappropriate.
- Classroom and administrative policies are implemented on the basis of many factors. Policies are not altered for the benefit of one student.

Having a team of professionals working together is a powerful ally for helping your child mature into a responsible adult. Catawba Ridge High School is committed to this worthwhile goal.

### **Academics**

Catawba Ridge High School is structured on a four period day/semester schedule. This concentrated semester schedule is designed to help students succeed. The planning process between the student, parents, and the guidance department is essential for academic success. Parent conferences are encouraged and may be held at any time during the school year by calling the Guidance Office. The ultimate responsibility for the student's four-year academic plan is based on the decisions of the student and parents. More information can be found in the Program of Studies, which was issued to each student in the spring or by calling the Guidance Office.

### **Make-Up Work due to absences**

Fort Mill School District Policy JH-R allows five (5) days for make -up work. If a student misses a class, it is solely his or her responsibility to consult with the teacher on the first day back concerning make-up work or missed assignments. If a student misses an assigned test, it is his or her responsibility to contact the teacher to make up the test within the 5 day makeup window. The fact that an absence from class is excused does not relieve the student of the responsibility of making up the work. Each teacher will establish, explain, and post procedures for making up work. However, parents/guardians may pick up assignments in the guidance office. Teachers will have at least 24 hours to get work together and sent to guidance for parent/guardian pickup.

### **Course Load/Dropping a Subject**

All students in grades 9-11 will be required to take 8 units of coursework. All students are expected to take English and Math every year. Seniors will be required to take at least 3 units each semester on campus. Once a student is scheduled into a course, she/he will not be able to change or drop the course.



**All Schedules are FINAL the first day of school.**

### **Grade Reporting**

Students and parents can view grade progress in Parent Portal. The report card dates are listed on the Fort Mill School District calendar. Students will be graded on the State Uniform Grading Policy. Grades are posted within 10 school days of the assignment due date or test date.

### **Term Exams**

Exams will be held in the last week of the 1st term and the last week of the 2nd term. All exams count 10% of the final average, except for Algebra 1, Intermediate Algebra, Biology 1, English 2 and US History. According to state regulations, the end of course exams in these subjects will count 20% of the final average. Everyone will take an exam on the day the exam is scheduled unless prior approval by the principal has been given.

**FINALS WILL NOT BE SCHEDULED EARLY WITHOUT APPROVAL FROM ADMINISTRATION AND WILL BE SCHEDULED AT A LATER DATE.**

### **Senior Exam Exemption Policy (School Year 2024-2025)**

Exams will be given in all courses at the end of each term. Seniors may exempt exams under the following conditions:

- The senior has no more than two unexcused absences for the term;  
The senior has not been suspended or assigned to all day ISS during the term;
- The senior has a term average of 80.

### **Grade Point System**

All students will have their GPA and class rank computed using the State Uniform Grading Policy guidelines and conversion scale. (This conversion scale may be found in the Program of Studies.) The State Uniform Grading Policy requires the following guidelines for all students: Students who withdraw from a course after 5 days will be assigned a WF plus a grade of 51 that will be calculated in the student's overall GPA. Students may retake the same course at the same difficulty level under the following conditions: Only courses in which a grade of a D or F was earned may be retaken. The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic school year. The student's record will reflect all courses taken and the grade earned with the following exception:

Students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9<sup>th</sup> grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPA and only the 9<sup>th</sup> grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

### **Honor Graduates Selection**

To be designated as an Honor Graduate at the graduation ceremony:

- Students with the 2 highest academic averages at the end of the 8th semester will be designated as speakers at the graduation ceremony. The student with the highest average will be valedictorian and the second highest average will be salutatorian. If there are ties for the highest averages, all students involved in the ties will be designated as honor graduates.

- A student vying for honor graduate must complete 4 calendar years of high school, the last two semesters at Catawba Ridge High School and be enrolled in a Math or English course during their senior year.

### **Junior Marshals**

Junior Marshals are the 10 students having the highest academic averages at the end of the 5th semester.

### **Credit Recovery**

The purpose of the credit recovery program is to assist high school students who fails to pass a core class needed for promotion and/or graduation requirements. At the end of each semester, the counselors will contact those that qualify for this program.

- a. Participating students **MUST** have attended a minimum of 120 hours of seat time in the course for which they received No Credit.
- b. Participating students **MUST** have previously failed the course with a grade of 55-59 to participate in the CRHS credit recovery program or a 50-54 to participate in the South Carolina Virtual School credit recovery program.
- c. A grade of P is awarded in any subject successfully completed in Credit Recovery course. (Participating in Credit Recovery does not meet NCAA Standards.)

More information about curriculum may be found in the Program of Studies or by calling the Guidance Office.



### **Extra-Curricular Activities Clubs**

Students at Catawba Ridge High School have an excellent opportunity for self-direction and further training through the auspices of club organizations. There will be a club to meet the needs of any student, whether the interest is in science, language, vocation, sports, or school and community service. Students share the responsibilities of organizing and evaluating the activities and work toward developing democratic leadership.

New clubs will be established during the month of May. New clubs must apply and be approved by administration. Procedures are in place for application and review for approval beginning the next school year. Inactive clubs will be dropped from clubs offered.

All students participating in co-curricular activities must attend school on the day of participation in the activity if it is scheduled on a school day.

### **Publications**

The school yearbook is not just a collection of names or faces, but a collection of memories. It is a pictorial essay of student activities including both group and individual achievements. The staff is representative of all grade levels at Catawba Ridge High School.



Fall		Winter		Spring	
Men	Women	Men	Women	Men	Women
Football-Varsity, JR Varsity	Volleyball-Varsity, JR Varsity	Basketball-Varsity, JR Varsity	Basketball-Varsity, JR Varsity	Baseball-Varsity, JV Varsity	Softball-Varsity, JR Varsity
Cross Country	Cheerleading-Varsity, JV Varsity	Wrestling-Varsity, JR Varsity	Cheerleading-Varsity, JR Varsity	Soccer-Varsity, JR Varsity	Soccer-Varsity, JR Varsity
Swimming	Cross Country	Student Trainer	Student Trainer	Track	Track
Student Trainer	Swimming			Lacrosse-Varsity, JR Varsity	Lacrosse-Varsity, JR Varsity
Volleyball	Tennis			Student Trainer	Student Trainer
	Golf			Golf	
	Student Trainer			Spring	



## Catawba Ridge High School Athletic Admission Prices

Varsity Football	\$8.00
JV Football	\$6.00
Volleyball	\$6.00
Wrestling	\$6.00
Varsity Basketball	\$6.00
JV Basketball	\$6.00
Baseball	\$6.00
JV Baseball	\$6.00
Track Meets	\$6.00
Soccer	\$6.00
JV Soccer	\$6.00
Softball	\$6.00
JV Softball	\$6.00
Family All Sports Pass*	\$275.00
Individual Season Pass	\$140.00
Student All Sports Pass*	\$60.00
Elite (Family with Parking Spot)	\$375.00
Children 6 and under	NO CHARGE

\*Purchase through CRABC website (*Includes Varsity Football, Excludes Tournaments & Playoffs*)

## Athletic Eligibility

Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. (Please read Summary which follows).

### Summary of South Carolina High School League Eligibility Rules:

- Birth Certification  
Schools shall have on file a copy of an official birth document for all student athletes. Any questions on authenticity will be submitted to the League Office.
- Official birth documents must meet the following criteria:
  - It must be an original certified document.
  - It must be obtained from the state, county, or city government in which the student was born.
  - It must include the given and surnames.
  - It must be legible and unaltered.
- A contestant must be under 19 years of age prior to July 1. (See your Athletic Director for exceptions to this rule.)
- A contestant must not participate under an assumed name.
- A contestant must be a student taking the equivalent of 4 units of credit for which no previous credit has been received. To participate in interscholastic activities, students in grades nine through twelve must achieve an overall passing average. To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school. To be eligible second semester the student must meet one of the following conditions: a) if the student met first semester eligibility requirements then he or she must pass 2 units during the first semester; b) if the student did not meet first semester eligibility requirements then he or she must pass 2.5/ 3 units during the first semester.
- A contestant must not have received a high school diploma.
- A contestant must be academically eligible as mandated by state law.
- A contestant will be ineligible at the end of the fourth school year from the time that he or she first entered the ninth grade.
- A contestant must have attended school at least 60 days in the term immediately preceding the term of participation.
- A contestant must not violate his or her amateur status.
- A contestant must not have transferred as a result of recruiting or undue influence.

These rules apply to boys and girls as well as Varsity, J.V., "B," middle school and junior high teams. If there is any question concerning your eligibility for interscholastic activities, please consult the Athletic Director or write:

Jerome Singleton, Executive Director  
South Carolina High School League  
P. O. Box 211575  
Columbia, SC 29221  
(803)798-0120

***All athletes are required to have a complete and current physical form on file with the Athletic Trainer before they can participate in any activity.***

## **FOR MORE INFORMATION**

Absences	Attendance
Change of Address	Guidance
Changing Schools	Guidance
College Catalogs	Guidance
Detention	ISS Coordinator
Early Dismissal	Attendance
Illness	Nurse
Lost and Found	Main Office
Lunch Program	Cafeteria
Parking Permits	Bookkeeping
Counseling	Guidance
Schedule Change Request	Guidance
Scholarships	Guidance
Tardiness	Attendance
Textbooks (Lost or Damaged)	Administration
Transportation	(803) 802 1998



# 24-25 School Calendar

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

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

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

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

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

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

First/Last Day of School	
First Day Grades 1-12: Aug 8 ... Last Day May 23	
First Day Kindergarten Staggered Schedule	
Jan - Mar Birthday: Thursday, Aug 8 April - Jun Birthday: Friday, Aug 9 Jul - Sept Birthday: Monday, Aug 12 Oct - Dec Birthday: Tuesday, Aug 13 ALL STUDENTS ATTEND: Wednesday, Aug 14	

Student & Staff Holidays - No School	
Jul 4 - Independence Day Sept 2 - Labor Day* Oct 11 - Student and Staff Holiday* Nov 5 - Election Day Nov 27-29 - Thanksgiving Break Dec 23 - Jan 2 - Winter Break Dec 25 Christmas Day, Jan 1 New Year's Day Jan 20 - Martin Luther King Jr. Day* Feb 17 - Presidents' Day* Mar 14 - Student and Staff Holiday* April 21 - 25 Spring Break April 20 Easter May 26 - Memorial Day* * Indicates potential make-up day.	

Teacher Work & Professional Days No School For Students	
Aug 1 - 7                      Feb 14* Oct 14                          Mar 17* Jan 3                            May 27* * Indicates potential weather make-up day.	

Instructional Full & Noted -1/2 Days-	
- 1/2 Days-                      1/2 Day Dismissal Times - Dec 20 -                      Elementary - 11 am - May 22 -                      Middle - 11:35 am - May 23 -                      High - 12:10 pm	

2 Hour Early Release Days	
Aug 30                          Jan 31 Sept 27                          Feb 28 Nov 1                            Mar 28	

End Of Term & Reporting Dates	
30th Day - Sept 16                      120th Day - Feb 19 45th Day - Oct 10                      135th Day - Mar 12 60th Day - Nov 4                      150th Day - April 4 90th Day - Dec 20                      180th Day - May 23 (End of 1st Semester)                      (End of 2nd Semester)	

Graduation Dates	
Tentative Saturday, May 24 This date subject to change based on venue availability and other unforeseen circumstances.	

School Board Approved May 23, 2023	
All dates, including the first and last day of school, are subject to change in the event of severe weather, changes to current legislation or other unforeseen circumstances.	

January 2025						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20*	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17*	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17*	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27*	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

First & Last Day of School -  
(Last day of school is a 1/2 day)

Instruction Day -  
Students in school (please note 1/2 days are indicated in white lettering)

Student & Staff Holiday -  
No School for Staff or Students

Teacher Work Day -  
No School for Students

2 Hour Early Release Days -  
Students will be dismissed from school two hours early for teacher planning.

\* Potential Make-up Day -  
Typically the first available make-up day, after a school closure, is used. See H.3890 details below